

EAST AFR. PROT.
52844

REC'D
OFFICE SEP 19
139

715
1919
26 July

Powers of Heads of Railway Dept.

Previous Paper.

Has granted increased - giving them
greater responsibility & freeing them from
supervision of minor details - see Schedule
showing new powers

Copy sent to Ca. no. 8372 B/C

With the general principle of this
we should certainly agree. This
is in accord with Sir Swettenham's
policy of getting things done.

But the whole matter is
technical - & in the first
instance send copy of this
to the [?] (for return) & ask
whether they have any observations
or criticisms.

accd
13.9.19
at once

Subsequent Paper.

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C O
52844 26 July, 1919.
REC'D
PROV H SEP 19

Robert

My Lord,

I have the honour to inform Your Lordship that it is proposed by the General Manager, Uganda Railway, that the powers which the Heads of the Railway Departments exercise over routine matters, should be increased thus giving them greater responsibility and freeing himself from the supervision of minor details which, under the present system, take up much of his time unnecessarily.

2. I entirely support the General Manager's suggestions and have granted the powers provisionally, pending Your Lordship's sanction.

3. A Schedule, showing both the powers heretofore exercised by the Heads of Departments and those which it is now proposed to give them, is sent herewith.

I have the honour to be,
Your Lordship's
humble, obedient servant,

Edward Northey
GOVERNOR.

RIGHT HONOURABLE
DISCOUNT MILNER, P.C., G.C.B., G.C.M.G., &c., &c.,
SECRETARY OF STATE FOR THE COLONIES,
DOWNING STREET,
LONDON, S. W.

PROPOSED NEW POWERS

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs. 120/- per mensem inclusive.
 - 1.a. Has no power as regards appointment or dismissal of employees holding an overseas agreement, but can suspend such employees, reporting all such cases to the Manager.
 - 1.b. Provided there is provision in the estimates can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a salary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.
New Clause
 - 1.c. Month's pay in lieu of notice.- In the case of locally engaged employees may grant a month's pay in lieu of notice to employees whose services are dispensed with.
2. Fines.- Can fine employees of all grades with the exception of First Grade Officers. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.
3. Travelling Allowances.- Is a controlling officer of his Department for the purpose of countersigning travelling allowance journals.
4. Advances of Salary and Travelling Allowances.- Can grant an advance up to a limit of one month's pay, plus travelling allowance to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the official's travelling allowance.
5. Transfers and Postings.- Can post all employees in his Department other than First Grade Officers; if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs.200/- per mensem from his Department to another. All such transfers being reported for record at the Official Meeting.

6. Passes.- Can issue cheque Service passes and card passes to all employees in his Department and their families in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer.
7. Agreement of service.- Within the limits sanctioned in the Annual Working Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.
8. Leave.- Can grant Casual and Sick Leave to all employees in his Department in accordance with the rules in force.
9. Can sanction annual increments to all employees under first grade officers within sanctioned estimates and as per scale in force.
10. Can grant house allowances in lieu of quarters as per rules in force provided there are no vacant quarters.
11. Has power to sanction to Non-Europeans overstay of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.
12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs. 500 or over requires the General Manager's sanction.
13. Maintenance of Locomotive and Carriage and Wagon Stock.- Can incur expenditure to the extent sanctioned in the yearly working estimates on Ordinary maintenance of Locomotive and Carriage and Wagon Stock of the line. Special repairs and re-construction must obtain the sanction of the General Manager.
14. Can grant to his employees who meet with an accident in the workshops (not caused by their own fault) full pay while under medical treatment and certified unfit for work. All cases where such absences from work extend beyond a period of 30 days must receive the General Manager's sanction, and no employee can receive full pay for such absences beyond the period in one year as laid down by the rules in force without special sanction.
15. Can arrange for the execution of work in the Loco. Workshops, Govt. Government Departments, Railway employees, and the Public subject to the deposit of funds when necessary, in advance. No work estimated to cost more than Rs. 500 can be undertaken without reference to the General Manager.

- 16. Stores.-- Can draw stores required for daily consumption in the Workshops and for Locomotive purposes from General Stores, also for any special sanctioned work, and also furniture up to quantity sanctioned.
- 17. Local purchase of Stores.-- Can purchase locally without the previous sanction of the Manager, stores required for private work done in the Locomotive Workshops for which adequate funds have been deposited.
- 18. Cannot buy stores for Government work.
- 19. Can up to a limit of Rs.500 contract for loading and unloading fuel not covered by the agreements entered into with fuel contractors.

PROPOSED NEW POWERS

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs. 120/- per mensem inclusive.
 - 1.a. Has no power as regards appointment or dismissal of employees holding an overseas agreement, but can suspend such employees, reporting all such cases to the Manager.
 - 1.b. Provided there is provision in the estimate can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a salary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.
 - 1.c. Month's pay in lieu of notice.- In the case of locally engaged employees may grant a month's pay in lieu of notice to employees whose services are dispensed with.
2. Fines.- Can fine employees of all grades with the exception of First Grade Officers. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.
3. Travelling Allowances.- Is a controlling officer of his Department for the purpose of countersigning travelling allowance journals.
4. Advances of salary and travelling Allowances.- Can grant an advance up to a limit of one month's pay plus travelling allowance to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the Official's travelling allowance.
5. Transfers and postings.- Can post all employees in his Department; also if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs. 200/- per mensem from his Department to another. All such transfers being reported for record at the Official Meeting.

6. Passes.- Can issue cheque service passes and card passes to all employees in his Department and their families in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer, and return tickets to servants of officials leaving Bombay.
7. Agreement of service.- Within the limits sanctioned in the Annual Working Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.
8. Leave.- Can grant Casual and Sick leave to all employees in his Department in accordance with the rules in force.
9. Can sanction annual increments to all employees under First Grade Officers within sanctioned estimates and as per scale in force.
10. Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters.
11. Has power to sanction to non-Europeans overstays of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.
12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs.500 or over requires the General Manager's sanction.
13. Maintenance of steamers, lighters, etc.- Can incur expenditure to the extent sanctioned in the yearly working estimates on Ordinary maintenance of steamers, lighters, etc. Special repairs, improvements and re-construction must obtain the sanction of the General Manager.
14. Stores.- Can draw stores required for sanctioned works and ordinary maintenance, also furniture up to quantity sanctioned.

15. Local purchase of stores.- Can sanction the purchase locally of stores in urgent cases to the limit of Rs. 150 in each case.
16. Purchase of food.- Food required for catering and feeding the staff must be supplied under contract or through the General Stores but in urgent cases the Superintendent of Marine may make local purchases up to a total limit of Rs. 500 per mensem.
17. Contracts for loading and unloading fuel.- Can up to a limit of Rs. 500 contract for loading and unloading fuel not covered by agreements entered into with fuel contractors.
18. Staff quarters.- Has control of allotment of all staff quarters set aside for use of the Marine Department.
19. Compensation claims.- Can sanction all claims (except for personal injuries) within a limit of Rs. 300 in each case. A monthly list, in the usual form of all compensation claims settled being submitted to the Manager for record at Official Meeting.
20. Refunds of overcharges on goods, parcels traffic, etc.- Can sanction refund of overcharges on goods and parcels traffic, refunds (when covered by Traffic rules) of Passenger fares and remissions of demurrage and penalty charges within a limit of Rs. 300.
21. Refunds of fares, etc., and write-off outstandings and remission of debts.- Can also sanction refunds of fares, etc., on coaching traffic, and write-off outstandings and remit debts against staff on recognised principles up to a limit of Rs. 300 in each case.
22. Execution of Works in Workshops.- Can arrange for the execution of work in the Marine Shops for Government Departments, Railway employees, and the public subject to the deposit of funds when necessary, in advance. No work estimated to cost more than Rs. 500 can be undertaken without reference to the General Manager.

PROPOSED NEW POWERS.

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the annual Working Estimates, can appoint, promote, reduce and dismiss all Revenue employees, of his office, the Marine Workshops and assistant engine room staff on steamers, up to Rs.75 excluding rations or ration compensation.
 - 1.a. Has no power as regards the appointment or dismissal of agreement men, but can suspend all agreement Revenue employees serving in his office, the Marine Workshops and in engine rooms on steamers, reporting to the Superintendent of Marine all cases in which severe punishment is recommended to an employee drawing over Rs.75 a month.
 - 1.b. Month's pay in lieu of notice.- In the case of locally engaged employees, may grant a month's pay in lieu of notice to employees whose services are dispensed with.

2. Fines.- Can fine all employees with the exception of 1st grade officers serving in his office, the Marine Workshops and in engine rooms on steamers. Fines in any one month not to exceed $\frac{1}{2}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Leave.- Can grant casual and sick leave to all employees serving in his office, the Marine Workshops and in engine rooms of steamers in accordance with the rules in force.

4. Transfer and postings.- Can order the transfer of Engineers from one steamer to another. All transfers of Chief Engineers must however be first arranged with the Superintendent of Marine.
 - 4.a. Can transfer all engine room staff of lower rank than Chief Engineer and members of the crew from one steamer to another and from steamers to workshops or vice versa to meet the exigencies of the service. All such transfers to be reported to the Superintendent of Marine.

5. Maintenance of steamers, lighters, etc.- Can undertake ordinary works costing less than Rs.200 each required for the maintenance of fleet. Works estimated to cost more than Rs.300 each must be referred to the Superintendent of Marine for sanction. The total cost of maintenance of the fleet must not exceed the amount sanctioned for this purpose by the Manager. A monthly statement of all works undertaken must be submitted to the Superintendent of Marine for record.

6. Stores. - Can draw stores from the Marine Depot required for daily consumption in the marine shops and in the rooms of steamers in accordance with regulations.
7. Local purchase of Stores. - Can not purchase stores locally without sanction of the Superintendent of Marine.

PROPOSED NEW POWERS.

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs. 120 per mensem inclusive.
 - 1.a. Has no power as regards appointment or dismissal of employees holding an overseas agreement, but can suspend such employees, reporting all such cases to the Manager.
 - 1.b. Provided there is provision in the estimates can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a salary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.
 - 1.c. Month's pay in lieu of notice.- In the case of locally engaged employees may grant a month's pay in lieu of notice to employees whose services are dispensed with.
2. Fines.- Can fine employees of all grades with the exception of First Grade Officers. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the remission of such fine.
3. Travelling Allowances.- Is controlling Officer of his Department for the purpose of countersigning travelling allowance journals.
4. Advances of salary and Travelling Allowance.- Can grant an advance up to a limit of one month's pay plus travelling Allowance to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the Official's travelling allowance.
5. Transfers and Postings.- Can post employees in his Department other than First Grade Officers; also if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs.200/- per mensem from his Department to another. All such transfers being reported for record at the Official Meeting.

6. Passes.- Can issue cheque service passes and card passes to all employees in his Department and their families and to all employees on termination of service or when proceeding on leave in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer.
7. Agreement of service.- Within the limits sanctioned in the Annual Working Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.
8. Leave.- Can grant Casual Leave and Sick Leave to all employees in his Department in accordance with the rules in force.
9. Can sanction annual increments to all employees under First Grade Officers within sanctioned estimates and as per scale in force.
10. Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters.
11. Has power to sanction to non-Europeans overstay of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.
12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs. 500 or over requires the General Manager's sanction.
13. Stores.- Can issue receipt order to Depot Store-keepers for the receipt of stores into their depots.
14. Can recruit his stock of ordinary stores of country manufactures, etc., by purchase in local markets, for which tenders for supply have been accepted by the General Manager.
15. Can purchase locally up to Rs-5,500 per annum for the stores and wares required for Refreshment Rooms and Steamers for which tenders for supply have been accepted by the General Manager.
16. Can purchase locally at market rates indigenous goods, wares required for rationing the staff, or for use in Refreshment Rooms and on Steamers. Contracts or purchases for quantities exceeding three months' average consumption require General Manager's sanction.

17. Can reject such of the above stores locally purchased as he may consider inferior in quality to that approved in the specification.
18. Can purchase imported stores up to a limit of Rs.1000 in each case.
19. Can draw stores required for consumption in Stores Department or for the preservation and maintenance of Stores, such as painting, cleaning, shifting, etc. Is responsible that such works are only undertaken when funds are available.
20. (1) Can sell at sanctioned rates stores on surplus lists up to value of Rs.150 in each case and ordinary stores when he considers they can be spared up to value of Rs.50 in each case.
- (2) Can purchase local timber as required for sanctioned works.
- (3) Can issue furniture to his staff up to quantity sanctioned.

1. Appointments, promotions, reductions and dismissals.

Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs.120 per mensem inclusive.

1.a. Has no power as regards appointment or dismissal of employees holding an overseas agreement, but can suspend such employees reporting all such cases to the Manager.

1.b. Provided there is provision in the estimates can appoint on a six months provisional agreement any employee under the grade of a first grade officer at a salary not exceeding the minimum scale of salary of the post reporting the appointment to the General Manager.

1.c. Month's pay in lieu of notice. - In the case of locally engaged employees, may grant a month's pay in lieu of notice to employees whose services are dispensed with.

2. Fines. Can fine employees of all grades with the exception of first grade officers. Fines in any one month not to exceed 1/3 of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling Allowances. - Is a controlling officer of his department for the purpose of countersigning travelling allowance journals.

4. Advances of salary and travelling allowances. - Can grant an advance up to a limit of one month's pay plus travelling allowance to any member of the staff of his Department; the amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the Officials' travelling allowance journal.

5. Transfers and Postings. - Can post all employees in his Department other than first grade officers; also if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs.300/- per mensem from his Department to another. All such transfers being reported for record at the Official meeting.

6. Passes.— Can issue cheque service passes and card passes to all employees in his Department and their families in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer.
7. Agreement of service.— Within the limits sanctioned in the Annual Working Estimates can execute a monthly (short period) agreement with any employee below the grade of a first grade officer defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.
8. Leave.— Can grant casual and sick leave to all employees in his Department in accordance with the rules in force.
9. Can sanction annual increments to all employees under first grade officers within sanctioned estimates and as per scale in force.
10. Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters. Also cycle allowances.
11. Has power to sanction to Non-Europeans overstay of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.
12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs. 500 or over requires the General Manager's sanction.
13. Trolley Permits. Can issue these permits.
14. Maintenance and Renewal of Permanent Way.— Can sanction expenditure within the limits provided under Abstract A.II.
15. Repairs to Bridges, culverts & Openings, station buildings and Staff quarters.— Can sanction estimates for actual repairs within the limits provided under Abstract A.III and IV. Estimates for enlargements, replacements and improvements must receive the General Manager's sanction.
16. Miscellaneous Expenditure.— Can sanction expenditure within the limits provided under Abstract A.V.1, A.V.2, A.V.3, A.V.4, A.V.5, A.V.6, A.V.7, A.V.8., A.V.9. Estimates for enlargements, replacements (except in small tools) and improvements must receive the General Manager's sanction.
17. New Minor Works.— A.V.7. Can sanction detailed estimates up to Rs. 300.

18. Excess Expenditure.- Can sanction excess expenditure occurring in any one month under Abstract A. provided it is covered by previous savings.

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19. Contracts.- Can enter into Contracts for material and labour provided the total amount to be paid under one Contract does not exceed Rs.5,000 and that the estimate for such Works has been duly sanctioned.

20. Stores.- Cannot buy stores. Can order the issue of stores for use on sanctioned works, also furniture up to quantity sanctioned.

21. Execution of Works in Workshops.- Can authorise the execution of Works up to Rs.500 (inclusive) for all Government Departments Railway employees and the Public subject to the deposit of funds when necessary in advance.

22. Second-hand Stores.- Can authorise the sale of second-hand stores at the current sales rate up to a limit of Rs.150.

District Inspector Office

PROPOSED NEW POWERS.

1. Appointments, Promotions, reductions and dismissals.- Within the limits sanctioned in the Annual Working Estimates can in his own district appoint, promote, reduce and dismiss locally engaged staff and Indian labour employed on sanctioned Revenue or Capital works drawing salaries of Rs. 75/- or under and including their ration compensation.
2. Fines.- Can fine employees of all grades, with the exception of First Grade Officers, who are serving under him. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.
3. Is a controlling officer for the purpose of countersigning Travelling Allowance Journals of members of his Staff below the grade of a First Class Officer.
4. Leave.- Can grant Casual Leave to his employees and their families in accordance with the rules in force, and can issue the necessary passes.
5. Transfers and Postings.- Can post within his own district any of his employees drawing a salary not exceeding Rs. 200/- per mensem reporting to the Head of his Department the posting of any employee above the menial grade. Can arrange with other District Officers of the same Department the transfer of any employee drawing a salary not exceeding Rs. 200/- per mensem reporting to the Head of his Department the transfer of any employee above the menial grade.
6. Can issue service cheque passes to all the staff employed in his district according to the rules in force.
7. Overcharges.- Can sanction refund of overcharges on goods and parcels traffic, and refunds of passenger fares provided such refunds are covered by Tariff rules. Can also sanction remission of rent demurrage and penalty charges up to a limit of Rs. 50 in each case. All refunds must be immediately advised to the Traffic Manager.
8. Compensation Claims.- Can sanction payment of claims up to a limit of Rs. 50 in each case. Full particulars of each case to be submitted to the Traffic Manager immediately after settlement.
9. By-Carr Journey Tickets.- Can extend the available period of Return Journey Tickets.

POWERS.

PROPOSED NEW POWERS.

1. Appointments, promotions, reductions and dismissals:- within the limits sanctioned in the annual Working Estimates, can appoint, promote, reduce and dismiss Revenue labour drawing salaries of Rs.25 per mensem and under.

1. (a) Has no power as regards appointment or dismissal of agreement men, but can suspend all agreement employees and all non-agreement employees even on pay above Rs.25 per mensem serving under him, reporting same to the Head of the Department to which the man belongs.

1. (b) Can engage, promote, reduce or dismiss artisans for employment on sanctioned Revenue Works and also on Capital open line working up to a maximum salary (including Rs.5 in lieu of rations) of Rs.75 per mensem.

This applies to locally engaged men only and not to indentured men, it also applies only to men temporarily engaged for a special work.

2. Fines:- Can fine subordinates including Clerks and Menials serving under him. Fines in any one month not to exceed 1/4 of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances:- Is a controlling officer for the purpose of countersigning travelling allowance journals of subordinates.

4. Leave:- Can grant casual leave up to 10 days at a time to office clerks and other subordinates.

5. Transfers and postings:- Subject to the proviso that no additional expenditure is incurred, can transfer and post all subordinate staff.

6. Passes:- Can issue service cheque passes to all the staff employed under the rules in force over whole line, Lake Ports and Uganda Railway, can issue luggage passes when transferring employees.

7. Alterations and additions:- Within the amount sanctioned annually for this purpose by the Superintendent of Way and Works can carry out all works which are re-constructions or petty alterations to existing buildings, with the exception of staff quarters, up to a limit of Rs.50 in each case. Re-construction and alterations of staff quarters require the sanction of the Superintendent of Way and Works.

1. Appointments, promotions, reductions and dismissals. Within the limits sanctioned in the Annual Working Estimates can in his own district appoint, promote, reduce and dismiss locally engaged African and Indian labour employed on sanctioned Revenue or Capital works drawing salaries upto Rs.75/- excluding rations or ration compensation.

1.a. Has no power as regards appointments or dismissal of employees who hold overseas agreements or have entered into an agreement with the General Manager or the Head of the Department, but can suspend such employees reporting all such cases to the Head of his Department.

2. Fines.- Can fine employees of all grades, with the exception of First Grade Officers, who are serving under him. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Is a controlling officer for the purpose of countersigning Travelling Allowance Journals of members of his staff below the grade of a First Class Officer.

4. Leave.- Can grant Casual Leave to his employees and their families in accordance with the rules in force, and can issue the necessary passes.

5. Transfers and Postings.- Can post within his own district any of his employees drawing a salary not exceeding Rs.500/- per mensem reporting to the Head of his Department the posting of any employee above the menial grade. Can arrange with other District Officers of the same Department the transfer of any employee drawing a salary not exceeding Rs.500/- per mensem reporting to the Head of his Department the transfer of any employee above the menial grade.

6. Can issue service cheque passes to all the staff employed in his district according to the rules in force.

7. Alterations and additions.- Within the amount sanctioned annually for this purpose by the Chief Engineer can carry out all works which are re-constructions or petty alterations to existing buildings, with the exception of staff quarters, up to a limit of Rs.100 in each case. Re-construction and alterations of staff quarters require the sanction of the Chief Engineer.

8. Staff Quarters:- Cannot expend money in altering or repairing his own quarters without the special sanction of the Manager.

9. Contracts:- Can accept contracts for sanctioned works up to a limit of Rs.2,500 each.

10. Rates for works:- Can settle additional rates for works not included in any agreement, provided that the value of such additional works does not exceed the limit of these powers, and that the total amount of the entire estimate is not exceeded.

11. Stores:- Can draw from depots, stores required for sanctioned works, and can purchase at market rates foodstuffs for rationing locally engaged labour.

12. Overcharges:- Can sanction refund of overcharges on goods and parcels traffic, and refunds of passenger fares and remissions of demurrage and penalty charges, provided such refunds are covered by tariff rules. All refunds must be immediately advised to the Traffic Manager.

13. Return Journey tickets:- Can extend the available period of Return Journey tickets.

14. Can correspond with the Chief Secretary, Entebbe, and Heads of Departments both in Uganda and East Africa concerning the working of their own departments with regard to the Busoga Railway.

15. Payment of Staff:- The paysheets for all subordinate and menial staff will be made out in the Superintendent's Office and in the case of menials and other members of the Staff who are unable to read and write payment must be witnessed by the Superintendent.

The Chief Accountant's office will advise the Superintendent as to the deductions to be made for Provident funds, etc.

After payment the paysheets will be sent to the Chief Accountant's office for audit and the Superintendent will be responsible for any errors found therein.

8. Staff Quarters:- Cannot expend money in altering or repairing his own quarters without the special sanction of the Manager.

9. Contracts:- Can accept contracts for sanctioned works up to a limit of Rs.2,500 each.

10. Rates for works:- Can settle additional rates for works not included in any agreement, provided that the value of such additional works does not exceed the limit of these powers, and that the total amount of the entire estimate is not exceeded.

11. Stores:- Can draw from depots, stores required for sanctioned works, and can purchase at market rates foodstuffs for rationing locally engaged labour.

12. Overcharges:- Can sanction refund of overcharges on goods and parcels traffic, and refunds of passenger fares provided such refunds are covered by tariff rules. Can also sanction remission of rents, demurrage and penalty charges up to a limit of Rs.50 in each case. All refunds must be immediately advised to the Traffic Manager.

13. Compensation Claims:- Can sanction payment of claims up to a limit of Rs.50 in each case. Full particulars of each case to be submitted to the Traffic Manager immediately after settlement.

14. Return Journey tickets:- Can extend the available period of Return Journey tickets.

15. Can correspond direct with the Chief Secretary, Entebbe, and Heads of Departments both in Uganda and East Africa concerning the working of their own departments with regard to the working of their railways.

16. Execution of Works in Workshops:- Can authorise the execution of works in the Workshops up to a limit of Rs.200 for all government departments, Railway employees and outside public subject to deposit of funds where necessary in advance.

17. Second-hand Stores:- Can authorise the sale of second-hand stores at the current rates up to a limit of Rs.50 inclusive.

POWERS OF THE CAPTAINS OF LAKE STEAMERS.

PRESENT POWERS.

1. Within the limits laid down for the Crew, can appoint, promote, reduce and dismiss African members of the crew drawing pay of less than Rs.20 per mensem provided that all such appointments, promotions, reductions, etc., are within the sanctioned scale of pay laid down by the Marine Superintendent for the steamer crews, reporting the same to the Marine Superintendent.

2. Can fine African members of the crew. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

PROPOSED NEW POWERS.

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1. Within the limits laid down for the Crew, can appoint, promote, reduce and dismiss African member of the crew drawing pay of less than Rs.20 per mensem provided that all such appointments, promotions, reductions, etc., are within the sanctioned scale of pay laid down by the Marine Superintendent for the steamer crews, reporting the same to the Marine Superintendent.

2. Can fine African members of the crew. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

London District Office

POWERS OF LOCOMOTIVE DISTRICT OFFICERS.

PROPOSED NEW POWERS.

1. Appointments, promotions, reductions and dismissals. - Within the limits sanctioned in the Annual Working Estimates can in his own district appoint, promote, reduce and dismiss locally engaged African and Indian labour employed on sanctioned Revenue or Capital works drawing salaries of Rs.75/- or under excluding rations or ration compensation.

1.a. Has no power as regards appointments or dismissal of employees who hold overseas agreements or have entered into an agreement with the General Manager or the Head of the Department, but can suspend such employees reporting all such cases to the Head of his Department.

2. Fines. - Can fine employee of all grades, with the exception of First Grade Officers, who are serving under him. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Is a controlling officer for the purpose of countersigning Travelling Allowance Journals of members of his Staff below the grade of a First class Officer.

4. Leave. - Can grant Casual Leave to his employees and their families in accordance with the rules in force, and can issue the necessary passes.

5. Transfers and Postings. - Can post within his own district any of his employees drawing a salary not exceeding Rs.200/- per mensem reporting to Head of his Department the posting of any employee above the menial grade. Can arrange with other District Officers of the same Department the transfer of any employee drawing a salary not exceeding Rs.200/- per mensem, reporting to the Head of his Department the transfer of any employee above the menial grade.

6. Can issue service cheque passes to all the staff employed in his district according to the rules in force.

7. Stores. - Can draw stores from General Stores required for the maintenance of locomotives and rolling stock and for any special sanctioned work coming under them.

8. Issue of Orders. - District Officers have no power to make any structural alterations to locomotives or rolling stock without the sanction of the Chief Mechanical Engineer.

9. Write off. Have no power to write off without reference to Chief Mechanical Engineer, any article of Tools and Plant, engines or rolling stock or of running rooms.

PRESENT POWERS.

PROPOSED NEW POWERS.

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Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the annual Working Estimates, can appoint, promote, reduce and dismiss all Revenue Subordinates and Clerks, etc., of his department up to Rs.50 inclusive. Also in so far as the catering department is concerned can appoint, promote, reduce and dismiss cooks and stewards whose actual monthly pay does not exceed Rs.50/- per mensem, any allowance for food excluded. He does not include agreement Subordinates whose cases are dealt with by the Manager.

1. Can have no power as regards the appointment or dismissal of agreement men, but can suspend all Revenue employees serving under him, reporting to the Manager, all cases in which severe punishment is recommended to an employee drawing over Rs.60 a month.

2. Can grant a month's pay in lieu of notice.- In the case of locally engaged employees, may grant a month's pay in lieu of notice to the employees whose services are dispensed with.

3. Can accept resignations of all locally engaged employees reporting cases of those drawing over Rs.60 to the Manager.

4. Fines.- Can fine subordinates including Clerks and Menials serving under him. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

5. Travelling allowances.- Is a controlling officer of his department for the purpose of countersigning travelling allowance journals.

6. Advances of salary and travelling allowances.- Can grant an advance up to a limit of one month's pay, plus travelling allowance, to any officer or subordinate of his department under orders of the Manager. The amount advanced on account of pay should be recovered from the salary of the official in 2 equal monthly instalments, beginning with the month in which a full month's pay is drawn after the transfer. The advance of travelling allowance should be recovered in full on submission of the official's travelling allowance bill. Advance can only be given before the transfer at the station from which the official is transferred.

7. Transfers and postings.- Subject to the proviso that no additional expenditure is incurred, can transfer and post within his jurisdiction subordinate Revenue establishments. Also if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs.200/- per mensem from his present to another without the Manager's sanction. All such transfers must be recorded in the Minutes of Official meetings. In the case of a transfer of staff drawing over Rs.200/- p.m. the Manager's sanction must first be obtained.

8. Passes.- Can issue service cheque passes to all persons employed in the Traffic Department and their families in accordance with the rules that are in force.

1. Appointments, promotions, reductions and dismissals:- Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs.120/- per mensem inclusive.

1.a. Has no power as regards appointment or dismissal of employees holding an overseas agreement, but can suspend such employees, reporting all such cases to the Manager.

1.b. Provided there is provision in the estimates can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a salary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.

1.c. Months pay in lieu of notice - In the case of locally engaged employees may grant a month's pay in lieu of notice to employees whose services are dispensed with.

2. Fines.- Can fine employees of all grades with the exception of First Grade Officers. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling Allowances.- Is a controlling officer of his Department for the purpose of countersigning travelling allowance journals.

4. Advances of salary and Travelling Allowances.- Can grant an advance up to a limit of one month's pay, plus travelling allowance to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the Official's travelling allowance.

5. Transfers and postings.- Can post all employees in his Department other than First Grade Officers, also if mutually agreed between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs.200/- per mensem from his Department to another. All such transfers being reported for record at the Official Meeting.

6. Passes.- Can issue cheque service passes and card passes to all employees in his Department and their families in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer.

New Clause.

6. Leave.- Can grant casual leave to all subordinates employed in his department up to 10 days.

New Clause

New Clause.

New Clause.

New Clause.

7. Compensation claims.- Can sanction all claims (except for personal injuries) within a limit of Rs.50 in each case; a monthly list, in the usual form, of all compensation claims settled being submitted to the Manager for record in minutes of Official Meeting.

8. Overcharges.- Can sanction refund of overcharges on goods and parcels traffic, refunds (when covered by tariff rules) of passenger fares and remissions of demurrage and penalty charges.

9. Refunds of fares, etc., and write-off of outstandings and remission of debits.- Can also sanction refunds of fares, etc., on coaching traffic and write-off of outstandings and remit debits against station staff on recognized principles up to a limit of Rs. 50 in each case.

10. Stores.- Can draw stores required for traffic working, etc., up to sanctioned limits in working estimates; also furniture on sanctioned requisitions. Can purchase local emergent stores up to Rs.100/-

11. Return journey tickets.- Can extend the available period of return journey tickets.

12. Indemnity Bonds.- May dispense with indemnity Bonds in such cases as he may think fit.

7. Agreement of service. - Within the limits sanctioned in the Annual Working Estimates can execute a short period monthly agreement with any employee below the grade of a First Grade Officer, defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.

8. Leave.- Can grant Casual and Sick Leave to all employees in his Department in accordance with the rules in force.

9. Can sanction annual increments to all employees under First Grade Officers within sanctioned estimates and as per scale in force.

10. Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters.

11. Has power to sanction to non-Europeans overstays of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.

12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs.500/- or over requires the General Manager's sanction.

13. Compensation claims. Can sanction payment of claims within a limit of Rs.50/- in each case; a monthly list in the usual forms of all compensation claims settled being submitted to the General Manager for record in the minutes of Official Meetings.

14. Can sanction refund of overcharges on goods and parcels traffic refunds (when covered by tariff rules) of passenger fares and remissions of demurrage and penalty charges within a limit of Rs.50/-.

15. Refunds of fares, etc., and write off of outstandings and remission of debits.- Can sanction refunds of fares etc., on coaching traffic, write off of outstandings, and remit debits against station staff on recognized principles up to a limit of Rs.50 in each case.

16. Stores.- Can draw stores required for the Department up to sanctioned limits in working estimates; also furniture up to quantity sanctioned. Can purchase local emergent stores up to Rs.150/- in cases of necessity.

17. Return journey tickets.- Can extend the available period of return journey tickets.

18. Indemnity Bonds. Has power to dispense with indemnity Bonds

... provisions for the supply of ...
... can purchase ...
... quantities ...
... require General

... for the supply of ...
... can purchase ...
... quantities ...
... require General

Contracts or purchases for quantities exceeding three months average consumption require Manager's sanction.

PRESENT POWERS.

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the annual Working Estimates can, in their own districts, appoint, promote, reduce and dismiss persons drawing salaries of Rs.25 per mensem and under.

(a) Have no power as regards appointment or dismissal of agreement men, but can suspend all agreement employees and all non-agreement employees even on pay above Rs.25 per mensem serving under them, reporting the same to Superintendent of Way and Works for orders.

(b) Have no power as regards appointment or dismissal of agreement men on sanctioned Revenue Works and also on Capital Open Line Works up to a maximum salary including Rs.15/- in lieu of rations, of Rs.65/- p.m. vide Manager's No.C.28/3/2289 of 2.4.13.

This applies to locally engaged men only and not to indentured men. It also only applies to men temporarily engaged for a special work.

Men obtained from the Loco. Department by District Engineers must be offered to the Loco. Department again before being discharged.

2. Fines.- Can fine subordinates including Clerks and Menials serving under them. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances.- Are controlling officers for the purpose of countersigning travelling allowance journals of subordinates.

4. Leave.- Can grant casual leave up to 10 days at a time to office clerks and other subordinates.

5. Transfers and postings.- Subject to the proviso that no additional expenditure is incurred, can transfer and post within their own districts all subordinate staff on Rs.25 per mensem and under. Can arrange with other District Officers, the exchange of subordinates drawing less than Rs.25 a Month.

6. Passes.- Can issue service cheque passes to all the staff employed in their districts under the rules in force.

7. Alterations and additions.- Can carry out all works which are minor constructions or petty alterations to existing buildings, with the exception of additions to staff-quarters, up to a limit of Rs.50 in each case.

Minor construction and alterations of staff-quarters require the sanction of the Superintendent of Way and Works.

PROPOSED NEW POWERS.

1. Appointments, promotions, reductions and dismissals.-

a. Within the limits sanctioned in the Annual working estimates can, in their own districts, appoint, promote, reduce and dismiss locally engaged African and Indian employees drawing wages of Rs.75 or under, excluding rations or ration compensation.

b. Have no power as regards appointments or dismissal of employees holding overseas agreements or agreements entered into with the General Manager or a Head of a Department but can suspend such employees reporting same to the Chief Engineer.

2. Fines.- Can fine employees of all grades, with the exception of First Grade Officers who are serving under them. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances.- Are Controlling Officers for the purpose of countersigning Travelling Allowance Journals of members of their staff below the grade of a First Grade Officer.

4. Leave.- Can grant casual leave to their employees and their families in accordance with the rules in force and can issue the necessary passes.

5. Transfers and postings.- Can post within their own district any of their employees drawing a salary not exceeding Rs.200 per mensem. Can arrange with other District Engineers the transfer of any employee drawing a salary not exceeding Rs.200 per mensem. All postings and transfers of any employee above the menial grade to be reported to the Chief Engineer.

6. Passes.- Can issue service cheque passes to all the staff employed in their districts under the rules in force.

7. Expenditure.- Can incur expenditure within the limits sanctioned according to the yearly distribution authorised by the Chief Engineer, under the following heads, Revenue Abstract A.211, 2.2., 2.3., V.1., V.2., V.3., V.4., and V.9.

PRESENT POWERS.

1. Appointments, promotions, reductions and dismissals.- Within the limits sanctioned in the annual Working Estimates can, in their own districts, appoint, promote, reduce and dismiss Revenue Labour drawing salaries of Rs.26 per mensem and under.

1.(a) Have no power as regards appointment or dismissal of agreement employees and all non-agreement employees even on pay above Rs.26 per mensem serving under them, reporting the same to Superintendent of Way and Works for orders.

1.(b) Can engage, promote, reduce or dismiss artizans for employment on sanctioned Revenue works and also on Capital Open Line works up to a maximum salary including Rs.15/- in lieu of rations, of Rs.65/- p.m. vide Manager's No.C.28/3/2289 of 2.4.13.

This applies to locally engaged men only and not to indentured men. It also only applies to men temporarily engaged for a special work.

Men obtained from the Loco. Department by District Engineers must be offered to the Loco. Department again before being discharged.

2. Fines.- Can fine subordinates including Clerks and Menials serving under them. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances.- Are controlling officers for the purpose of countersigning travelling allowance journals of subordinates.

4. Leave.- Can grant casual leave up to 10 days at a time to office clerks and other subordinates.

5. Transfers and postings.- Subject to the proviso that no additional expenditure is incurred, can transfer and post within their own districts all subordinate staff on Rs.26 per mensem and under. Can arrange with other District Engineers, the exchange of subordinates drawing less than Rs.26 a month.

6. Passes.- Can issue service cheque passes to all the staff employed in their districts under the rules in force.

7. Alterations and additions.- Can carry out all works which are re-constructions or petty alterations to existing buildings, with the exception of additions to staff-quarters, up to a limit of Rs.50 in each case.

Re-construction and alterations of staff-quarters require the sanction of the Superintendent of Way and Works.

PROPOSED NEW POWERS.

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1. Appointments, promotions, reductions and dismissals.-

a. Within the limits sanctioned in the Annual working estimates can, in their own districts, appoint, promote, reduce and dismiss locally engaged African and Indian employees drawing wages of Rs.75 or under, excluding rations or ration compensation.

b. Have no power as regards appointments or dismissal of employees holding overseas agreements or agreements entered into with the General Manager or a Head of a Department but can suspend such employees reporting same to the Chief Engineer.

2. Fines.- Can fine employees of all grades, with the exception of First Grade Officers who are serving under them. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances.- Are Controlling Officers for the purpose of countersigning Travelling Allowance Journals of members of their staff below the grade of a First Grade Officer.

4. Leave.- Can grant casual leave to their employees and their families in accordance with the rules in force and can issue the necessary passes.

5. Transfers and postings.- Can post within their own district any of their employees drawing a salary not exceeding Rs.200 per mensem. Can arrange with other District Engineers the transfer of any employee drawing a salary not exceeding Rs.200 per mensem. All postings and transfers of any employee above the menial grade to be reported to the Chief Engineer.

6. Passes.- Can issue service cheque passes to all the staff employed in their districts under the rules in force.

7. Expenditure.- Can incur expenditure within the limits sanctioned according to the yearly distribution authorised by the Chief Engineer, under the following heads, Revenue Abstracts Nos. 2.2., 2.3., V.1., V.2., V.3., V.4., and V.5C.

8. Staff-quarters.- No officer in the Engineering Department is authorized to expend money in altering or repairing his own quarters without the special sanction of the Manager.

New Clause

9. Contracts.- Can accept contracts for sanctioned works up to a limit of Rs.2,500 each.

10. Rates for works.- Can settle additional rates for works not included in any agreement, provided that the value of such additional works does not exceed the limit of their powers and that the total amount of the entire estimate is not exceeded.

11. Stores.- Can draw stores from depots required for sanctioned works in their districts, and for recoupment of imprests held by their subordinates.

New Clause

New Clause

8. Maintenance of Buildings, etc.- Can sanction estimates for actual repairs and maintenance up to Rs.150/- (inclusive) under the following heads A.III.1., A.IV.1., A.IV.2., A.V.5., the total amount sanctioned within any one financial year to be within the limits authorised in the distribution sheet sanctioned by the Chief Engineer. A list of such estimates to be submitted monthly to the Chief Engineer and the Chief Accountant.

9. Contracts.- Can accept contracts for sanctioned works up to a limit of Rs.2,500 each.

10. Rates for Works.- Can settle additional rates for works not included in any agreement, provided the value of such additional works does not exceed the limit of their powers and that the total amount of the entire estimate is not exceeded.

11. Stores.- Can draw stores for sanctioned works in their districts and for the recoupment of their imprests.

12. Execution of works in Workshops.- Can authorize the execution of works in their Engineering Workshops up to a limit of Rs.100/- for all Government Departments, Railway employees and outside Public subject to deposit of funds where necessary in advance.

13. Second Hand Stores.- Can authorize the sale of second hand stores at the current rates up to a limit of Rs.50/- inclusive.

APPOINTMENTS.

1. Appointments, promotions, reductions and dismissals - Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss Revenue Subordinates and Clerks of his department (including Stationery and Printing Departments) drawing salaries up to Rs. 60 inclusive.

(a) Has no power as regards the appointment or dismissal of agreement men, but can supersede all agreement and non-agreement employees serving under him, reporting to the Manager all cases in which severe punishment is recommended to an employee drawing over Rs. 60 a month.

(b) Cannot grant a month's pay in lieu of notice to the employees whose services are dispensed with.

2. Fines - Can fine subordinates including Clerks and Menials serving under him. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling allowances - Is a controlling officer of his department for the purpose of countersigning travelling allowance journals.

4. Advances of salary and travelling allowances - Can grant an advance up to a limit of one month's pay, plus travelling allowance, to any officer including himself or subordinate of his department under orders of transfer. The amount advanced on account of pay should be recovered from the salary of the official in 3 equal monthly instalments, beginning with the month in which a full month's pay is drawn after the transfer. The advance of travelling allowance should be recovered in full on submission of the official's travelling allowance bill. The advance can only be given before the transfer at the station from which the official is transferred.

5. Transfers - If mutually agreed between Heads of Departments concerned may transfer any members of his staff drawing a salary of not more than Rs. 200/- per mensem from his department to another department at the Manager's sanction. All such transfers must be recorded at the Minutes of Official Meetings. In the case of a transfer of an employee drawing over Rs. 200/- p.m. the Manager's sanction must first be obtained.

6. Passes - Can issue cheque service passes to all persons employed in the Accounts, Pay and Cash and Printing and Stationery Departments, and to their families in accordance with Manager's Circular No. of 1909. Also to all employees on termination of service or on proceeding on leave in accordance with the rules.

7. Appointments, promotions, reductions and dismissals - Within the limits sanctioned in the Annual Working Estimates, can appoint, promote, reduce and dismiss locally engaged employees drawing salaries up to Rs. 150 per mensem inclusive.

1.a. Has no power as regards the appointment or dismissal of employees holding an overseas agreement but can suspend such employees, reporting all such cases to the Manager.

1.b. Provided there is provision in the estimates can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a salary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.

1.c. Month's pay in lieu of notice - In the case of locally engaged employees may grant a month's pay in lieu of notice to employees whose services are dispensed with.

2. Fines - Can fine employees of all grades with the exception of First Grade Officers. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. Travelling Allowances - Is a controlling officer of his department for the purpose of countersigning travelling allowance journals.

4. Advances of salary and travelling allowance - Can grant an advance up to a limit of one month's pay, plus travelling allowance to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the salary of the official in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the advance. The advance of travelling allowance shall be recovered in full on submission of the Official's travelling allowance bill.

5. Transfers and Postings - Can post all employees in his department other than First Grade Officers; also if mutually agreed between Heads of Departments concerned may transfer any members of his staff drawing a salary of not more than Rs. 200/- per mensem from his Department to another. All such transfers being reported for record at the Official Meetings.

6. Passes - Can issue cheque service passes and card passes to all employees in his Department and their families and to all employees on termination of service or when proceeding on leave in accordance with the rules in force. Can issue luggage passes to members of his staff on transfer.

NEW Clause

6. Leave.- Can grant casual leave to all subordinate employees serving under him up to 10 days.

NEW Clause

NEW Clause

NEW Clause

NEW Clause

7. Audit of salaries.- On submission of bills by responsible officers, has full power to pass duly authorised salaries of the permanent and temporary establishments, travelling allowances and any specific payments, which are provided for in the working-rolls and budget estimates. His own personal bills should, however, be audited by the Local Auditor.

8. Security.- Can make refunds of security deposits of contractors upon the certificates of Heads of Departments concerned that there are no claims against the contractor, and that the conditions of the contract have been fully complied with.

9. Audit of contingencies.- Can pass to the extent of Rs.100 per mensem for each office, office contingencies of Departmental officers, subject to provision in the working-rolls and budget-estimates.

10. Commission on money orders.- Has power to pass at discretion unavoidable charges for postal commission on remittances by money order as ordinary contingent charges.

11. Stores.- Can draw stores required for the use of the Audit and Accounts, Pay and Cash and Printing and Stationery Departments, also furniture on sanctioned requisitions.

NEW Clause

7. Agreement of service.- Within the limits sanctioned in the Annual Working Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, defining the terms and conditions of service and also can enter into a monthly verbal agreement with Indian and African menials.

8. Leave.- Can grant Casual Leave and Sick Leave to all employees in his Department in accordance with the rules in force.

9. Can sanction annual increments to all employees under first grade officers within sanctioned estimates and as per scale in force.

10. Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters.

11. Has power to sanction to Non-Europeans overstays of leave as leave without pay and to grant extension of leave on medical ground when supported by medical certificate in accordance with the rules laid down.

12. Has power to sanction the write off of articles when recommended by the Board of Survey, but any article of value Rs.500 or over requires the General Manager's sanction.

13. Audit of salaries.- On submission of bills by responsible officers has full power to pass duly authorised salaries of the permanent and temporary establishments, travelling allowances working rolls and budget estimates. His own personal bills should never be audited by the local auditor.

14. Security.- Can make refunds of security deposits of contractors upon the certificates of Heads of Departments concerned that there are no claims against the contractor, and that the conditions of the contract have been fully complied with.

15. Audit of contingencies.- Can pass to the extent of Rs. 100 per mensem for each office, office contingencies of Departmental officers, subject to provision in the working-rolls and budget-estimates.

16. Commission on Money Orders.- Has power to pass at discretion unavoidable charges for postal commission on remittances by money order as ordinary contingent charges.

17. Stores.- Can draw stores required for the use of the Audit and Accounts, Pay and Cash and Printing and Stationery Departments, also furniture up to quantity sanctioned.

18. Press. Can purchase locally petty stores for the press up to a limit of Rs.75.

Excess expenditure on estimates and appropriations.- Can pass provisionally subject to Manager's sanction excess over estimates and appropriations, up to a limit of 5 per cent over the sanction or grant, subject to a maximum in any one case of Rs.200.

Law charges.- Can pass against the provision in the working estimates, upon the certificates of Heads of Departments, petty sums, not exceeding Rs.10 in each case, on account of obtaining copies of judgments, payment for Court fee stamps, and for minor disbursements, in connection with compensation claims or prosecutions for minor offences.

Accounts.- May call for such papers and supplementary or additional accounts from any Disbursing or Executive Officers as he may consider necessary, for the elucidation of his accounts, but cannot establish any extra periodical return, except under the authority of the Manager.

Rent of buildings.- May call for such information regarding the occupancy of staff-quarters as will ensure the due recovery of rates, etc., and the proper accounting for of the same.

Irrecoverable amounts, etc.- Has power to write-off, without reference to higher authority, sums not exceeding one rupee in each case which from any cause may have become irrecoverable, or in his judgement are such as should be passed though not covered by ordinary rules. Can also write-off similar sums above one rupee and not exceeding ten rupees in each case when he is satisfied that Government would, on reference, sanction such a course. All items exceeding one rupee must, however, be recorded quarterly at official meeting.

Alteration in rates of stores.- Can, on the certificate of the Chief Storekeeper, pass alterations in rates in all cases of purchases by the Chief Storekeeper in the open market, when the actual rates do not exceed the sanctioned rates by 6 per cent, subject to a maximum of Rs.100 in total value in each case. Similarly on the Chief Storekeeper's certificate he can pass purchase 6 per cent in excess of sanctioned quantities.

Errors in vouchers.- Can pass finally errors of one anna or less in vouchers for payments, or eight annas in vouchers of or exceeding Rs.500 in amount, and of one rupee in vouchers for Rs.1,000 or more. Such errors are not to be overlooked as a matter of course, but the Chief Accountant must use his discretion in each case, and proper notice should be taken of errors of note.

Vouchers not drawn up in proper form.- Can accept in audit vouchers which fulfil all essential requirements though not drawn up in prescribed form.

19. Excess Expenditure on Estimates and Appropriations.- Can pass provisionally subject to General Manager's sanction excess over estimates and appropriations, up to a limit of 5 per cent over the sanction or grant, subject to a maximum in any one case of Rs.200.

20. Law Charges.- Can pass against the provision in the working estimates, upon the certificates of Heads of Departments, petty sums, not exceeding Rs.60 in each case, on account of obtaining copies of judgments, payment for Court fee stamps, and for minor disbursements, in connection with compensation claims or prosecutions for minor offences.

21. Accounts.- May call for such papers and supplementary or additional accounts from any Disbursing or Executive Officers as he may consider necessary, but cannot establish any extra periodical return, except under the authority of the Manager.

22. Rent of Buildings.- May call for such information regarding the occupancy of staff-quarters as will ensure the due recovery of rates, etc., and the proper accounting for of the same.

23. Irrecoverable amounts, etc.- Has power to write off, without reference to higher authority, sums not exceeding Rs.5/- in each case which from any cause may have become irrecoverable, or in his judgement are such as should be passed though not covered by ordinary rules. Can also write off similar sums above Rs.5/- and not exceeding Rs.20/- in each case when he is satisfied that Government would, on reference, sanction such a course.

24. Alteration in rates of stores.- Can, on the certificate of the Chief Storekeeper, pass alterations in rates in all cases of purchases by the Chief Storekeeper in the open market, when the actual rates do not exceed the sanctioned rates by 10%, subject to a maximum of Rs.100 in total value in each case. Similarly on the Chief Storekeeper's certificate he can pass purchase 10% in excess of sanctioned quantities.

25. Can arrange for the execution of work in the Press for Government Departments, Railway employees, and the Public subject to the deposit of funds when necessary in advance. No work estimated to cost more than Rs.500 can be undertaken without reference to the General Manager.

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and dismissals.-- Within his Working Estimates and in his Dismiss locally on sanctioned Revenue or Capital Works drawing salaries of Rs.75/- or under excluding ration compensation.

1. Power as regards appointments or dismissal of employees who hold overseas agreements or have entered into an agreement with the General Manager or the Head of the Department, but can suspend such employees reporting all such cases to the Head of his Department.
2. Fines.-- Can fine employees of all grades, with the exception of First Grade Officers, who are serving under him. Fines in any one month not to exceed a quarter of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.
3. Is a controlling officer for the purpose of countersigning Travelling Allowance Journals of members of his Staff below the grade of a First Class Officer.
4. Leave.-- Can grant Casual Leave to his employees and their families in accordance with the rules in force, and can issue the necessary passes.
5. Transfers and Postings.-- Can post within his own district any of his employees drawing a salary not exceeding Rs.200/- per mensem reporting to the Head of his Department the posting of any employee above the menial grade. Can arrange with other District Officers of the Traffic Department the transfer of any employee drawing a salary not exceeding Rs.200/- per mensem reporting to the Head of his Department the transfer of any employee above the menial grade.
6. Can issue service cheque passes to all the staff employed in his district according to the rules in force.
7. Overcharges.-- Can sanction refund of overcharges on goods and parcels traffic, and refunds of passenger fares provided such refunds are covered by Tariff rules. Can also sanction remission of rent demurrage and penalty charges up to a limit of Rs.50 in each case. All refunds must be immediately advised to the Traffic Manager.
8. Compensation Claims.-- Can sanction payment of Claims up to a limit of Rs.50 in each case. Full particulars of each case to be submitted to the Traffic Manager immediately after settlement.
9. Return Journey Tickets.-- Can extend the available period of Return Journey Tickets.

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MINUTE.

See

- Presenting 17 Sept.
- Calder 17.9
- Bottanley 18.9
- H. Larnport.
- H. Road.
- G. Fiddes.
- A. Amery.
- and Milner.

20 July

for work

I am in the hope to have
 laid before the R. & D.
 the accompanying draft with
 endorsement from the
 G.P. regarding a proposed
 revision of the powers which the
 Heads of the Railway Divisions
 in the Prot. exercise over
 routine matters, with a view

to giving them greater responsibility
& freeing the Sub. Managers from
the supervision of minor details which
at present occupy unnecessarily
much of his time.

How members will be glad to be
surrounded with any ideas or criticism
on a proposal which the Board
may ^{wish} ~~be disposed~~ to offer.

W. H. WALKER