52844 139 Power of Head of Rail Day Dept 1919 w July Non granted remained young Ranguals no possible that the school of minerals of schools o titte the spring from the of the or Month customory you : it is policy of getting the for home but the whole maken is · rechnical win the fresh mitance four copy of Aid. wick of b return , and whether they have any desired or outeions

COVERNMENT HOUSE

RECO Prof II STP 10

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.

- I entirely support the General Manager's suggestions and have greated the powers previsionally, pending Your Lordship's sanction.
- 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 henour to be. Your Lordship's humble.cbedient servant.

COVERNOR OFFICE

RIGHT HONOURABLE

ISCOUNT 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 suployees drawing safaries up to Rs.
  120/- per mensem inclusive.
  - 1.a. Has no power as regards appointment or dismissel of employees helding an overseas agreement, but can suspend such employees, reporting all such cases to the Hamset.
  - 1.b. Provided there is provision in the estimates can appoint on a six months revisional agreement way employee unner the grade of a First grade Officer at a salary not exceeding the minimum scale of salary of the poet, reporting the appointment to the General Manager.
    - 1.0. Mouth's pay in lies of notice. In the case of locally sugged smalloyees may grant a month's pay in lies of notice to smployees whose services are dispensed with.
- Fines. In fine employees of all grades with the exception of First erade officers. Fines in any one month hat 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 raturd of such fine.
- a. Travelling allevances. Is a controlling officer of his Department for the purpose of countersigning bravelling allowance journals.
- 4. Advances of belary and frevelling allowences. Can grent an attance up to a limit of one month!s pay, plus travelling allowence to any member of the staff of his Department. The amount advanced on account of pay should be recovered from the selection 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 allowence shall be recovered in full on submission of the official's travelling allowence.
- 5. Transfers and Postings. Can post all employees in his Department other than Rist Grade Officers; if mutually agreed between Heade of Departments concerned may transfer any member of his staff drawing a salery of not more than Rs.200/. Nor mensem from his Department to another. All such transfers being reported for record at the Official Meeting.

- 6. Passes. Can issue checke service passes and cerd 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 Werking Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, asfining the terms and conditions of service and also can enter into a monthly vertal 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.
- Con senction annual increments to all stalloyees under first grade officers within sanctioned estimates and as per scale in ferow.
- 10. On grant bruss allowants in lieu of quarters as per rules in force provides there are no recent quarters.
- ii. Has pover to fanction to Hen-Turpeans overstayed 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 senseion the write off of articles when recommended by the Hoard of Survey, but any article of value Rs. 500 of over requires the General Menager's senotion.
- 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
  senction of the General Energy.
- Que grant to his employees who east with an accident in the workshops (not caused by their own fault) full pay while under medical treatment side cartified and it for the . All cases where such stackes from with extendity belond a period of 30 days may. That've the concrete Manager's senction, and no employed has believe full pay for such absences beyond the net locate one year as raid down by the rules in force without special symbols.
- 15. Cal arrange for the Recution of ork in the Loo.
  Workshops now loover made location to the Low amployees,
  and the Public entheirt to the deposit of funds when
  necessary in advance. No work estimated to obst a
  more than Record on be undertaken without reference
  to the General Manager.

- consumption in the Workshops and for Locobasive purposes from General Swiss, also for any special sanctioned work, and slee furniture up to quantity sanctioned.
- Local purchase of Stores. Can purchase locally eithout the previous sanction of the Manager, stores fequires for private work done in the Local motive Workshops for which adequate funds have been depose ted.
  - 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 Fs.
  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 estimate the appoint of estimate the appoint of estimate of a first Grade Officer at a salary hot exceeding the minimum scale of selary of the post, reporting the appointment to the Grade Manager.
  - l.o. Month's pay in list of notice. In the case of locally engaged amployees may grant a month's pay in list of notice to employees whose services are dippensed with.
- Pines. Sen fine employees of all grades with the water track 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 sen order the refund of such fine.
- Travelling Allowances.— Is a controlling officed of his Department for the purpose of countersigning travelling allowance journals.
- 4. Advances of salary and fravelling 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 rostings.— 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 amother. All such transfers being reported for record at the Official Meating.

- 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 Mombass.
- 7. Agreement of service. Within the limits sentioned in the Annual Working Estimates can execute a monthly agreement with any employee below the gree of a First Grade Officer, defining the terms and conditions of service and also can enter into a hearthly verbal agreement with Indian and African mentals.
- 8. Learner Om grant Comuse and Sick beave to all employees in his Department in accordance with the rules in force.
- 9. Can senction expual imprements to all exployees under First Grade Officers within senctioned estimates and as per scale in ferce.
- 10. Can grant house allowance in list of quarters as per rules in force provided there are no vecent quarters.
- 11. Has power to sanction to non-burgreams overstayed of leave as leave without per and to grant extension of leave on medical ground when supported by we feel certificate in accordance with the rules laid fown.
- 12. Has power to senction the write off of articles when recommended by the Board of Survey, but any reticle of value Rs.500 or over requires the General hazar's sanction.
- 13. Me ntenance of steamers, lighters, etc.— an incurexpenditure to the extent sanctioned in the pearly working estimates on Ordinary maintenance of steamers, lighters, etc. Special repairs, improvements and re-construction must obtain the sanction of the General Manager.

Stores. Can draw stored required for anothened works

- 15. Local purchase of stores. Can sanction the purchase locally of stores in urgent cases to the limit of the.
- 16. Purchase of feed. Food required for satering 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 manken.
- 17. Contracts for loading and unloading fact. Can up to a limit of Rs. 500 contract for leading and unloading fuel not covered by agreements antered into with fuel gentractors.
- 18. Staff quarters. Hes agents of allotment of its staff quarters set words for use of the laring the learners.
- Compensation claims. In sanction all claims (except for personal in miles) within a limit of Rs. 300 in each case. A monthly list, in the usual form of all compensation claims astiles being submitt to the Manager for record at Official Secting.
- 20. Refunds of overcharges on goods, percels traffic atracan barotion refund of overcharges on goods and parcels traffic, refunds (when coveres by Traffic rules) of Passenger fares and remaksions of communication and remailty charges within a limit of Es. 300.
- 21. Refunds of fares, etc. and write-off outstate These and remission of debits. Can also senction refunds of fares, etc., on coaching theffic, and write-off outstandings and remit cold as against staff or recognised principles at to a limit of Rs. 300 in soch case.
- 22. Execution of Works in borkshope. Cen arrange for the execution of work in the Marine Shops for Government Departments. In Mary employees, and the public subject to the deposit of funcional when necessary in agains. No work estimated to jost more than Rs. 500 can be under taken without rederenable to the offerral Munager.

## PROPOSED NEW POWERS

- Appointments, promotions, reductions and dismissals.
   Within the limits sametioned in the amual Working
   Estimates, can appoint, promoter reduce and dismiss all
   Revenue employers, of his office, the Marine Work shops and assistant engine Foom staff on steamers,
   up to Rs. 75 amoluding rations or ration componsation.
  - l.a. Has no power as regards the appointment or dismissel of agreement men, but can suspend all agreement Revenue employees serving in his office, the Marine Workshops and in engine rooms on steamers, exporting to the Superintendent of Marine all case in which severe purificant is recommended to an employee drawing over Asign a month.
  - 1.b. Month's pay in lieu of notice. In the case of a locally engaged employees/may grent a month's pay in lieu of notice to suployees whose services are dispensed with.
- 2. Fines. Can fine all employees with the exception of lat grade afficers serving in his office, the Marine Workshops and in engine rooms on steamers. Fines in any one month not to exceed 1 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.
- 2. Leave. Can grant casual and sick derve to all employees serving in his office, the Marine Torkshops 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 snother. All transfers of Chief Engineers must however the first thranged with the Superintendent of Marine.
  - 4.a. Can transfer all engineer com 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 posting less than Re.200 each
  required for the maintenance of Fleet. Norks estimated to cost more than Re.300 each must be referred
  to the Superintendent of Larine for manction. The
  total cost of maintenance of the fleet must not exceed
  the amount sanctioned for this purpose by the Larine or
  a monthly statement of all works under the must be
  submitted to the superintendent of marine for record.

- 6. Stores. Que araw stores from the Marine Depot required for daily consumption in the marine shops and in the marine shops and in the marine shops and in the marine shops are the same true and the same true.
- Total purchase of Stores. Can not purchase stores to soully without senction of the SuperActendent of Marine.

## PROPOSED NEW POWERS

- 1. Appointments, promotions, reductions and dismissals.—
  Within the limits sanctioned in the Annual Working
  Estimates, can appoint, promoter reduce and dismiss
  locally engaged employees drawing salaries us to re120 per mensem inclusive.
  - 1.a. Has no nower as regards appointment or dismisses employees holding an overseas agreement, but on suspend such employees, reporting all such described to the hanger.
  - l.b. Provided there is provision in the estimates can appoint on a six months provisional agreement my employee under the grade of a First and efficer at a salary not according the minimum social of galary of the post, reporting the appointment to the General Hangar.
    - 1.c. Month's pay in lieu of notice. In the cess of locally engaged employees may grant a month's pay in lieu of notice to employees these 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 aix months from the date of infliction of a line can order the reason as such fine.
- 3. Travelling atlowance le controlling office of his Department for the purpose of countersigning travelling allowance sourcell.
- 4. Advances of salary and Travelling allowands. Red grant an advance up to a limit of one month a law along travelling allowences a garmenter of the start of his perturent. The amount overhead on ercount of pay should be recovered from the ablary of the alicial in three equal monthly installments, beginning with the month in which a full month's [ray is drawn after the advance. The advance of travelling sllowance about travelling mollowance.
- 5. Transfers and Fostings. "Can post the reference in his Department other than First Grade Officers; also if mutually agreed between Heads of Departments school hed may transfer any member of his staff drawing a salary of not more that Rs.200/ per mensem; from his Legattment to another. All such transfers being perorted 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 amployees 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. Agraement of service. Within the limits senctioned in the annual Working Estimates can execute a monthly agraement with any employee below the grain 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 suployees in his Department in accordance with the rules in force.
- Gen sanchien annual increments to all employees under First brade Officers within sanctioned estimates and as per scale in force.
- 10. Can grant house allowance in them of quarters as par rules in force provided there are no vacant quarters.
- 11. Has power to senction to hereintopeans overetaxel of cleave as leave at thout may and to grant extension of leave an medical ground when supported by medical certificate in accordance with the rules laid down.
- Has power to smackion the write off of articles when recommended by the board of Survey, but any article of value He. 100 or over requires the deneral Manager's senction.
- 15. Stores Cen issue receipt order to Depet Storekeepers for the receipt of eteres into their depots;
- 14. Use regret this stone of ordinary stores of country membractures, sign by purchase in logic merkets, for which tenders for early have been accepted by the General Manager.
- is an probate locally up to re-close per margan super tre access and whos required for refreshman wayne and element for reich lenders for supply have been was pled by the remail langer.

at preclass and it at market rates indigeneus foots in the required for rationing the staff, or for markets. Temperature to on Steamers. Contracts or preclass for quantities exceeding three months awares consumption require Cheral Menager's sanotion.

- Oan reject such of the above stores locally purchased as he may consider inferior in quality to that approved in the specification.
- 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 mathitemance of
  Stores, such as painting, cleaning, shifting, etc. Is
  responsible that such works are only undertaken when
  funds are available.
- (1) Can sell at senctioned rates atores on surplus lists up to value of Re.150 in each case and ordinary stores when he schelders they can be spared up to value of Re.50 in each case.
  - (2) Can purchase loos timber as required fer shouldoned works.
  - (2) Can issue furniture to his staff up to quantity senstioned.

# 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 enployees drawing salaries up to Rs. 120 per mensem thotasive.

- l.a. Has no power as regards appointment or dismiss al 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. Nonth'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. Finest can fine employees of all grades with the exception of first grade officers. Fines in any one month not to exceed a of a month's substantive day, and within a period of six months from the date of infliction of a fine can order the retune of such fine.
- 3. Travelling Allowances Is a controlling officer of his department for the purpose of countersigning travelling blowance journals.
- 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 a summission of the Officials' travelling allowance Journal.
- other than first grade officers; also if mutually agreed between theads of Departments concerned may transfer any member of his staff Department to another. All such transfers being reported for re-

6. Passes. Can issue cheque service passes and care passes to all manifest in accordance with the rises in force. Can issue luggists passes to members of his

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- With the service within the limits sanctioned in the annual working assimptes can execute a monthly (short period) a remement with say employee help 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 Arriem mentals.
- 6. is ave. tan grant casual and stor leave to all amplovees in his bartment in accordance with the rules in force.
- 9. Can earstien annual increments to all employees under the grade princers within sanctioned estimates and as per scale in tores
- on grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters. Also orcle allowances
- 11. Has power to sanction to men-Europeans overstayal of leave as leave without pay and to grant extension of leave on medical econic when supported by madical certificate in accordance with the inlies laid
- 13. Has power to sanction the write orr or articles when recommended by the Board of Survey, but any article or value he.500 or over regarders the General Ranager's sanction.
- 18. Trolly Permits. Can issue these permits.
- Maintenance and Renewal of Permanents any .- Car sanctioner penditure within the limits provided under Abstract Alir.
- 15. Repairs to Bridges, culverts a Openings, station found in and Btaff quarters.

  Can sanct ion estimates for actual repairs within the limits provided under Abstract A.III and IV. Estimates for an arguments and improvements must receive the depend than er's sanction.
- 18. Miscellaneous Expenditure (and sandtion expenditure within the limits provided under addract a.V.1, a.V.2., A.V.6., A.V.6., A.V.8., A.V.9.

  Butimates for enlargements, replacements (except in small tobis) and impresements must receive the general Manuer's sanction.
- Can senetion detailed estimates up to Rs. 300.

SECUT!

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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- 18. 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.
- 50. Stores. Cannot buy stores. Can order the issue of stores for use on sanctioned works, also furniture up to quantity sanctione
- Execution of works in workshops. Can authorage 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.180.

District Traffer Office.

# PROPOSET TW POWERS.

- the continues of the co
  - 4.4. Has no power as regards appointments or similarial of employees who hold overseas agreements or have an end 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.
- Pines: 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.
- Is a controlling officer for the purposeof countersigning Travelling Allowance Journals of members of his Staff below the grade of a First Class Officer.
- leave. Che grant Casual Leave to his employees and their families passes.
  - Transfers and Pistings. Can post within his own district any of his employees drawing a salary not exceeding Rs.200/- per employee above the menial grade. Can arrange with other District Officers of the same Dopartment the transfer of any employee drawing a salary not exceeding Rs.200/- per mensen reporting to the Head of his Department the transfer of any employee the menial grade.
  - Can issue service cheque passes to all the staff employed in his district according to the rules in force.
- Overcharges: Can sanction refund of overcharges on goods and parcels truffic, and refunds of passenger fares provided such refunds are covered by Tariff rules. Can also sanction remission of rent demurage and penalty charges up to a limit of Rs.50 in Sach case. All refunds must be immediately advised to the
- Wine so in each case. Full particulars of each case to be sub-
- that Journey flowts .- Can extend the available period of Re-

# DEPEND YOURES

- 1. Appointments, Arcordione, reductions and dismissals:Within the limits sametioned in the annual Working Istimates,
  can appoint, promote, reduce and dismiss Revenue lebour
  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 employess 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. (%) Can engage, promote, reduce or dismiss artizans for employment or sanctioned hevenue works and also an Capital open line working up to a maximum salery (including Fs.5) in lieu of rations) of Es.75 per memens.

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

- 3. Fines: Can fine subordinates including clerks and kenials serving under him. Times in any one month not to exceed to a worth's substantive pay, and within a period of six months from the date of infliction of a fine can order the rotund of such fine.
- 3. Francising allowness 16 a cost politic officer for the purpose of counterestance travelling allowance journals of subordinates.
- 4. Leave: can grant casual leave up to 10 days at a time to office clerks and other subordinates.
- Transfers and postings; Subject to the proviso that no additional expenditure is incurred, can transfer and post all subordinate starf;
- 6. Passes: Can issue service cheque passes to all the staff employed under the rules in force over whole line, Lake Ports and Uganda Rathway, 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 cam carry out all works which are re-constructions or petty alterations to existing buildings, with the embedtion of Staff quarters out to a limit of Es.50 in each case. Re-construction and alterations of staff quarters require the sanction of the Superintendent of Way and Works.

## PROPOSED NEW POWERS.

- Appointments, promotions, reductions and dismissals.

  Within the limits sanctioned in the Annual Working Estimates can in his own district appoint, premote, reduce and dismiss locally engaged African and Indian labour employed on sanctioned Revenue or Carital works drawing salaries upto Rs.75 excluding rations or ratios compensation.
  - 1.a. Has no power as regards appointments or dismissal of employees who hold oversess 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 retund of such fine.
- 2. Is a controlling officer for the purpose of counterfigures travelling allowance Journals of members of his swaff 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. 800/per mennem 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.
- Can issue service cheque passes to all the starr employed in his district according to the rules in force.
- \*\* Alterations and additions .- Within the amount sanctioned annually for this purpose by the Chief Engineer can carry out all works which are re-constructions of petcy alterations to existing buildings, with the exception of star quarters, up to a limit of as 150 in each case. Re-construction and alterations of star quarters require the sanction of the construction and constructions.

8. Staff Quarters: Camiot expend money in altering or repairing his own quarture without the special sanction of the

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 anot 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 same tioned works, and can purchase at market rates foodstuffs for rationing locally engaged labour.

12. Mercharges: - Can sanction refund of overcharges on goods and parcels traffic, and refunds of passenger fares and remissions of demurrage and penalty odarges, provided such refunds are covered by fariff rules. All refunds may be immediately advised to the Traffic manager.

13 Return journey tickets: Can extend the available period

14. Can correspond with the Unief Secretary, Enterbe, 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 payshests for all subordinate and menial staff will be made out in the superintendent so Office and in the case of menials and the 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 rund; etc.

After payment the payments will be sent to the chief accountant's office for audit and the Superintendent will be responsible for any errors found therein.

NEW CHAUSE

Start Quarters a Cannot expend money in altering or repairing his own quarters without the special sanction of the Manager.

Contracts - Can accept contracts for sanction works up to

10. Rates for works. - Can settle additional rates for works not included inany 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.

li. Stores. Oah draw from depote, stores required for sanctioned works, and can purchase at market rates foods wifs for rationing locally engaged labour.

12. Overcharges. - Can sanction refund of overcharges on goods and pardels 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.

Compensation claims. - Can sanction payment of claims up to a Limit of Rado in each case. Full particulars of each case to be summitted to the traffic Manager immediately after set thement.

14. Return journey tickets. Can extend the available period of Return Journey tickets.

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

16. Iresution of Works an Workshops - Car ant norise the execution of works in the Workshops up to a Italy of as 100 for all government Departments, Railway employees and obtains while stagest to deposit of funds where necessary is advance.

stores at the current rates up to a That of Rs. 50 inclusive

1. Within the limits laid down for the Grew, can appoint, promote, reduce and dismiss African members of the crew draw-firs pay of less than Rs.20 per mensum provided that all such appointments, promotions, reductions, etc., are within the sametioned 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 f 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.

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 same-tioned 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 shy one month not to exceed + 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.

Loranson Distant office .

# POWERS OF LOCOMOTIVE DISTRICT OFFICERS.

# PROPOSED NEW POWERS.

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 Rapital works drawing Salaries of Rs.76/— or under excluding rations or ration compensation.

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

Fines - Can fine employee of all grades, with the exception of First Grade Officers, who are serving under him. Fines in any one within a period of six months from the date of infliction of a fine can order the refund of such fine.

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

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

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

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

Stores - fan draw stores from General Stores required for the maintenance of locomotives and solling stock and for any special sanctioned work coming under whem.

Issue of Orders. Matrict Officers have no power to make any structural attentions to locomotives of rolling stock without the sanction of the chief Mechanical Engineer.

Write off. Have no power to write off without reference to chier weeknamical Engineer, any article of Tools and Plant, engines or rolling stock or of Running rooms.

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## PRESENT POWERS.

Appointments, promotions, reductions and dismissals.—
in in the limits sanctioned in the annual working Estimates, can
limit, promote, reduce and dismiss all Revenue Subordinates and
leas, etc., of his department up to Rs.50 inclusive. Also in so
is as the Ustering Department is concerned can appoint, promote,
leave and dismiss cooks and stewards whose actual monthly pay does
exceed Rs.50/- per mensem, any allowance for food excluded.
Is does not include agreement Subordinates whose cases are dealthy by the Manager.

and has no power as regards the appointment or dismissal of agreement, but can suspend all Revenue employees serving under him reporting to the Manager all cases in which severe punishment is received to an employee drawing over Rs.50 a month.

nesh nonth's pay in lieu of notice. In the case of locally engaged is reveal, may grant a month's pay in lieu of notice to the employees and services are dispensed with.

. (c) den addept resignations of all locally engaged employees reliting cases of those drawing over Rs.50 to the Manager.

Fines. - Can fine subordinates including Clerks and Menials saving under him. - Fines in any one month not to exceed t of a main's substantive pay, and within a period of six months from the last of including of a fine can order the refund of such fine.

Travelling allowances. - Is a controlling officer of his depart-

Advances of salary and travelling allowances.— Can grant an unit up to a limit of one month's pay, plus travelling allowance, by officer or subordinate of his department under orders of the first the amount advanced on account of pay should be recovered to the salary of the official in 2 squal monthly instalments, belief the salary of the official in 2 squal monthly instalments, belief with the month in which a full month's pay is drawn after the salary of travelling allowance should be recovered full on submission of the official's travelling allowance bill.

Tings can only be given before the transfer at the station from the official is transfered.

ransfers and postings. Subject to the provise that no additional inture is incurred, can transfer and post within his jurisdiction scrotlinate sevenue establishment. Also if mutually agreed add niceds of Departments concerned may transfer any members of his first lawing a salary of not more than Re. 200/- per member from his crism must be recorded in the kingser's sanction. All such asset of a grander of starf drawing over Re. 200/- p.m. the sanction must first be obtained.

Figure 1 can issue service cheque passes to all persons employed prefric Department and their families and accordance with the that are in force.

# PROPOSED NEW POWERS.

- Appointments, promotions, reductions and dismissals:

  Within the limits sanctioned in the Annual Working Estimates, can appetint 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 succemployees, reporting all such cases to the Manager.
  - 1.b. Provided there is provision on the estimates can appoint on a six months provisional agreement any employee under the grade of a First Grade Officer at a safary not exceeding the minimum scale of salary of the post, reporting the appointment to the General Manager.
- 1.c. Months pay in liew 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.
- E. 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 'me refund of such fine.
- Traveling Assembles.— Is a controlling officer of his Department for the purpose of countersigning travelling allowance journals.
- 4. Advances of salary and Travelling Allowances.— can urant an advance and to a limit of one month's pay, plus travelling allowance to my 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.
- b. Transfers and postings. Can post all employees in his department other than First Grade Officers; also if mutually agree between Heads of Departments concerned may transfer any member of his staff drawing a salary of not more than Rs. 200/- per memser from his Department to another. All such blassess being reported for record at the Official Meeting.
- 6. Passes. Can intum design service passes and card passes to all employees in his legislation and their ramilies in accordance with the rules in force. In issue luggage passes to members of his staff on transfer.

 Leave - Can grant casual leave to all superdinates employed in all department up to 10 days.

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on compensation claims - can sanction all claims (except for ersonal injuries) within a limit of Rs.50 in each case; a monthly let, in the usual form, of all compensation claims settled being sanutted to the manager for record in minutes of Official Meeting.

overcharges. Can sanction refund of overcharges on goods and causels traffic, refunds (when covered by fariff rules) of passenger fares and remissions of demurrage and penalty charges.

Refunds of fares, etc., and write-off of outstandings and relesson of debits. - Can also sanction refunds of fixes, etc., on the chief traffic and write-off of outstandings and remit debits paints station staff on recognized principles up to 8 limit of Es.

stores. Can draw stores quired for fraffic working, etc., up sandtioned limits in working estimates; also furniture on sanctione sequisitions. When purchase local emergent stores up to

Return journey tiorets .- can extend the available period of

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Indemnity Bonds - May dispense with indemnity Bonds in such

- 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 India. And African mentals.
- 8. Leave. Can grant Casual and Sick Leave to all employees in his Department in accordance with the rules in force.
- 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.
- ll. Has power to sanction to fion-Europeans everstayal 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 5.4.m recommended by the Board of Survey, but any article of value Rs.500 or agentrequires the General Manager's sanction.
- 13. Compensation claims. Our sanction payment of claims within a limit of Rs. 300/ in each case; a manthly list in the said forms of all compensation claims settled being submitted to the deneral Manager for record in the minutes of Official Meetings.
- 14. can samption refund of overcharges on goods and parcels traffic refunds (when covered by tariff fules) of passenger laws and remissions of demurrage and penalty charges within a limit of Rs 4000 --
- 16. Refunds of fares, etc., and write off or outstandings and remission of debits For sanction refunds of three etc., on coaching traffic, write off of outstandings, and remit debits against station staff on recognised principles up to a limit of Rs. 300 in each case.
- 16. Stores Can draw stores required for the Department up to sanctioned limits in working estimates; also firmiture up to quantity sanctioned. Can purchase local energement sates in accessity in the same of necessity.
- 17. Return journey ticket a. Can extend the aveilable perfect of return journey tickets.
- 18. Indemnity Bonds. Has power to dispense with is beginity ponds

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Constacts or purposes for quantities or beding three houses.

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## 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
augmin Labour drawing salaries of Rs. 25 per mensem and under

nt men, but can suspend all agreement employees and all non-agreement employees and all non-agreement employees and all non-agreement, reporting the same to Superintendent of way and works for later of agreement 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.85/+ 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 what applies to men temporarily engaged for

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

a special work

Fines- Can fine subordinates including Clerks and Menials serving under them. Wither in any one month not to exceed that a month's substantive part within a period of six months from the date of infliction of although oan 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 ages at a time to
- Transfers and postings. Subject to the provise that no distince expenditure is incurred, can transfer Eas post within that own districts all subordinate staff on No.25 per minase and under. Can arrange with other District Officers, the exchange of subordinates drawing less than Rs.25 a month.
- Passes Can issue service cheque passes to all the staff
- 7. Alterations and additions .- Can earry out all works which are necesstructions or petty alterations to existing buildings, with the exception or additions to staff-quarters, up to a limit of fis.bo in each case.
  - The construction and alterations of staff-quarters require the

- 1. Appointments, promotions, reductions and dismissaus .
  - 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 of 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 Unief Whitness.

- 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 mot to exceed t of a month's substantive pay, and within a period of six months from the date of infliction of a fine conformer the refund of such fine.
- of their staff of the grade of a First Grade Officer.
- Leave: Can grant casual leave to their employees and their families in accordance with the rules in force and can issue the recessary passet.
- 5. Transfers and postings: Oak post within their own district any of their employers frawing a salary not exceeding Rs.200 per members 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.
- 8. Passes Can issue service cheque passes to all the start empioyed 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 mief inginer, under the following heads, Revenue Abstract A.241., 2.2. 2.3., V.I., V.S., V.S., and V.S.

- 1. Appointments, promotions, reductions and dismissals.—
  within the limits sanctioned in the annual Working Metimates
  can, in their own districts, appoint, promote, reduce and dismiss
  havenue 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 .25 per mensem serving under them, reporting the same to superintendent of way and works for orders.
- Let ) 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, or Rs.65/- p.m. vide Manager's No.C.28/8/2289 of 2.4.15.

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.

- Fines can fine subordinates including Clerks and Menials serving under them. Fines in any one month not to exceed a of a month's substantive pay, and within a period of sis months from the date of infliction of a fine sen order the retund of such fine.
- 3. Travelling allowances. Are controlling officers for one purpose of countersigning travelling allowance journals of apportinates.
- 4. Leave po Can grant casual leave up to 10 days at a time to
- iransfers and postings Subject to the provise that no shirt and expenditure is incurred, can transfer and post within the ... wend istricts all subject that staff on Re.25 per mensus ... ander. Can arrange with other District Officers, the exchange of subject arrange is subject to the subject of the sub
- russes can issue service cheque passes to all the staff
- 7. Alterations and additions of carry out all works which are re-constructions or petty alterations to existing muldings, with the exception of additions to staff-quarters, up to a limit or as to in each case.

Re-construction and alterations of staff-quarters require the

# 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 digmiss locally engaged African and Indian employees drawing wages of Re,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 Unief Engineer.

- Eines.— 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 the first substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.
- a. fravalling allowances.— Are controlling Officers for the purpose of countersigning Travelling Allowance Jeurnals of members of their staff below the grade of a First Grade Officer.
- 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. Framefers and postings can post within their cwt district any of their employees frawing a salary not exceeding Rs.200 per mensem. Our arrange with other District Engineems 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 Joief Engineer.
- Passes.— Can issue service oneque passes to all the staff.employed in their districts under the rules in force.

Expenditure. Can incur expenditure within the limits sanctioned according to the yearly distribution authorised by the chief. Engineer, under the following heads, Revenue abstract Additional Season, V.I., V.S., V.S., V.S., and V.S.

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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.

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

Rates for works. - Can settle additional rates for works not that add 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.

North in their districts, and for recomposer of imprests held by their subordinates.

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- 8. Maintenance of Buildings, etc.— Can sanction estimates for actual repairs and maintenance up to Rs. 150/- (inclusive) under the following heads A.ll.l., A.IV.I., A.IV.I., A.V.5., the total amount sanctioned within any one finencial 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.
- Ontracts 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 net exceeded.
- 11. Stores Can draw stores for sanctiones works in their districts and for the recouppent of their imprests.
- 12. Execution of works in Workshops can authorise the execution of works in their Engineering Workshops up to a limit of Res. 100/4 for all Government Departments, Railway employees and outside Puolic subject to deposit of funds where necessary in advance.
- 15. Second Hand Stores. Can authorize the sale of second hand stores at the current rates up to a limit of Rs.50/- inclusive.

appointments promotine reductions and distillent can in the limits sand toppe in the formula were in the testing let makes, can point, promote, reduce and distill never and Subcraints and clerks of his department (including the independent and printing Departments)

(a) has no power so regards the unjointment or devolveal of reement men, but can end prome all agreement and to respent eme sich severe punty ment is resommended to an employee grawing over 6.60 a month.

( ) Apprin's pay in lieu of notice .- In the case of locally and well employees, can grant a month's pay in lieu of notice to the Tolovees whose services are dispensed with.

, lines .- Can fine subordinates including Clerks and Menials erving under him. Fines in any one month not to exceed t of a conth's substantive pay, and within a period of six months from the hate of infliction of a fine can order the refund of such fine.

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

MOVENCES of salary and travelling allowances .- Can grant an vance up to a limit of one month's pay, plus travelling allowance, any officer including himself or subordinate of his department er algers of transfer. The amount advanced on account of pay old be recovered from the salary of the official in 3 equal y instalments, beginning with the month in which a full month's is trawn after the transfer. The advance of travelling allowance De recovered in full on submission of the official's travelling as station from which the official is transferred.

: absacra .- If mutuatly exteed between Heads of Departments qui traisfer any members of his staff brawing a salary of te than he 200/ - per mensem from his department to another the manager's agrotion. All such tradfers must be recorded.
The minites of Official Lastings. In the coed of a transfer of rawing over Rs. 200/- Jam. the manager's sanction must first

1 3868 - Can level service chaque passes to al persons employed ", and to their families in agrordance with Managor's Giroular . 1 1605 Also to fil empreyees on termination of service or " deserve on lease in acceptance with the rules.

- the limits sanitify and the Annual Working Bett tes. can appoint, promote, reduce and dismiss locally engaged on ovees drawing salaries up to Rs. 120 Tr meneem inclusive.
  - 1.a. Has no power as regards ... went or diswissel ... employees holding an overseas agrees that on trapend suc employees. reporting all such cases to . Manager.
  - 1.b. Provided there is provision the estimates can a pint on a six months provisional agreement any employee wir the grade of a First Grade Officer at a salary not excending 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.
- 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.
- Travelling Allowances. Is a controlling officer of his tepartment for the purpose of countersigning travelling allowance jurnals.
- advances of salary and fravelling allowance. can grant a ladvance up to a limit of one month's pay, this travelling allowance to any member of the staff of me ben'art ment. The amount advaced on account of pay should be recovered from the salary of ... official in three equal monthly instalments, beginning with the nth in which a full month's pay is drawn after the advance. . . advance of travelling allowance shall be recovered in full on . mission of the Official's travelling allowance.
- Transfers and Postings .- Can post all employees in his -partment other than First Grade Officers; also if mutually agree between . Heads of Departments concerned may transfer any member drawing a salary of not more than Rs.200/- per menser : m his Department to another. All such transfers being :- 2 for record at the Official Meeting.
- Passes .- Can issue cheque service passes and card passe to all amployees in his Department and their families and to al. on termination of service or when proceeding of leave is accordance with the rules in force. Car issue luggare passes to his staff on transfer.

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Leave. - Can grant easual leave to all subordinate employees

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d. Audit of salaries - On Submission of bills by responsible officers, has full power to pass duly authorised balaries of the permanent and temporary establishments, travelling allowances and my specific payments, which are provided for in the working rolls to budget estimates. Mis own personal bills should, however, a subject by the Local Auditor.

pon the certificates of Heads of Departments concerned that there are no claims against the contractor, and that the contract have been fully complied with.

.0. Audit of contingencies - Cen pass to the extent of Rs.100 per rensem for each office, office dentificancies of Departmental Milicers, subject to provision in the working-rolls and budget-es-

... commission on money orders. Has power to pass at discretion and ordered for postal commission on remittances by money order as ordinary contingent charges.

also furniture on sanctioned requisitions.

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- Agreement of service. Within the limits canctioned is the Annual Working Estimates can execute a monthly agreement with any employee below the grade of a First Grade Officer, serining the terms and conditions of service and also can exten into a monthly verbal agreement with Indian and African ment 13.
- Leave can grant Casual Leave and Sich Leave to all approves in his Department in accordance with the rules in force.
- officers within sanctioned estimates and as per scale in force.
- Can grant house allowance in lieu of quarters as per rules in force provided there are no vacant quarters.
- ll. Has power to sanction to Mon-Europeans overstayal 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.
  - 3. Audit of salaries. On submission or bills by responsit a officer has full power to pass duly authorised salaries of the ermanent and temporary establishments, travelling allowences working rolls and budget estimates. His own personal vills should weter be audited by the local auditor.
- 14. Security. Can make refunds of security deposits of gontractors upon the certificates of Heads of Departments concerned that there are no claims against the contractor, and that the contract have been fully comprise with.
- 16. Audit of contingencies. Can pass to the extent of Re. 20 per measurement for each office, office contingenties of Departmental officers, subject to provision in the working-rolls and budgetestimates.
  - 6. Commission on Money Orders. Has power to pass at discretion unavoidable charges for assist commission on remittances y money order as ordinary contingent charges.
- 3tores. Can draw stores required for the use of the Aulit and Accounts, Pay and Cash and Printing and Stationery Departments, also furniture up to quantity sunctioned.
- 18. Press. Can purchase locally petty stores for the press up to a

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Excess expenditure on estimates and appropriations.—
ass provisionally subject to Manager's sanction excess over es—
ass and appropriations, up to a limit of 5 per cent over the
action or grant, subject to a maximum in any one case of Re.200.

Law charges - Can pass against the powrision in the working mates, upon the certificates of Heads of Departments, petty sums, at exceeding Rs.10 in each case, on account of obtaining copies of ments, payment for Court fee stamps, and for minor disbursements, ection with compensation claims or prosecutions for minor

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

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

Irrecoverable amounts, etc.- Has power to write-off, without crease to nigher authority, sums not exceeding one rupes in each sealch from any cause may have recome irrecoverable, or in his ent are such as should be passed though not covered by ordinary can also write-off similar sums above one rupes and not exten rupes in each case when he is staigled that Government on reference, sometime such a source of thems exceeding see must, however, be reseated quarterly at official meeting.

Alteration is rates of stores. Can, on the certificate of the Storekeeper, pass alterations in rates in all cases of purisher by the Chief Storekeeper in the open market, when the actual as do not exceed the sametioned rates by 5 per cent, subject maximum of Re.100 in total value in each case. Similarly on the Storekeeper's certificate he can pass purchase 5 per cent reas of sametioned quantities.

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Arrors in vouchers— Can pass finally errors of one anna or less vouchers for payments, of eight annas in vouchers for exceed15.500 in amount, and of one rupee in vouchers for Rs.1,000 or
15.500 in amount, and of one rupee in vouchers for Rs.1,000 or
15.500 in amount and to be overlooked as a matter of course,
15.60 Chief Accountant must use his discretion in each case,
15.70 or notice should be taken of errors or not.

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

Excess Espenditure on Estimates and Appropriations.

Can pass provisionally subject to General Manager's samion excess over estimates and appropriations, up to a limit of 5 per cent over the senction or grant, subject to a maximum any one case of Rs.200.

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- 20. Law Charges. Can pass against the provision in the worling estimates, upon the certificates of Heads of Departments, saty sums, not exceeding Rs.50 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 passecutions for minor offences.
- Accounts. May call for such papers and supplementary of additional accounts from any Disbursing or Executive Officer as he may consider necessary, but cannot establish any extra period call return, except under the authority of the Manager.
- 22. Rent of Bulldings. 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.
- Frecoverable amounts, stc. Has power to write off, will out reference to nigher authority, sums not exceeding Rs.5/- .. 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 rule. Can also write off similar sums above Re.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. Lan, on the certificate of the Chief Storekeper, 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 Re.100 in total value in each case. Similarly on the Chief Storekeeper's certificate he can pass purchases 10% in excess of sanctioned quantities:
- 25. Can arrange for the execution of work in the Press for 3 vernment Departments, Railway employees, and the Public Fubject of 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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A said dismissals. Within the first of the f

- 1.a. Res no jower as regards appointments ordismissal of employers the hold overseas agreements or have entered into an agreement with the General Manager or the Heat or the Department, but can suspend such employees reporting all such cases to the Head of his Department.
- 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.
- 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.
- Transfers and Postings.— Can post within his own district any of his employees drawing a salary not exceeding Rsigo/- 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 Traffle 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 landager.
- domponentian Chains. On sanction payment of claims up to a limit of Rived in Mann case. Full particulars of each case to be summitted to the Traffic Manager immediately after settlement.
- heturn Feurney Tickets. Oan extend the available period of Return Yourney Tickets.

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And Sold September 1919 MINUTE & Ca Brush 17 Get James Comment Calde Ophille Band Land Marin the Resident States of the Resident States o r G Fiddes . -Sall Ryaning a property t. Amery. id Milnon nurion 12 pavers whire to help Head Mr. Rankway Nells in the Prot energie over for women routine mallors, with a new

to firmy them freater responsibility + freeing by Jul Manager from the supervision of minion that's which at friend accupy winds and of his line? how men will be that to be furnite with any otors or have on in motional which the Thrank ma to district to offer