

1923

E. AFRICA

45452

REC
RE 13 23

FROM

DATE

COLONIAL

SEPTEMBER 1923

FOR CIRCULATION

SUBJECT

Mr. *Tracy*
Mr. *Bostwick*
Mr.
A.S. U.S. S.

AFRICAN 973

REGULATIONS FOR EMPLOYMENT OF OFFICERS

2nd Edition

MINUTES AS TO *with discussion*
~~revision~~

Perm' U.S. of S.

Perm' U.S. of S.

Secretary of State.

Previous Paper

Notes for 2nd edition attached.
Notes for 14th Edition attached.
MINUTES

29887
20

see file 3225

I think it is well since we had a revision apart from the fact that notes are running out.

I attach a note on the amendments proposed § 25 as the most difficult question. Let us have report

28 NOV 1923

Nov 23

12 DEC 1923

12 DEC 1923

to L. Light (for copies)

*Kamp 1652
Upwards 668
Meyers 360
Young 112
H 774
Lomax 214*

to L. Light (for copies)
to L. Light (for copies)
to L. Light (for copies)

Subsequent Paper

Lot 20091
125

595558

59880

Mr. Johnson,

Herewith a proof of the 12th Edition for correction for authority to print off. There are some queries.

How many final copies will be required, please?

We had 750 copies of the 11th Edition which was printed in Novr, 1921, but, if there is likely to be so many alterations in the 12th Edition as there were in the 11th,

? print off a less number, I have 750 and have an earlier revision.

W.C.C. to

Mr. D...

I have looked through this. It appears to be all right - but it will be used for Dept. to check it word for word before it is printed off.

Have you any other... in the collection... it all right?

subject to your... about the final checking, I think we might be content with 500 copies this time.

W.C.C. all? 20.10.23

Page 32 disposed of. Will you please check with someone to help you.

Mr. Parkinson all? 23.10.23

Mr. Seal of having... this is fine if all right

W.C.C. 25.10.23

W.C.C. usually not working

500 copies

all? 26.10.23

East Africa Dept.

More copies of the

12th Form are now available.

I have annexed 1 copy to

this paper. 10/11/23

My office

is now

dispatching & should obtain
a copy & provide all members
of EA & TT Societies with copies.

of the 10/11/23

13.XI.23

For we shall also have to
send copies to Governor & C.A.
calling attention to the amend-
ments, particularly that of
p. 25. But before doing this
we must decide from what
date the new p. 25 comes into
force. I am in communication
with Mr. Boore of the C.A.
as to this: we don't want to
upset arrangements already
made for passages.

Reciev. in 10 days. 10/11/23

10/11/23

(to be sent
back when
available)

N.B. A slip for incorporation in No 97
in place of page 25 is being printed
on Form 890/23. It should, & will be
inserted in due course in the copy
attached hereto.

10/11/23

In Donat's copy
In Bahr's copy

Mr Boore has now reported
that the new p. 25 of Afr. 973 can
be brought into force as regards officers
travelling via Suva in connection with
the sailing of 30th Jan. 1924. He
will report further as to Nyasaland
officials. 6 minutes from him as
to details to be being reported separately.

Offs. for copy hereunder.

All members of E.A.
& T.T. Societies to see & note
afterwards

C.J.J. 24.11.23

Boore

26.11

26.11

10/11/23
at Mr

* Mr. Jeffries
The slip for substitution
has come in.

113

N.B. A slip for insertion in No 97
in place of page 25 is being printed
on 800/54890/23 Nyasaland, & will be
inserted in due course in the copy
attached hereto.

~~577~~
21/1/23

Do want
back when
available)

~~In Donat's copy
In Bostwick~~

In Boore has now reported
that the new §25 of Act 973 can
be brought into force as regards officers
travelling via Suez in connection with
the sailing of 30th Jan. 1924. He
will report further as to Nyasaland
officials. A minute from him as
to details to be being registered separately.

Opt's. for copies herewith.

All members of E.A.
& F.T. Depts. to see & note
afterwards

C.J.G. 24.11.23

Boore

26.11

total

26.11

Ch. J. G.
1/11
at Min

* In Jeffries

the slip for substitution
has now come in & is

N.B. A further slip for correction in
No. 973 (Paragraph 12) is being printed
on $\frac{50}{625 \times 2}$ $\frac{E. J. ...}{K. ...}$ & will be inserted in
due course in the record copy attached
hereto.

~~T.M.~~
20/11/24

This has now been done.

~~T.M.~~
16/11/24

per Williams M^{rs} J^{ess}

~~Mr~~ Jeffries, ~~M^{rs} L^{ady}~~

There are enough copies
in hand of this work for the
immediate future, but, as the
contract under which it is
printed are terminable in Sept
next, the S.O. will lose control
of the type, & any reprints after
then will have to be paid for at
recomposition rates.

It therefore behooves us
to get out a new edition while
the type is available in order to
avoid unnecessary expense. There
are already two slips inserted
in the pamphlet, & from the slip
attached above, other alterations
are apparently contemplated. A
copy is attached for insertion of
corrections etc.

Of the last edition we had 500

The amendment slip for para 12A should now be numbered 13, the remaining paragraphs being renumbered accordingly.

The amendment slip for para 32 was put into the body of the pamphlet as para 33.

17.7.24

10/24

Paper. Please alter ~~wordings~~ structure of pamphlet accordingly for revision

The Williams

19.7.24

21.7.24

M. S. Stanley
M. S. Stanley

? Print 1000 copies as amended.

26/7/24

W. J. 21.7.24

C. S. 17
St. Paul

In Jewell

Proof attached for revision for amendment to printer

M. S. Stanley

M. S. Stanley

17.7.24

The amendment suggested above have been

I have made the amendments suggested above & have been
proofed 14.8.24

C. S. 11/18
at 10/11

Copies, you may think it advisable, with a view to economy, to have a larger ~~number~~ issue of the new edition so as to avoid reprinting too early. He should be on the safe side, as the cost of printing ca. 1000 copies is not much more than the cost of 500, because the one operation covers all.

? for 1000
11/7

I should be glad if this matter could be dealt with reasonably early, as there are ~~many~~ other pamphlets in the same class which will have to be printed off before the end of Sept.

W. J.
10/7/24

only amendments required so far as I know, are those decided upon on 31.5.24 or on (ii)

17/8/24

In regard (i) para 2 is deleted & replaced by para 6 & 7 of Mr. J. Ward 757. The two paragraphs might be run together as one, forming para 2 of Mr. 973

The first sentence of para 2 should, in my view, be inserted into the E. Mr. Ward's 2 1/2 or 3 days with Mr. 11.7

In regard (ii) it was decided on 17/8/24 to suggest a better form of words than that proposed by me for insertion part of Mr. 973. After the words "medical attendant" in (iii) and "those names" & "address" should be provided with

Mr. Jewell
Mr. Jewell

I spoke to you about the pamphlet African No. 973- (13th Edition) the existence of which the Despatch Section ^{had} no knowledge and you asked me to look into the matter. You will recollect that information regarding this print came to ^{of the Despatch Section} ~~the~~ knowledge through the medium of several offers of Appt. being sent out to candidates and, owing to the fact that another clerk was doing my work at the time, it was thought that the date "Aug. 1924" was an error ~~.....~~

X

E.A. were unable to any infn. about revision.

~~.....~~ until we had received a few such letters. Under the circumstances the Desp. Section could not be held responsible for enclosing an old edition with any offers that had been sent out prior to my speaking to you.

The safest course, I think, would be for the Dept concerned to notify the Desp. Section when a revised edition of a print is available. This could be done when the Printing Dept. notify the Geographical Dept. that copies have been received from the Printers.

2

R.C.

Room 2.
11th Sept. '24

Yes, I can remember to do this, though I had assumed that when the Despatch Section saw the date "Aug 1924" with the margin of the offers they would suppose as to a new edition. *Aug 1924*
And in any case the Desp. section - though no doubt a different part of it - had ~~sent~~

Dept. were dated the 11th of Sept. We knew the existence of the old edition, but the new edition was available on the 27 Aug 24

R.C.

sent off the despatches to Gars.
enclosing copies of the new edition.

We had better send copies
of the new edition Lt to any
of the cadets selected for the
coming T.A.S. course who have
had the old book

J.J. 12-9-24
at once

Re Mr Jeffers' minute above.

As far as I can ascertain none
of the obsolete edition was sent
to 3rd cadets taking the present
T.A.S. course

J.J. 22/9/24

Foot Post 7

J.J. 12-9-24
at once

sent off the despatches to Gars.
enclosing copies of the new edition.

We had better send copies
of the new edition LT to any
of the cadets selected for the
coming T.A.S. course who have
had the old book

188 12-9-24
at once

Re Mr Jeffries' minute about.

As far as I can ascertain none
of the obsolete edition was sent
to 3 or 4 cadets taking the present
T.A.S. course

22/9/24

Print 188 12-9-24

at once

Howell

Sorry to trouble you again with this, but, before sending to printers, I should like to know what you offer to the consequential alterations in red ink on pages 6 & 10.

Also with regard to the slip inserted in (2 1/2 or days) the footnote says 3 1/2 days should this stand? As no alterations in margin of manuscript paper

22/1/24

Mr. Wilson

Thanks for my
I did not notice the necessary
alterations in pages 6 & 10.
I agree to your amendments
to 6 & 2 pages I have struck
out in the margin of the
manuscript

W. C. Howell
The alterations
of the Galley's manuscript
is proposed by
23/1/24

FROM

R.M. STATIONERY OFFICE,

PRINCES STREET,

WESTMINSTER, S.W. 1.

Mrs. W. G. ... 1924



*The Clerk of Stationery
Colonial Office
Buckingham Palace*

When ordering reprints of Green No 973 prints of
which were ordered under your Demand No. 480 of ~~the~~
1924, please quote T.S.No. 3376. The

type for this work will be available for reprints

until 12.3.24

E. H. ...

124

Please cancel memo relating to Director of Printing and Binding

784200

MEMORANDUM.

P.B. 26.

FROM

H.M. STATIONERY OFFICE.

PRINCES STREET,

WESTMINSTER, S.W.1.



TO

Colonial Office
23, Abchurch Lane
London E.C. 4

28th April 1924

When ordering reprints of W. C. Wynne 978 prints of

which were ordered under your Demand No. 1153 of the

October '23, please quote T.S.No. 4200. The

type for this work will be available for reprints

untl) // // 24



BY APPOINTMENT

Harrison & Sons Ltd.

PRINTERS IN ORDINARY TO HIS MAJESTY
AND TO HER MAJESTY THE PRINCESS OF WALES
AND TO HER MAJESTY THE QUEEN ALEXANDRA

LONDON & HAYES (MIDDX)

HEAD OFFICE

44, 45, 46 & 47, ST. MARTIN'S LANE,

LONDON, W.C.2.

ALL COMMUNICATIONS TO BE
ADDRESSED TO THE COMPANY

TELEGRAMS:
"REGIMARIS" MESSYARD, LONDON

TELEPHONE:
RUE 5412 (5 lines)

POST OFFICE:
SOUTHALL 134



*Memorandum to the Director
Colonial Office*

Dec 18 1923

126

Dear Sir

*Will you kindly return to us
the original copy & give proof
used in the reprint of 'African Tax 973'
12th Edn. - Regulation for the Employment
of African etc.' Your demands to 1153 - Sept.
'23 We will return them to you as soon as
possible
Yours faithfully
Thomas Nelson Ltd
115, F.A. Road*



RE-APPOINTMENT

Harrison & Sons Ltd.

PREMIERS IN ORDINARY TO HIS MAJESTY
AND TO H.R.H. THE PRINCE OF WALES
AND H.M. QUEEN ALEXANDRA

LONDON & HAYES (MIDD.)

HEAD OFFICE:

44, 45, 46 & 47, ST. MARTIN'S LANE,

LONDON, W.C. 2.

ALL COMMUNICATIONS TO BE
ADDRESSED TO THE COMPANY

TELEGRAMS:

"REGIMARUN" BY STRAND, LONDON

TELEPHONE: 4412 (5 lines)

SAVING BANKERS:
CANTON BANKERS
SOUTHGILL 134



Memorandum to the Hon. Secy.
Colonial Office.

Dec 16 1923

106

Dear Sir
Will you kindly return to us
the original copy & press proof
used in the reprint of 'African No. 973'
12th Edn. - Regulation for the Employment
of Officers." Your demand no. 1153 - Sept.
'23. We will return them to you as soon as
possible
Yours faithfully,
Harrison & Sons Ltd
Sd/- F. F. Dent

129
Printed for the use of the Colonial Office.

African
No. 973.

[13th Edition.]

Over copy

REGULATIONS

FOR THE

EMPLOYMENT OF OFFICERS

IN

KENYA, THE UGANDA, NYABALAND, ZANZIBAR,
AND SOMALILAND PROTECTORATES, AND
THE TANGANYIKA TERRITORY.

REGULATIONS
FOR THE
EMPLOYMENT OF OFFICERS
IN
KENYA, THE UGANDA, NYASALAND,
ZANZIBAR, AND SOMALILAND
PROTECTORATES, AND THE
TANGANYIKA TERRITORY.

APPOINTMENTS.

1. APPOINTMENTS on the staff of these Dependencies are filled by the Secretary of State. Officers holding such appointments are subject to the Regulations which are laid down, or which may hereafter be laid down, by the Secretary of State, or by the Governor* with the approval of the Secretary of State.

PROBATION.

2. All appointments other than those on agreement are subject to two years' probation from the date of the holder's first arrival at the port of disembarkation for the Dependency in which he is employed. It will be within the power of the Governor, subject to the approval of the Secretary of State, to give notice of the determination of the engagement at any time during the period of probation, without assigning any reason, on giving the officer a free passage back to England and leave of absence with full pay for the time necessarily spent on the voyage and for a further period which shall be reckoned at the rate of three days† for each completed month of residential service, but shall not in any case be less than four weeks.

* For the purposes of these Regulations the term "Governor" includes the High Commissioner for Zanzibar.

† Two and a half days in respect of service at certain stations in Kenya and Nyasaland. Three and a half days in respect of service in Somaliland.

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* For the purpose of these Regulations the term "Governor" includes the High Commissioner for Zanzibar.

† Two and a half days in respect of service at certain stations in Kenya and Nyasaland. Three and a half days in respect of service in Somaliland.

Notice without assignment of a reason may also be given to an officer while on leave of absence, in which event he will be allowed to complete the leave of absence granted to him; but in no case will such notice be less than four weeks.

During the period of probation the Governor will further have full power, subject to the confirmation of the Secretary of State, to cancel the appointment at any time if the officer has been guilty of any misconduct, or if the Governor is satisfied that he is inefficient, and that his inefficiency is due to his own negligence or default; and in that event the officer will not be entitled to a free passage back to England, or to any leave of absence or pay after the date of the letter by which the cancellation is notified to him.

This regulation does not affect the general right of the Secretary of State to terminate the employment of any member of the service whenever he may see fit to do so for the public advantage.

CONFIRMATION.

3. If at the end of two years from the date of first arrival in the Dependency the officer's appointment is confirmed on the recommendation of the Governor approved by the Secretary of State, but not otherwise, he ceases to be on probation and becomes eligible for pension or gratuity on retirement in accordance with the regulations.

Application for such confirmation should be made by the officer himself to the Governor, through the Head of his Department, at least three months before the expiration of the two years and, if the two years will expire during leave of absence, at least one month before the date of his application for permission to proceed on leave.

PRIVATE EMPLOYMENT.

4. Officers are forbidden to accept employment or enrolment from any person or association whatever without the sanction of the Secretary of State.

COMMUNICATIONS TO PRESS.

5. Officers are forbidden to make communications to the press on any matter connected with the service. Any breach of this regulation may entail dismissal.

RESUMPTION OF APPOINTMENTS.

6. The Colonial Regulations (Section 17) specify the proceedings which are taken when an officer is required to resume the holder of a permanent appointment is given a view of his removal from the service; but in regard to the Colonial Regulations (No. 46) that all appointments are held subject to the pleasure of the Queen, and that the pleasure of the Queen in this respect may be held an appointment may be granted at any time through the Secretary of State, in which case no special formalities are required, and no notice need be given.

STATIONS.

7. The station at which an officer is employed is determined by the Governor.

POWERS OF ACTING GOVERNOR.

8. Powers conferred upon the Governor by these Regulations are exercised in his absence by the Acting Governor.

FURNISHING OF SECURITY BY OFFICERS.

9. Officers holding certain posts may be required to furnish security for the faithful discharge of their duties, and arrangements with an Insurance Company will be made on their behalf with this object through the Crown Agents for the Colonies. The necessary premiums for this service will be a charge against the salaries of the officers concerned.

DUTY AND ACTING ALLOWANCES.

10. A duty allowance is attached to a few appointments. This allowance is payable to the holder of the office only while he is actually performing the duties of the office, and during his absence or incapacity it is paid at the discretion of the Governor to the officer performing them for the time being. Duty allowance is not a pensionable emolument.

An officer acting in a higher post than his own will be eligible for an acting allowance equal to the difference between his own salary and the minimum of the scale of salary attached to the post, if the latter is incremental; or, if the salary of the higher post is not incremental, for an allowance equal to half the difference between it and his own salary.

OUTFIT ALLOWANCE.

11. Every newly appointed officer, the initial salary of whose appointment does not exceed £100 a year, will be granted an allowance of £50 towards the purchase of the necessary outfit. This allowance, or such part of it as the Governor may direct, will be repaid to be refunded in the event of the officer not being confirmed in his appointment, or quitting the service of the Dependency before completing a year of service for reasons other than those of physical or mental infirmity. This allowance is not payable to officers already in the Colonial Service who are transferred to East Africa.

QUARTERS.

12. Government quarters free of rent (but not of rates or other similar outgoings) and furnished in accordance with the scales laid down and prescribed in such quarters are available. Where such quarters are not available, or where other temporary shelter is provided, or in exceptional cases, an allowance in lieu of quarters is granted at the discretion of the Governor.

MARRIED OFFICERS.

13. Officers can usually be accompanied by their wives, but they must understand that they are always liable to be posted to a station where married quarters are not available, or where for physical or climatic reasons it is impossible or undesirable for wives or children to accompany them.

Notice without assignment of a reason may also be given to an officer while on leave of absence, in which event he will be allowed to complete the leave of absence granted to him; but in no case will such notice be less than four weeks.

During the period of probation the Governor will further have full power, subject to the confirmation of the Secretary of State, to cancel the appointment, at any time if the officer has been guilty of any misconduct, or if the Governor is satisfied that he is inefficient, and that his inefficiency is due to his own negligence or default; and in that event the officer will not be entitled to a free passage back to England, or to any leave of absence or pay after the date of the letter by which the cancellation is notified to him.

This regulation does not affect the general right of the Secretary of State to terminate the employment of any member of the service whenever he may see fit to do so for the public advantage.

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3. If at the end of two years from the date of first arrival in the Dependency the officer's appointment is confirmed on the recommendation of the Governor approved by the Secretary of State, but not otherwise, he ceases to be on probation and becomes eligible for pension or gratuity on retirement in accordance with the regulations.

Application for such confirmation should be made by the officer himself to the Governor, through the Head of his Department, at least three months before the expiration of the two years and, if the two years will expire during leave of absence, at least one month before the date of his application for permission to proceed on leave.

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4. Officers are forbidden to accept employment or enrolment from any person or association whatever without the sanction of the Secretary of State.

COMMUNICATIONS TO PRESS.

5. Officers are forbidden to make communications to the press on any matter connected with the service. Any breach of this regulation may entail dismissal.

TRANSFERS AND REASSIGNMENTS.

6. The Colonial Secretary may, at any time, by the proceedings which are usual in the Colonies, direct the Governor to suspend the holder of a permanent appointment from the service, or to transfer him from the service; and he may also, by the same proceedings, direct that all appointments are subject to the pleasure of the Governor, and that the pleasure of the Crown shall be deemed to be signified by an appointment may be signified at any time through the Secretary of State, in which case no special formalities are required, and no notice need be given.

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An officer acting in a higher post than his own will be eligible for an acting allowance equal to the difference between his own salary and the minimum of the scale of salary attached to the post, if the latter is incremental; or, if the salary of the higher post is not incremental, for an allowance equal to half the difference between it and his own salary.

OUTFIT ALLOWANCE.

11. Every newly appointed officer, the initial salary of whose appointment does not exceed £500 a year, will be granted an allowance of £50 towards the purchase of the necessary outfit. This allowance, or such part of it as the Governor may direct, will be forfeit to be refunded in the event of the officer not being confirmed in his appointment, or quitting the service of the Dependency before completing a year of service for reasons other than those of physical or mental infirmity. This allowance is not payable to officers already in the Colonial Service who are transferred to East Africa.

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12. Government quarters free of rent (but not of rates or other similar outgoings) and furnished in accordance with the scales laid down and approved by the Secretary of State, are available. When such quarters are not available, or when other temporary shelter is provided, an allowance may be granted in lieu of quarters at the discretion of the Governor.

MARRIED OFFICERS.

13. Officers can usually be accompanied by their wives, but they must understand that they are always liable to be posted to a station where married quarters are not available, or where for political or climatic reasons it is impossible or undesirable for wives or children to accompany them.

Every married officer appointed to one of the East African Dependencies is ~~therefore~~ strongly advised to go out alone in the first instance in order that he may see for himself what the local conditions are, and decide whether it is desirable that his wife should join him.

In certain of the Dependencies it has been found necessary to impose definite restrictions upon newly-appointed officers being accompanied by their wives. These restrictions are as follows:—

- (i) In Somaliland the express permission of the Governor must be obtained before any officer's wife joins him in the Protectorate. The officer should himself apply for this permission through the Head of his Department.
- (ii) In Uganda and Tanganyika the Governor's permission is also required, and will not be granted until the officer has served for at least six months. The officer should himself apply for this permission through the Head of his Department.
- (iii) In Kenya any officer, whose salary does not exceed £500 a year, who wishes his wife to accompany him to the Colony on first appointment, or to join him before he has served for six months must obtain permission from the Governor. The officer should himself apply for this permission through the Colonial Secretary, Nairobi, or, if in Kenya at the time, through the Head of his Department.

PASSAGES ON FIRST APPOINTMENT.

14. Officers proceeding to their posts on first appointment from any place in Europe will be provided with a free passage not exceeding the cost of a free passage from London, which will be issued by the Crown Agents for the Colonies on the signature of the officer of the usual passage agreement. Officers proceeding to their posts on first appointment from any place outside Europe will be allowed their reasonable travelling expenses, if duly supported by vouchers.

PASSAGE ACCOMMODATION.

15. Officers are granted first or second class accommodation according to the terms of their appointment, when travelling to or from East Africa. The Government always endeavours to provide officers with accommodation of the class by which they are privileged to travel, but it must be understood that in circumstances render it necessary for an officer to travel by a lower class, no claim for compensation will be entertained.

This will apply to the arrangements referred to in paragraph 14 (i) of these Regulations, and to any other cases where the salary does not exceed £500 a year, in addition to the cost of a passage, in addition to the cost of his own passage, and to travel by whatever means he wishes.

16. Officers proceeding to their posts on first appointment are paid half salary from date of embarkation and full salary from the date of arrival at the port of disembarkation for the Dependency in which they are employed.

* i.e. cost of railway fare to port of embarkation and cost of passage ticket to East Africa, but not incidental expenses.

The date of embarkation will be reckoned as the day on which the steamer leaves the port of departure in England, except when an officer travelling via the Suez Canal is granted permission to join a steamer at Marseilles, in which case the date of embarkation will be reckoned as the day preceding that on which the steamer leaves Marseilles.

Salary can be claimed on journeys from or to the coast only for the period ordinarily occupied in a direct journey. Should that period be exceeded, salaries are not given unless a satisfactory explanation of the cause of delay is forthcoming. If an officer is detained by sickness, he is considered as being on sick leave during the period of his detention, and receives pay accordingly.

PASSAGES FOR WIVES AND FAMILIES.

17. (i) A married officer whose salary is £550* a year or less may be granted, in addition to the cost of his own passage, half the cost of a first or second class passage, as the case may be, towards the cost of the passage tickets of his wife and (or) family to or from East Africa. In such cases the officer may, if he wishes, travel by a lower class than that by which he is entitled to travel, and apply the saving towards the cost of his family's passages. Officers desiring to take advantage of this concession should place themselves in communication with the Crown Agents or the local Government, as the case may be.

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

(ii) An officer on first appointment, or when taking leave, is granted, if accompanied by his family with the sanction of the Governor, free transport for his wife and children from the port of disembarkation in Africa to his place of destination, and vice versa. A similar concession is granted to an officer on transfer between stations.

LOCAL TRAVELLING.

18. In the East African Dependencies officers, when travelling on official business within the Dependency in which they are serving, or the adjoining territories, may at the discretion of the Governor be granted a travelling allowance in accordance with the scales laid down in the Dependencies. Free transport on Government railways and stations is granted to officers travelling on duty.

Officers employed to stay on duty away from their usual residences, or from those where no hotels are available, may be granted reasonable expenses in respect of travelling allowances.

* The monthly maximum is £500 a year. Officers whose salaries exceed £700 a year are granted the additional allowance, less the amount by which their salaries exceed £700.

† In the Suez Canal, except for officers travelling to Paris for whom all arrangements are permitted.

Every married officer appointed to one of the East African Dependencies is therefore strongly advised to go out alone in the first instance in order that he may see for himself what the local conditions are, and decide whether it is desirable that his wife should join him.

In certain of the Dependencies, it has been found necessary to impose definite restrictions upon newly-appointed officers being accompanied by their wives. These restrictions are as follows:—

- (i) In Somaliland the express permission of the Governor must be obtained before any officer's wife joins him in the Protectorate. The officer should himself apply for this permission through the Head of his Department.
- (ii) In Uganda and Tanganyika the Governor's permission is also required, and will not be granted until the officer has served for at least six months. The officer should himself apply for this permission through the Head of his Department.
- (iii) In Kenya any officer, whose salary does not exceed £500 a year, who wishes his wife to accompany him to the Colony on first appointment, or to join him before he has served for six months must obtain permission from the Governor. The officer should himself apply for this permission through the Colonial Secretary, Nairobi, or, if in Kenya at the time, through the Head of his Department.

PASSAGES ON FIRST APPOINTMENT.

14. Officers proceeding to their posts on first appointment from any place in Europe will be provided with a free passage not exceeding the cost of a free passage from London, which will be issued by the Crown Agents for the Colonies on the signature of the officer of the usual passage agreement. Officers proceeding to their posts on first appointment from any place outside Europe will be allowed their reasonable travelling expenses if duly supported by vouchers.

PASSAGE ACCOMMODATION.

15. Officers are granted first or second class accommodation according to the terms of their appointment, when travelling to or from East Africa. The Government always endeavours to provide officers with accommodation of the class by which they are privileged to travel, but it must be understood that in circumstances render it necessary for an officer to travel by a lower class he claims for compensation will be restricted.

This will mean that an appointment entitles an officer in paragraph 14 (i) of these Regulations to travel a second class, whose salary does not exceed £500 a year, as allowed in former years the cost of a passage in addition to the cost of his own passage and to travel by whatever class he wishes.

16. Officers proceeding to their posts on first appointment are paid half salary from date of disembarkation and full salary from the date of arrival at the port of disembarkation for the Dependency in which they are employed.

* i.e., cost of railway fare to port of embarkation and cost of passage ticket to East Africa, but not incidental expenses.

The date of embarkation will be reckoned as the day on which the steamer leaves the port of departure in England, except when an officer travelling via the Suez Canal is granted permission to join a steamer at Marseilles, in which case the date of embarkation will be reckoned as the day preceding that on which the steamer leaves Marseilles.

Salary can be claimed on journeys from or to the coast only for the period ordinarily occupied in a direct journey. Should that period be exceeded, salary is not given unless a satisfactory explanation of the cause of delay is forthcoming. If an officer is detained by sickness, he is considered as being on sick leave during the period of his detention, and receives pay accordingly.

PASSAGES FOR WIVES AND FAMILIES.

17. (i) A married officer whose salary is £500* a year or less may be granted, in addition to the cost of his own passage, half the cost of a first or second class passage, as the case may be, towards the cost of the passage tickets of his wife and (or) family to or from East Africa. In such cases the officer may, if he wishes, travel by a lower class than that by which he is entitled to travel, and apply the saving towards the cost of his family's passages. Officers desiring to take advantage of this concession should place themselves in communication with the Crown Agents or the local Government, as the case may be.

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

(ii) An officer on first appointment, or when taking leave, is granted, if accompanied by his family with the sanction of the Governor, free transport for his wife and children from the port of disembarkation in Africa to his place of destination, and vice versa. A similar concession is granted to an officer on transfer between stations.

LOCAL TRAVELLING.

18. In the East African Dependencies officers, when travelling on official business within the Dependency in which they are serving, or the adjoining territories, may at the discretion of the Governor be granted a travelling allowance in accordance with the scales laid down in the Dependencies. Free transport on Government railways and passages is granted to officers travelling on duty.

Officers employed to stay on duty away from their usual residences, as in those cases where there are hotels, may be granted reasonable local expenses instead of travelling allowances.

* Annually increased to £700 a year. Officers whose salaries exceed £700 a year may be granted an additional allowance, less the amount by which their salaries exceed £700.

† In the Suez Canal, except by officers travelling to Paris for whom the same rate of fare is permitted.

LEAVE.

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

(b) Subject to the necessities of the service, European officers may, after every tour of residential service, be granted vacation leave with full pay for the time necessarily taken on the journey to England, plus 31 days for each completed calendar month of residential service; and if specially detained by the Governor on public grounds after the completion of a tour of 30 months' service, they may be granted vacation leave for 31 days more with full pay in respect of each completed calendar month that they may have been detained.

(c) In the case of officers who are returning to East Africa for further service, there may be added to their vacation leave a further period of leave with full pay, known as "return leave," for 31 days for each completed calendar month of residential service, plus the time necessarily taken on the journey from England. Officers to whom return leave is granted will, in the event of their failing to return to East Africa for further service, be liable to refund the amount of any pay drawn in respect of such leave. In the event of their returning for further service, but prior to the expiration of a tour of service, quitting the Dependency in which they are serving without permission or leaving the service of the Dependency or being dismissed or removed from the service for misconduct, they will be liable to refund such part of any pay drawn in respect of such leave and such part of the cost of the passage to East Africa referred to in paragraph 24 of these regulations as may be directed by the Governor.

20. (a) Officers invalided before completing a tour of service of 30 months may be granted sick leave, with full pay, for the time necessarily taken on the journey to England, plus 31 days in respect of each completed calendar month of residential service.

(b) In addition to the sick leave which may be granted under the foregoing rule, officers returning to East Africa may be granted "return sick leave" with full pay for the time necessarily taken on the journey to England, plus 31 days in respect of each completed calendar month of residential service; and if specially detained by the Governor on public grounds after the completion of a tour of 30 months' service, they may be granted "return sick leave" with full pay for the time necessarily taken on the journey to England, plus 31 days in respect of each completed calendar month of residential service; and if specially detained by the Governor on public grounds after the completion of a tour of 30 months' service, they may be granted "return sick leave" with full pay for the time necessarily taken on the journey to England, plus 31 days in respect of each completed calendar month of residential service.

21. Officers who are not returning may be granted an extension of leave with full salary at the discretion of the Secretary of State for a period not exceeding 6 calendar months. Such extension of leave will not, however, be reckoned as pensionable service.

22. Return leave or return sick leave may be extended with full pay, on the ground of ill-health, for any period not exceeding 6 calendar months; and if necessary for a further period of 6 months with half salary; or it may be extended with full pay if the officer is detained in England by the Secretary of State on public grounds.

23. Officers desiring leave on the ground of "urgent private affairs" before completing a tour of residential service may, if specially recommended by the Governor, be allowed leave without pay, or, if they have completed 6 months of residential service, leave with half pay, at the discretion of the Secretary of State; but such leave must in no case exceed 4 months, inclusive of the time taken on the journey. Officers to whom leave is granted under this regulation begin a new tour of service on their return to duty.

24. For the purpose of reckoning the amount of leave due to an officer, residential service is taken to begin on the day on which he arrives at the coast, and to end on the day preceding that on which he leaves the coast for England.

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

When, however, the officer is not returning to his duties at the end of his leave, a free passage to England will only be provided if claimed within six months of his cessation of duty in the case of an officer on the permanent establishment, or within two months in the case of an officer serving an agreement. The time spent on the voyage in the case of a passage granted under the terms of the preceding sentence will not be reckoned as residential leave unless the officer avails himself of the passage within two months from the date on which he ceases to be duty.

26. The passage of officers to New Africa are normally booked by the Government for the Colonies by the steamer sailing at or after the first departure of their leave; any officers who are being sent to the Colonies by other means of transport, or who are carrying forward unexpired leave will not be included in the case of an officer entitled to a free passage under the sailing agreement unless the Secretary of State is satisfied that it is desirable by the Secretary of State.

27. Officers who are not returning may be granted an extension of leave with full salary at the discretion of the Secretary of State for a period not exceeding 6 calendar months. Such extension of leave will not, however, be reckoned as pensionable service.

State to be in the public interest that the officer should travel by the earlier steamer. A short extension of leave may be granted to enable an officer to return by a steamer later than the expiration of his leave if the required extension is shorter than the period of leave which the officer would have to defer by sailing by the steamer next before the expiration of his leave; but no salary will be granted in respect of any such extension unless it is decided by the Secretary of State to be for the convenience of the Government that the officer should travel by the later steamer.

27. Any extension of leave, however short, which may be granted on any other grounds than those mentioned in paragraphs 21, 22 and 26 of these regulations will be without pay; unless for special reasons the Secretary of State authorises full pay or half pay.

VACCINATION AND INOCULATION.

28. Every officer selected for appointment is required to have himself re-vaccinated before proceeding to East Africa, if one of the Medical Advisers of the Colonial Office certifies that this is necessary. In the absence of a statement to the contrary it will be assumed that a selected candidate has no objection to conforming to the usual measures for the prevention and treatment of tropical disease, including the use of quinine.

Officers are strongly advised to have themselves inoculated against enteric fever before proceeding to East Africa. By arrangement with the War Office the inoculation of East African officials is performed at the Royal Army Medical College free of charge, or, as an alternative, vaccine, with printed instructions for use, can be sent from the College to an official who wishes to be inoculated by his own medical attendant, whose name and address should be furnished to the College Authorities. Two inoculations are necessary in order that the most effective immunity may be secured, the second inoculation taking place from 10 to 14 days after the first. Officials should therefore communicate with the Commandant of the College as soon after their selection as possible, in order to allow sufficient time for the necessary arrangements to be made.

COURSES OF INSTRUCTION.

29. Officers in the Administrative, Secretariat, and Treasury Departments, or any other officer whom the Secretary of State may so direct will be required on first appointment or while on leave to undergo a course of instruction in London.

30. Medical officers on first appointment will be required to undergo a course of instruction for about three months either at the London School of Tropical Medicine, or at the Liverpool School of Tropical Medicine. If, for any reason, a medical officer is prevented from taking such a course on first appointment, he will be required to do so at the

first opportunity, and he will not be eligible for confirmation on the permanent establishment until he has taken one of these courses and obtained a certificate from the School showing that he has satisfied the authorities as to his regularity of attendance, progress and proficiency. To obtain this certificate he may be required to undergo any examinations which the authorities of the School may think fit. Special regulations as to courses of instruction for Medical Officers are issued separately.*

EXAMINATIONS.

31. Kenya.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Colony that they possess a good colloquial knowledge of the Swahili language. This compulsory examination is termed the Lower Standard examination.

Failure to pass this examination will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment.

A bonus of £50 will be given to every officer who, having already passed the compulsory examination, qualifies in the Higher Standard of Swahili, or passes a satisfactory examination in any other native language approved by the Governor, subject to his first obtaining the sanction of the Governor to study the particular language in which he desires to be examined.

No language bonus will be given to officers who are serving on temporary agreement or on probation, but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

32. Uganda.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Protectorate that they possess a good colloquial knowledge of one of the languages mentioned below, according to the station to which they are posted. This compulsory examination is termed the Lower Standard examination. Failure to pass this examination will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment. The languages in question are—

- (1) Luganda (for most parts of the Protectorate).
- (2) Ganda (for the Northern Province, except Bunyoro).
- (3) Swahili (for the Kigezi and Karakoro Districts).

An officer who has passed the Lower Standard examination in Gang or Swahili will be required, if transferred to a district where Luganda is in use, to pass also the Lower Standard examination in that language.

An officer who is posted to the Bunyoro, Toro or Ankole Districts during his first tour of service may, if he wishes, take the Lower

* African No. 1087.

State to be in the public interest that the officer should travel by the earlier steamer. A short extension of leave may be granted to enable an officer to return by a steamer later than the expiration of his leave if the required extension is shorter than the period of leave which the officer would have to defer by sailing by the steamer next before the expiration of his leave; but no salary will be granted in respect of any such extension unless it is decided by the Secretary of State to be for the convenience of the Government that the officer should travel by the later steamer.

27. Any extension of leave, however short, which may be granted on any other grounds than those mentioned in paragraphs 21, 22 and 26 of these regulations will be without pay; unless for special reasons the Secretary of State authorises full pay or half pay.

VACCINATION AND INOCULATION.

28. Every officer selected for appointment is required to have himself re-vaccinated before proceeding to East Africa, if one of the Medical Advisers of the Colonial Office certifies that this is necessary. In the absence of a statement to the contrary it will be assumed that a selected candidate has no objection to conforming to the usual measures for the prevention and treatment of tropical disease, including the use of quinine.

Officers are strongly advised to have themselves inoculated against *entéic* fever before proceeding to East Africa. By arrangement with the War Office the inoculation of East African officials is performed at the Royal Army Medical College free of charge; or, as an alternative, vaccine, with printed instructions for use, can be sent from the College to an official who wishes to be inoculated by his own medical attendant, whose name and address should be furnished to the College Authorities. Two inoculations are necessary in order that the most effective immunity may be secured, the second inoculation taking place from 10 to 14 days after the first. Officials should therefore communicate with the Commandant of the College as soon after their selection as possible, in order to allow sufficient time for the necessary arrangements to be made.

COURSES OF INSTRUCTION.

29. Officers in the Administrative, Secretariat, and Treasury Departments, or any other officer whom the Secretary of State may so direct will be required on first appointment or while on leave to undergo a course of instruction in London.

30. Medical officers on first appointment will be required to undergo a course of instruction for about three months either at the London School of Tropical Medicine or at the Liverpool School of Tropical Medicine. If, for any reason, a medical officer is prevented from taking such a course on first appointment, he will be required to do so at the

first opportunity, and he will not be eligible for confirmation on the permanent establishment until he has taken one of these courses and obtained a certificate from the School showing that he has satisfied the authorities as to his regularity of attendance, progress and proficiency. To obtain this certificate he may be required to undergo any examinations which the authorities of the School may think fit. Special regulations as to courses of instruction for Medical Officers are issued separately.*

EXAMINATIONS.

31. *Kenya*.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Colony that they possess a good colloquial knowledge of the Swahili language. This compulsory examination is termed the Lower Standard examination.

Failure to pass this examination will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment.

A bonus of £50 will be given to every officer who, having already passed the compulsory examination, qualifies in the Higher Standard of Swahili, or passes a satisfactory examination in any other native language approved by the Governor, subject to his first obtaining the sanction of the Governor to study the particular language in which he desires to be examined.

No language bonus will be given to officers who are serving on temporary agreement or on probation, but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

32. *Uganda*.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Protectorate that they possess a good colloquial knowledge of one of the languages mentioned below, according to the station to which they are posted. This compulsory examination is termed the Lower Standard examination. Failure to pass this examination will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment. The languages in question are—

- (1) Luganda (for most parts of the Protectorate).
- (2) Ganda (for the Northern Province, except Bunyoro).
- (3) Swahili (for the Kigezi and Karakoba Districts).

An officer who has passed the Lower Standard examination in Gang or Swahili will be required, if transferred to a district where Luganda is in use, to pass also the Lower Standard examination in that language.

An officer who is posted to the Bunyoro, Toro or Ankole Districts during his first tour of service may, if he wishes, take the Lower

Standard examination in Lunyoro instead of in Luganda, subject to the proviso that, if he is subsequently transferred to other districts, he will be required also to pass the Lower Standard examination in Luganda or in Gang.

Officers who have qualified in the Lower Standard examination may qualify for a bonus of £30 in any of the following groups, or any other native language approved by the Governor, but a bonus cannot be earned for more than one language in any particular group:—

- (1) Luganda and Lusoga.
- (2) Lunyoro, Lutoro, and Lunyanjole.
- (3) Lugishu.
- (4) Teso.
- (5) Gang.

No language bonus will be given to officers who are serving on temporary agreement or on probation, but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

33. Nyasaland.

(i) Examinations.

(A) *Nyanja Higher Standard.*—This examination is in two parts, oral and written. All officers of the District Administration and Police Staffs appointed on or after the 1st January, 1920, are required to pass this examination not later than the examination held next after the expiration of one year's service in the Protectorate.

All other officers are required to pass one part of this examination not later than the examination held next after the expiration of one year's service in the Protectorate, and the remaining part not later than the examination held next after the expiration of the second year's service in the Protectorate.

(B) *Nyanja Higher Standard.*—All officers of the District Administration and Police Staffs appointed on or after the 1st January, 1920, are required to pass the oral and written parts of this examination during their third year in the Protectorate, but cannot take the examination before this period. This examination is optional for officers in other Departments who may wish the Governor's approval, save it at any time within ten years of first arrival in the Protectorate.

(C) *Yao Higher Standard.*—This examination (oral and written) is optional and may be taken by District Administration and Police Officers at any time within ten years of first arrival in the Protectorate.

As regards officers in other Departments, the Governor will decide in each case whether the examinations may be taken and whether, if successful, the candidate will be awarded the prescribed bonus.

(ii) *Pass standard.*—Candidates must obtain 60 per cent. in each part of these examinations for a pass.

(iii) *Bonuses.*—An officer on whom the examination is not compulsory may, subject to the Governor's approval, be paid a bonus of £25 for passing Higher Nyanja.

An officer may, subject to the Governor's approval, be paid a bonus of £30 for passing Higher Yao, but, in the case of District Administration and Police Officers, no bonus will be granted unless Higher Nyanja has already been passed. This rule will apply also to other officers except in special circumstances.

Temporary officers and officers serving on probation or under agreement cannot draw any bonus for which they may have otherwise qualified, but such bonus may be paid subsequently when the officer concerned is confirmed in his appointment.

(iv) *Increment and Confirmation.*—Apart from other considerations as to the grant of increments of salary, no officer of the District Administration or Police Staff appointed on or after the 1st January, 1920, will receive any increment until he has passed the Lower Standard Examination in Nyanja. Other officers will not receive the respective increments for which they might otherwise be eligible unless they have passed the prescribed parts of that examination at the stipulated periods.

Officers required to pass the Higher Standard will receive no increment after their third year nor be eligible for promotion until they pass. No officer will be confirmed in his appointment until he has passed Lower Nyanja.

34. *Zanzibar.*—A bonus of £50 may be granted to officers of the permanent staff who have been confirmed in their appointment and who qualify in either of the following examinations, provided that they have previously obtained the sanction of the British Resident to study the particular language in which they qualify. Such sanction will invariably be withheld in the case of officers who have not passed the Lower Standard Swahili examination:—

The Higher Standard Swahili test:—

For this, written papers will be set, and candidates will be expected to show a thorough knowledge of the grammar and idiom of the language. Marks will also be given for ability to read and write Arabic character.

Examination in either of the following languages:—

Arabic, Gujarati.—The standard required will be the capacity to act as an official interpreter, and the possession of a thorough knowledge of the language.

Officers appointed on temporary appointments as on probation, who have passed the Lower Standard Swahili examination, may qualify for bonuses, but will not receive them unless and until they are placed on the permanent establishment, or confirmed in their appointments, as the case may be.

Standard examination in Lunyoro instead of in Luganda, subject to the proviso that, if he is subsequently transferred to other districts, he will be required also to pass the Lower Standard examination in Luganda or in Gang.

Officers who have qualified in the Lower Standard examination may qualify for a bonus of £50 in any of the following groups, or any other native language approved by the Governor, but a bonus cannot be earned for more than one language in any particular group:—

- (1) Luganda and Lusoga.
- (2) Lunyoro, Lutoro, and Lunyankole.
- (3) Lugishu.
- (4) Teso.
- (5) Gang.

No language bonus will be given to officers who are serving on temporary agreement or on probation, but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

33. Nyassaland.

(i) Examinations.

(A) *Nyanja Lower Standard.*—This examination is in two parts, oral and written. All officers of the District Administration and Police Staffs appointed on or after the 1st January, 1920, are required to pass this examination not later than the examination held next after the expiration of one year's service in the Protectorate.

All other officers are required to pass one part of this examination not later than the examination held next after the expiration of one year's service in the Protectorate, and the remaining part not later than the examination held next after the expiration of the second year's service in the Protectorate.

(B) *Nyanja Higher Standard.*—All officers of the District Administration and Police Staffs appointed on or after the 1st January, 1920, are required to pass the oral and written parts of this examination during their third year in the Protectorate, but cannot take the examination before this period. This examination is optional for officers in other Departments who may, with the Governor's approval, take it at any time within ten years of their arrival in the Protectorate.

(C) *Yao Higher Standard.*—This examination (oral and written) is optional and may be taken by District Administration and Police Officers at any time within ten years of their arrival in the Protectorate.

As regards officers in other Departments, the Governor will decide in each case whether the examination may be taken and whether, if successful, the candidate will be awarded the prescribed bonus.

(ii) *Pass standard.*—Candidates must obtain 60 per cent. in each part of these examinations for a pass.

(iii) *Bonuses.*—An officer on whom the examination is not compulsory may, subject to the Governor's approval, be paid a bonus of £25 for passing Higher Nyanja.

An officer may, subject to the Governor's approval, be paid a bonus of £50 for passing Higher Yao, but, in the case of District Administration and Police Officers, no bonus will be granted unless Higher Nyanja has already been passed. This rule will apply also to other officers except in special circumstances.

Temporary officers and officers serving on probation or under agreement cannot draw any bonus for which they may have otherwise qualified, but such bonus may be paid subsequently when the officer concerned is confirmed in his appointment.

(iv) *Increment and Confirmation.*—Apart from other considerations as to the grant of increments of salary, no officer of the District Administration or Police Staff appointed on or after the 1st January, 1920, will receive any increment until he has passed the Lower Standard Examination in Nyanja. Other officers will not receive the respective increments for which they might otherwise be eligible unless they have passed the prescribed parts of that examination at the stipulated periods.

Officers required to pass the Higher Standard will receive no increment after their third year nor be eligible for promotion until they pass. No officer will be confirmed in his appointment until he has passed Lower Nyanja.

34. *Zanzibar.*—A bonus of £50 may be granted to officers of the permanent staff who have been confirmed in their appointment and who qualify in either of the following examinations, provided that they have previously obtained the sanction of the British Resident to study the particular language in which they qualify. Such sanction will invariably be withheld in the case of officers who have not passed the Lower Standard Swahili examination:—

The Higher Standard Swahili test:—

For this, written papers will be set, and candidates will be expected to show a thorough knowledge of the grammar and idiom of the language. Marks will also be given for ability to read and write Arabic character.

Examination in either of the following languages:—

Arabic/Gujerati. The standard required will be the capacity to act as an competent interpreter, and the possession of a thorough knowledge of the language.

Officers serving on temporary appointments, or on probation, who have passed the Lower Standard Swahili examination, may qualify for bonuses, but will not receive them unless and until they are placed on the permanent establishment, or confirmed in their appointments, as the case may be.

35. *Somaliland*.—Officers will be required to satisfy the Governor by examination, within one year after arrival in the Protectorate, that they possess a good colloquial knowledge of Somali. This compulsory examination is termed the Lower Standard, and failure to pass it within the prescribed period will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment.

Officers who may have passed the Lower Standard in Somali may submit themselves for examination in the Somali Higher Standard, and also Arabic, and, if successful, will receive a bonus of £50. These two examinations are, however, voluntary, and the bonus will be cumulative, i.e., will be given for each examination in which a candidate is successful.

The test in Arabic will be identical with the Arabic Lower Standard as in India.

No language bonus will be given to officers who are serving on temporary agreement or on probation; but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

36. *Tanganyika Territory*.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Territory that they possess a good colloquial knowledge of the Swahili language. Failure to pass this examination will, in the absence of a satisfactory explanation, debar the officer from confirmation in his appointment. There are also Higher Standard Examinations which are compulsory in certain cases.

37. Officers in the Administrative and Police Departments of all the Dependencies are also required to pass an examination in Law as a condition precedent to confirmation in their appointments. Administrative Officers serving in Nyasaland are also required to pass a Higher Standard law examination at the end of four years' service. Failure to pass the latter examination may involve stoppage of increment, and may be detrimental to the officer's prospects of promotion.

EFFICIENCY BARS.

38. In the case of certain appointments (generally known as "graded" appointments) the scale of salary is divided by one or more "efficiency bars." An officer holding such an appointment will not be permitted to pass beyond the incremental step at which the "efficiency bar" is set until he has obtained a certificate from the Head of his Department to the effect that he has passed any necessary tests and is in every respect suitable for advancement to the higher scale of salary.

PENSIONS.

39. Pensions and gratuities on retirement from the Service are granted in accordance with the regulations,* copies of which are supplied to candidates selected for appointment, and may be seen on application at the Colonial Office.

* African No. 230.

WIDOWS' AND ORPHANS' PENSION SCHEME.

40. A pension scheme for widows and orphans of European civil officers serving in Kenya, the Uganda, Nyasaland, Zanzibar and Somaliland Protectorates, and the Tanganyika Territory, has been introduced, with effect from the 1st of April, 1921.

All officers appointed or selected for appointment on or after that date are required to contribute in accordance with the scheme. A pamphlet explaining the scheme* is sent by the Crown Agents for the Colonies to each newly appointed officer at the time when his passage is booked.

The ordinary annual contributions are as follows:

Maximum salary not exceeding £275	£12
Maximum salary £276 to £300	£15
Maximum salary £301 to £400	£18
Maximum salary £401 to £500	£24
Maximum salary £501 to £600	£30
Maximum salary £601 to £700	£36
Maximum salary £701 to £800	£40

and so on, increasing by £5 for each step of £100 in the salary scale. No officer, however, will be required to contribute at a higher rate than £60 a year.

For administrative and other "graded" officers the maximum of the "grade" is taken for fixing the rate of contribution, e.g., the maximum salary for a 2nd Grade Administrative Officer is £600.

For Cadets and other officers who, like Cadets, serve on probation at a fixed salary, the maximum salary is the actual salary, e.g., for a Cadet, £300.

* African No. 1083.

† i.e., maximum of scale of salary of appointment in which the officer is serving.

35. *Somaliland*.—Officers will be required to satisfy the Governor by examination, within one year after arrival in the Protectorate, that they possess a good colloquial knowledge of Somali. This compulsory examination if passed the Lower Standard, and failure to pass it within the prescribed period will, in the absence of satisfactory explanation, debar the officer from confirmation in his appointment.

Officers who may have passed the Lower Standard in Somali may submit themselves for examination in the Somali Higher Standard, and also Arabic, and, if successful, will receive a bonus of £50. These two examinations are, however, voluntary, and the bonus will be cumulative, i.e., will be given for each examination in which a candidate is successful.

The test in Arabic will be identical with the Arabic Lower Standard as in India.

No language bonus will be given to officers who are serving on temporary agreement or on probation; but such officers may be allowed to present themselves for examination in a language for which a bonus is given, on the understanding that, if successful, they will not receive the bonus until they are placed on the permanent establishment or are confirmed in their appointments, as the case may be.

36. *Tanganyika Territory*.—Officers are expected to satisfy the Governor by examination within one year after arrival in the Territory that they possess a good colloquial knowledge of the Swahili language. Failure to pass this examination will, in the absence of a satisfactory explanation, debar the officer from confirmation in his appointment. There are also Higher Standard Examinations which are compulsory in certain cases.

37. Officers in the Administrative and Police Departments of all the Dependencies are also required to pass an examination in Law as a condition precedent to confirmation in their appointments. Administrative Officers serving in Nyasaaland are also required to pass a Higher Standard law examination at the end of four years' service. Failure to pass the latter examination may involve stoppage of increment, and may be detrimental to the officer's prospects of promotion.

EFFICIENCY BARS.

38. In the case of certain appointments (generally known as "graded" appointments) the scale of salary is divided by one or more "efficiency bars." An officer holding such an appointment will not be permitted to pass beyond the incremental step at which the "efficiency bar" is set until he has obtained a certificate from the Head of his Department to the effect that he has passed any necessary tests and is in every respect suitable for advancement to the higher scale of salary.

PENSIONS.

39. Pensions and gratuities on retirement from the Service are granted in accordance with the regulations,* copies of which are supplied to candidates selected for appointment, and may be seen on application at the Colonial Office.

* African No. 230.

WIDOWS' AND ORPHANS' PENSION SCHEME.

40. A pension scheme for widows and orphans of European civil officers serving in Kenya, the Uganda, Nyasaaland, Zanzibar and Somaliland Protectorates, and the Tanganyika Territory, has been introduced, with effect from the 1st of April, 1921.

All officers appointed or selected for appointment on or after that date are required to contribute in accordance with the scheme. A pamphlet explaining the scheme* is sent by the Crown Agents for the Colonies to each newly appointed officer at the time when his passage is booked.

The ordinary annual contributions are as follows:

Maximum salary not exceeding £276	£12
Maximum salary £276 to £300	£15
Maximum salary £301 to £400	£18
Maximum salary £401 to £500	£24
Maximum salary £501 to £600	£30
Maximum salary £601 to £700	£36
Maximum salary £701 to £800	£40

and so on, increasing by £5 for each step of £100 in the salary scale. No officer, however, will be required to contribute at a higher rate than £60 a year.

For administrative and other "graded" officers the maximum of the "grade" is taken for fixing the rate of contribution, e.g., the maximum salary for a 2nd Grade Administrative Officer is £800.

For Cadets and other officers who, like Cadets, serve on probation at a fixed salary, the maximum salary is the actual salary, e.g., for a Cadet, £300.

* African No. 1082.

† i.e., maximum of scale of salary of appointment in which the officer is serving.

WIDOWS' AND ORPHANS' PENSION SCHEME.

40. A pension scheme for widows and orphans of European civil officers serving in Kenya, the Uganda, Nyasaland, Zanzibar and Somaliland Protectorates, and the Tanganyika Territory, has been introduced, with effect from the 1st of April, 1921.

All officers appointed or selected for appointment on or after that date are required to contribute in accordance with the scheme. A pamphlet explaining the scheme* is sent by the Crown Agents for the Colonies to each newly appointed officer at the time when his passage is booked.

The ordinary annual contributions are as follows:

† Maximum salary not exceeding £275	£12
Maximum salary £276 to £300	£15
Maximum salary £301 to £400	£18
Maximum salary £401 to £500	£24
Maximum salary £501 to £600	£30
Maximum salary £601 to £700	£35
Maximum salary £701 to £800	£40

and so on, increasing by £5 for each step of £100 in the salary scale. No officer, however, will be required to contribute at a higher rate than £60 a year.

For administrative and other "graded" officers the maximum of the "grade" is taken for fixing the rate of contribution, e.g., the maximum salary for a 2nd Grade Administrative Officer is £600.

For Cadets and other officers who, like Cadets, serve on probation at a fixed salary, the maximum salary is the actual salary, e.g., for a Cadet, £300.

* African No. 1082.

† i.e., maximum of scale of salary of appointment in which the officer is serving.

§12. I have left this alone
and get no word, the Commission
on the proposed rule, that
be required to go out for
alone in the first instance.

§14. As regards the alterations from
~~the~~ see on §16 (i), below.

§16. (i) (a) We hope that the £700 loan
is permanent, but it is subject to
recession with the Treas. from time to
time & I think it might not
have appeared in these regions
a definite condition of service.

(b) I have altered the bit about
officers making their own arrangements
as in fact they have to hand
berths over to the C.A. or local
because of the conf. rebate.

§18 (a) Addition made in view of
on 43247/22.

§18 (c) Addition made as suggested
38246/22.

§20. Addition was made in

... alone
... on the proposed rule, that
be required to go out for
alone in the first instance.

§14. As regards the alterations from
~~the~~ see on §16 (i), below.

§16. (i) (a) We hope that the £700 limit
is permanent, but it is subject to
revision with the Treas. from time to
time & I think it might not
have appeared in their report on
a definite condition of service.

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officers making their own arrangements
as in fact they have to hand the
berths over to the C.A. or local
because of the conf. rebate.

§18 (a)

Addition made in view of
on 43247/22.

§18 (c)

Addition made as suggested
38246/22.

It can be seen the Shipping Companies are
genuinely giving us a regular 4-weekly
service, and if it is decided to revert
to the pre-war arrangement I think

John
Egan

A para. as drafted will meet the case.
In any case it will be desirable to re-draft
the para., as the present wording is
not altogether clear.

31. Corrigendum slip now incorporated
in regn., with further amendment
following 40212/22.

32. Corrigendum slip incorporated in
regn.

36. Addition made as decided on
22878/22. The special vit about
Nyasaaland follows 40445/²²/₂₃. The
corrigendum slip is out of date.

37 (new) I think it would be appropriate
to have a regn. about efficiency bars,
& have drafted one for consen. I have
put it in here to save too much
re-numbering

Egan

39 Brought up to date.

~~Alfred E. Egan~~

can be seen the Shipping Companies are
generously giving us a regular 4-weekly
service, and if it is decided to revert
to the pre-war arrangement I think
a para. as drafted will meet the case.
In any case it will be desirable to re-draft
the para., as the present wording is
not altogether clear.

Jagwell
Egner

§ 31. Corrigendum slip now incorporated
in regn., with further amendment
following 40212/22.

§ 32. Corrigendum slip incorporated in
regn.

§ 36. Addition made, as decided on
22878/22. The special is about
Myasaland follows 4045/²²/₂₃. The
corrigendum slip is out of date.

§ 37 (new) I think it would be appropriate
to have a regn. about efficiency bars,
& have drafted one for consen. I have
put it in here to save too much
re-numbering

Egner

§ 39 Brought up to date.

~~Attested by [Signature]~~

11
can be seen the Shipping Companies are
generously giving us a regular 4-weekly
service, and if it is decided to revert
to the pre-war arrangement I think
a para as drafted will meet the case.

10/11/22
L. J. [unclear]

In any case it will be desirable to re-draft
the para, as the present wording is
not altogether clear.

31. Corrigendum slip now incorporated
in regn., with further amendment
following H0212/22.

32. Corrigendum slip incorporated in
regn.

36. Addition made as decided on
22878/22. The special list about
Nyasaland follows 4045/²²/₂₃. The
corrigendum slip is out of date.

37 (new) I think it would be appropriate
to have a regn. about efficiency bars,
& have drafted one for liaison. I have
put it on here to save too much
re-numbering

[unclear]

39 Brought up to date.

~~10/11/22~~

171
can be seen the Shipping Commission are
genuinely giving us a regular 4-weekly
service, and if it is decided to revert
to the pre-war arrangement I think
a para as drafted will meet the case.
In any case it will be desirable to re-draft
the para, as the present wording is
not altogether clear.

31. Corrigendum slip now incorporated
in regn., with further amendment
following 40212/22.

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regn.

36. Addition made as decided on
22878/22. The special list about
Myasaland follows 40445/²²/₂₃. The
corrigendum slip is out of date.

37 (new) I think it would be appropriate
to have a regn. about efficiency bars,
& have drafted one for revision. I have
put it on here to save too much
re-numbering.

39 Brought up to date.

~~40445/22~~

Co/45452/23

E Africa.

29 Nov. 1923

Dear Sir,

With ref. to my desk. No.

Kenya ho. 1052
 9w.
 Uganda ho. 608
 9w.
 Nyasaland ho. SV
 OAG 360
 DRAFT.
 Cameroons ho. 112
 Ag. An. Result.
 Cong. Terr. No. 774
 9w.
 Unattached ho. 219

1839
787
451
136
867
320

of the End. of Dec,
 1921, I have to
 transmit to you, for

your information, six copies
 of a new (twelfth) edition
 of the pamphlet African
 No. 973 (Regulations for
 the Employment of Officers
 in the East African Dependencies)

3. The most important
 alteration which has been
 made is in para. 25
 to the revised form of
 which I am writing

MINUTE.

(29 Nov 1923)

- Mr. Jeffries 24.11.23
- Mr. Dwyer 26.11.23
- Mr. Colton 26.11.23
- Sir C. Dixon
- Sir G. Grindle
- Sir H. Read
- Sir J. Masterton Smith
- Mr. Ormsby-Gore
- Duke of Devonshire.

Ap. 973 12th Edn. Oct. 1923
 (6 copies)

All members of S.A. & T.F.
 Dept. to see and note
 afterwards

2 cpts. for
 common

Special attention. The new ruling contained therein will be brought into effect as soon as this can be done without interference with arrangements already made by the C.A. for the C. for the passage of returning officers. [The first steamer by which passages will be booked under this ruling will be that advertised to leave London on the 30th of January for E. Africa via Suez.] [The date of the first steamer by which passages will be booked under this ruling will be communicated to you later.]

[] Not to Nyasaland or Somaliland

[] To Nyasaland only.

Co/45452/23

E. Africa.



28 Nov., 1923

Gentlemen,

I am to transmit to you, for your information, the accompanying copies of a new edition of the pamphlet African No. 973 (regulations for the employment of officers in East Africa).

2. I am to invite your attention in particular to para. 25 of the pamphlet, which contains a new ruling as to the booking of officers' passages on return

DRAFT.

2. A.

MINUTE.

Mr. Jeffries 22.11.23
Mr. Dumble 26.11.23
Mr. Balmuley 26.11.23
Sir C. Davis
Sir G. Grenell
Sir H. Read
Sir J. Masterton Smith
Mr. Ormsby-Gore
Duke of Devonshire

Off. 973 12 to Edm. Oct. 1923
(6 copies)

2 Dfts. for Commr

return from leave of
absence. I am to request
you to arrange for officers
passages to be taken in
accordance with the new
regulation as soon as you
can do so without interference
with passage arrangements
already made. It is
understood that you can
arrange for the new
procedure to come into
force with the sailing
of the SS "Burdford Castle"

on the 30th of January, as
regards officers travelling via Suva.
3. I am to request you

to submit for con- sideration a
draft of a revised circular
for communication to officers

in ~~connection~~ with regard to
passage arrangements.

(Signed) H. J. READ

return from leave of
absence. I am to request
you to arrange for officers'
passages to be taken in
accordance with the new
regulation as soon as you
can do so without interference
with passage arrangements
already made. It is
understood that you can
arrange for the new
procedure to come into
force with the sailing

of the SS "Burdford Castle"
on the 30th of January, as
regards officers travelling via Suva.

3. I am to request you
to submit for Conson a
draft of a revised circular

for communication to officers

in ~~cases~~ with regard to
passage arrangements.

(Signed) H. J. READ

12 December, 1923.

The Under Secretary of State for
presents his compliments
and with

DRAFT.

- Col. Sec. Kenya.
- Ch. " Uganda Prot.
- " " Swaziland.
- " " Bechuanaland.
- " " Tanganyika

reference to the S of H's despatch
of the 29th of November, 1923, in

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...
- (6) ...

- (1) No 122
- (2) No 123
- (3) No 124
- (4) No 125
- (5) No 126
- (6) No 127

Sec. to the
Administration, Som'l'd.

MINUTE.

transmit
directed to ~~enclose~~ six copies of an
amendment to para. 32 of African Hs.

the pamphlet

Mr. Eaney 10/12-

Mr. Jeffries 10/12

973, to be inserted in the copies
enclosed in the above despatch.

Mr.

Sir C. Davis.

Sir G. Grindley

Sir H. Read.

Sir J. Masterton Smith.

Mr. Ormsby-Gore.

Duke of Devonshire.

DOWNING STREET,

12

December, 1923.

The Under Secretary of State for
presents his compliments to
the Comd. to and with

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...
- (6) ...

- (1) No 1000
- (2) No 1001
- (3) No 1002
- (4) No 1003
- (5) No 1004
- (6) No 1005

DRAFT.

Col. Sec. Kenya.
Ch. " Uganda Prot. reference to the S of E's despatch
" " East Africa.
" " Tanganyika
" " Territory.

Sec. to the Administration, Som'l'd.

MINUTE.

transmit
directed to enclose six copies of an
amendment to para. 32 of African No. *the pamphlet*

Mr. Eansy 10/12-

Mr. Jeffries 10/12

Mr. (6)

Sir O. Davis.

Sir G. Grindley

Sir H. Read.

Sir J. Masterton Smith.

Mr. Ormsby-Gore.

Duke of Devonshire.

DOWNING STREET,

C.O. 45452/1923 East Afr.

For Mr. Jeffrey's signature.

Dr. Agg.
Appointments.

G. D.
R 11 DEC
D 11 "

DRAFT.

I enclose six copies of an amendment to para. 52 of African No.

C.A.

(6)

973 to be inserted in the copies

No 45452/1923,

MINUTE.

enclosed in Colonial Office letter of

25th of November, 1923.

Mr. Buxby 10/12

Mr. Jeffrey

Mfr.

Sir C. Davis

Sir G. Grindle

Sir H. Hoole

Sir J. Masterton Smith

Mr. Ormsby-Gore

Duke of Devonshire

10/12/23

(SU) G. J. J.

East African Department.
12 December, 1923.

C.O. 45452/1923 East Afr.

The Mr. Jeffrey's signature.

Gen. Agt. Appointments.

C. D.
R 11 DEC
D 11 "

Handwritten initials/signature

DRAFT.

I enclose six copies of an amendment to para. 52 of African No.

C.A.

(6)

973 to be inserted in the copies

No 45452/1923.

enclosed in Colonial Office letter of

MINUTE.

26th of November, 1923.

Mr. Sany 10/12

Mr. Jeffrey

Mr.

Sir O. Davis.

Sir G. Grindle.

Sir H. Hoar.

Sir J. Masterton Smith.

Mr. Ormsby-Gore.

Director of Department

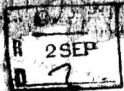
Handwritten signature/initials

Handwritten initials/signature

East African Department.
12 December, 1923.

CO EA

140



45452/2

936

These are sent to Capt W. J. ...

DRAFT

(4+1) - 3

Sept 1923

Se 1-23-25

5 Sept '24

Letter to the Duke of Devonshire despatch No

1652

(1) 668

(2) 360

of the 29th of Nov. 1923

(3) 219

(4) 112

(5) 774

Mr. Jewell 1-9-24

Mr. Jeffries 1/9/24

Mr. Downie 1/9/24

Sir C. Davis.

Sir G. Grindley.

Sir H. Read.

Sir J. Masterton Smith.

Lord Arnold.

Mr. Thomas.

I have the honour to transmit to you

for your information, six copies of a new (thirteenth) edition of the pamphlet African No 773 (Regulations for the Employment of Officers in the East African Dependencies).

2 I would invite

973, 13th Edition, Aug 1923 (6 copies)

Disc. to N. R. Lochina

CO EA
45452

140

2 SEP
3

936
449 RD

50 copies of
officers 973

DRAFT

250

(475) - 3
5 Sept 1924
5 Sept '24

no. 250
no. 132
no. 505
OPS

with ref to the Duke of

Dermot's despatch no

MINUTE.

- Mr. Jewell 1-9-24
- Mr. Jeffries 1/2/24
- Mr. Downie 1/9/24
- Sir C. Davis.
- Sir G. Grindell.
- Sir H. Read.
- Sir J. Masterton Smith.
- Lord Arnold.
- Mr. Thomas.

- (1) 1652
- (2) 668
- (3) 360 of the 29th of Nov, 1923,
- (4) 219
- (5) 112
- (6) 774

I have the honour to transmit to you, for your information, six copies of a new (the fourth) edition of the pamphlet African No 973 (Regulations for the Employment of Officers in the East African Dependencies).

2 I would invite

973 13th Edition, Aug 1923
(6 copies)

Recise. do to N.R. Lochra

at the new words of paragraph
2 regarding the termination of
prohibitory affs; and

(2) the amendment of paragraph 28
regarding the vaccination of officers
against enteric fever, which forms
the subject of my report to

- (1) 476
- (2) 235
- (3) 150
- (4) 65
- (5) 74
- (6) 268

of the 14th of May last

1768

(for the Secretary of State)

(Signed) HENRY LAMBERT

15

2 regarding the termination of
prohibitory affs and

(2) the amendment of paragraph 28
regarding the inoculation of persons
against enteric fever, which forms
the subject of my report to

(1) 476

(2) 235

(3) 150

(4) 65

(5) 74

(6) 268

of the 14th of May last

1768

(for the Secretary of State)

(Signed) HENRY LAMBERT