

OFFICIAL GAZETTE

OF SOUTH WEST AFRICA.



OFFISIËLE KOERANT

UITGAWE OP GESAG.

VAN SUIDWES - AFRIKA.

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WINDHOEK

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PROCLAMATIONS

BY THE HONOURABLE DANIEL THOMAS DU PLESSIS VILJOEN, ADMINISTRATOR OF SOUTH WEST AFRICA.

No. 41 of 1960.]

WHEREAS due notification has been received from the Registrar of Deeds that the provisions of section *fifteen* of the Townships Ordinance, 1928 (Ordinance 11 of 1928), have been complied with;

NOW THEREFORE in terms of section *sixteen* of the said Ordinance, I do hereby proclaim, declare and make known that the Township of Windhoek, Township Extension No. 3 as presented by General Plan No. A. 632/58, be an approved township, and further that the application for the establishment of the said township has been granted subject to the conditions set out in the schedule hereto which said conditions have been imposed in terms of section *nine* of the said Ordinance.

GOD SAVE THE QUEEN.

Given under my hand and seal at Windhoek this 14th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

SCHEDULE.

CONDITIONS OF ESTABLISHMENT.

1. NAME OF TOWNSHIP.
The name of the township shall be:—
Windhoek Township (Ext. No. 3).
2. COMPOSITION OF TOWNSHIP.
The Township shall comprise erven and streets as indicated on General Plan No. A. 632/58.
3. RESERVED ERVEN.
The following erven may be used for the purpose stated below only:—
Provided that the Administrator may authorise the suspension or relaxation of this restriction subject to such conditions as he may impose after consultation with the Township's Board:—
(a) Erven 3541 and 3543 open spaces.
(b) Erf 3518 shall be transferred to the South West Africa Administration.
(c) Erven 3539, 3540, 3542, 3544, 3545, 3486 and 3497 Municipal Purposes.
4. CONDITIONS OF TITLE.
The following conditions of title shall be registered in the deeds of all erven except those referred to in paragraphs 3, 3(a), 3(b) and 3(c).
This erf shall be subject to the following conditions provided that if in the opinion of the Administrator acting upon the recommendation of the Township's Board it is expedient that the restriction in any condition be suspended or relaxed he may authorise the necessary suspension or relaxation subject to compliance with conditions as he may wish to impose.
A. IN FAVOUR OF THE ADMINISTRATOR.
1. All erven except erf 3518. This Erf shall not be subdivided without the consent of the Administrator and subject to such conditions as he may wish to impose.

PROKLAMASIES

DEUR SY EDELE DANIEL THOMAS DU PLESSIS VILJOEN, ADMINISTRATEUR VAN SUIDWES AFRIKA.

No. 41 van 1960.]

NADEMAAL daar behoorlik kennisgewing van die Registrateur van Aktes ontvang is dat die bepalings van artikel *vyftien* van die Dorpe Ordonnansie 1928 (Ordonnansie 11 van 1928) nagekom is;

SO IS DIT dat ek kragtens artikel *sestien* van genoemde Ordonnansie hierby proklameer, verklaar en bekend maak dat die dorp Windhoek Uitbreiding nr. 3 soos aangewys op algemene plan nr. A. 632/58 'n goedgekeurde dorp is en voorts dat die aansoek om die stigting van genoemde dorp toegestaan is onderhewig aan die voorwaardes uiteengesit in die bylae hiervan, welke genoemde voorwaardes kragtens artikel *nege* van die genoemde Ordonnansie opgelê is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël te Windhoek hierdie 14de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

BYLAE.

STIGTINGSVOORWAARDES.

1. NAAM VAN DORP.
Die dorp heet —
Windhoek-uitbreiding 3.
2. SAMESTELLING VAN DORP.
Die dorp bestaan uit erwe en strate soos aangedui op Algemene Plan A. 632/58.
3. GERESERVEERDE ERWE.
Die volgende erwe mag net gebruik word vir die ondervermelde doeleindes: Met dien verstande dat die Administrateur die opskorting of verslapping van hierdie beperking kan magtig op voorwaardes wat hy na oorleg met die Dorperaad stel:—
(a) Erwe 3541 en 3543 — oop ruimtes.
(b) Erf 3518 word aan die Administrasie van Suidwes-Afrika getransporteer.
(c) Erwe 3539, 3540, 3542, 3544, 3545, 3486 en 3497 — munisipale doeleindes.
4. TITELVOORWAARDES.
Die volgende titelvoorwaardes moet aangeteken word op die transportakte van elke erf buiten dié genoem in paragrawe 3(a), 3(b) en 3(c).
Die volgende voorwaardes geld vir hierdie erf: Met dien verstande dat as die Administrateur op aanbeveling van die Dorperaad dit raadsaam ag om die beperking in enige voorwaarde op te skort of te verslap, hy die nodige opskorting of verslapping kan magtig op die voorwaardes wat hy stel.
A. TEN GUNSTE VAN DIE ADMINISTRATEUR.
Alle erwe buiten erf 3518.
1. Hierdie erf mag nie onderverdeel word nie buiten met die toestemming van die Administrateur en dan op die voorwaardes wat hy stel.

B. IN FAVOUR OF THE MUNICIPALITY.

All erven except erven Nos. 3486, 3497, 3518 and 3539 to 3545.

1. This erf or any portion thereof shall not be transferred, leased or in any other way disposed of to any coloured person, native or Asiatic and no coloured person, native or Asiatic other than the domestic servants of the registered owner or his tenants shall be permitted to reside thereon or in any other manner occupy the same.
2. The owner of this erf shall not be permitted to drill or excavate for water.
3. In the event of the Council at any time laying out and constructing streets at a level differing from the average level of the erf the owner or his successors in title shall construct at their own cost a retaining wall at any street boundary of sufficient height and strength to prevent any portion of the erf falling into the street or vice versa. All such retaining walls shall be built in consultation with the Council and shall be subject to its approval.
4. No buildings or structures or any portion thereof, except boundary walls, fences or railway lines shall be erected nearer than 3 metres to any lateral or rear boundary common to an adjoining erf.

C. ADDITIONAL CONDITIONS.

Against all erven excepting erven Nos. 3486, 3497, 3518, 3539 to 3545, 3516 and 3517.

5. The value of the main building to be erected on this erf shall be according to the area of the erf and shall be calculated on the following basis:—

<i>Area of Erf.</i>	<i>Building value not less than</i>
1000 sq.m. — 2000 sq.m.	£4000
2001 sq.m. — 3000 sq.m.	£7000
3001 sq.m. — 4000 sq.m.	£10000
4001 sq.m. and larger.	£12000

D. ADDITIONAL CONDITIONS AGAINST ERVEN 3516 AND 3517.

5. This Erf shall be used for business purposes provided that:
 - (a) a bona fide caretakers flat, not exceeding 1050 square feet, measured over the outer faces of the external walls, in area, may be incorporated in the main building;
 - (b) not more than one main building, which is not to exceed two storeys in height, with the necessary outbuildings and appurtenances, shall be erected on this erf;
 - (c) off-street parking to the extent of one independent open car space for every business unit be provided.
6. The value of the main building exclusive of outbuildings to be erected on this erf shall be not less than £3,500.

E. ADDITIONAL CONDITIONS AGAINST ERF 3516.

7. The maximum coverage allowed on this erf shall not exceed 60% of the total area when only the ground floor is erected and must not exceed 55% of the total area when the ground and first floors are erected. Public stairways, galleries, entrance halls and balconies will count as half coverage only. Covered car spaces will not be included as coverage.

B. TEN GUNSTE VAN DIE MUNISIPALITEIT.

Alle erwe buiten erwe 3486, 3497, 3518 en 3539 tot 3545.

1. Nog die geheel, nog 'n deel van hierdie erf mag aan 'n nie-blanke, Inboorling of Asiaat oorgedra, verhuur of op enige wyse van die hand gesit word nie, en geen nie-blanke, Inboorling of Asiaat buiten die huisbediendes van die geregistreerde eienaar of sy huurder mag op die erf woon of dit andersins beset nie.
2. Die eienaar van hierdie erf mag nie vir water boor of dolwe nie.
3. As die Raad te eniger tyd strate aanlê en bou op 'n hoogtevlak wat verskil van die gemiddelde hoogtevlak van die erf, moet die eienaar of sy titelopvolgers op eie koste 'n steunmuur langs enige straatgrens bou, wat hoog en sterk genoeg is om te verhoed dat enige deel van die erf in die straat val, of omgekeerd. Elk so 'n steunmuur moet in oorleg met die Raad gebou word en is onderhewig aan die Raad se goedkeuring.
4. Geen gebou of struktuur of deel daarvan buiten grensmure of -omheininge of spoorweglyne mag binne 3 meter van enige sy- of agtergrens wat gemeenskaplik is met 'n aanliggende erf, opgerig word nie.

C. BYKOMENDE VOORWAARDES.

Ten opsigte van alle erwe buiten erwe 3486, 3497, 3518, 3539 tot 3545, 3516 en 3517.

5. Die waarde van die hoofgebou wat op hierdie erf opgerig word, moet volgens die grootte van die erf en op die onderstaande grondslag bereken word:—

<i>Groote van Erf.</i>	<i>Bouwaarde minstens.</i>
1000 vk.m. — 2000 vk.m.	£4,000
2001 vk.m. — 3000 vk.m.	£7,000
3001 vk.m. — 4000 vk.m.	£10,000
4001 vk.m. en groter	£12,000

D. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERWE 3516 EN 3517.

5. Hierdie erf moet vir sakedoeleindes gebruik word: Met dien verstande dat:—
 - (a) 'n bona fide opsigterswoonstel hoogstens 1050 vierkante voet groot gemeet oor die buitekante van die buitemure, in die hoofgebou ingelyf kan word;
 - (b) hoogstens een hoofgebou met hoogstens twee verdiepings saam met die nodige buitegeboue en toebehore, op hierdie erf opgerig kan word;
 - (c) parkering van die straat af wat bestaan uit een onafhanklike oop motorparkeerruimte vir elke sake-eenheid, verskaf moet word.
6. Die waarde van die hoofgebou wat op hierdie erf opgerig word, moet, uitsluitende moontlike buitegeboue, minstens £3,500 wees.

E. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERF 3516.

7. Van hierdie erf kan hoogstens 60% van die totale oppervlakte bebou word as daar net 'n grondverdieping opgerig word, en hoogstens 55% van die totale oppervlakte as daar 'n grondverdieping en 'n eerste verdieping opgerig word. Openbare trappe, galerye, voorportale en balkonne tel net as halfbebouing, en oordekte motorparkeerruimtes word nie by beboude oppervlakttes ingesluit nie.

F. ADDITIONAL CONDITIONS AGAINST ERF 3517.

7. The maximum coverage allowed on this erf shall not exceed 55% of the total area when only the ground floor is erected and must not exceed 50% of the total area when the ground and first floors are erected. Public stairways, galleries, entrance halls and balconies will count as half coverage only — covered car spaces will not be included as coverage.

G. ADDITIONAL CONDITIONS AGAINST ERVEN 3526 TO 3530.

6. This erf shall be used for industrial purposes only provided that a bona fide caretakers flat which shall not exceed 1050 square feet, measured over the outer faces of the external walls, in area, may be incorporated in the main building. Offensive trades may be developed on this erf.

H. ADDITIONAL CONDITIONS AGAINST ERVEN NOS. 3487 TO 3495, 3504 TO 3515, 3519 TO 3525 AND 3531 TO 3538.

6. This erf shall be used for industrial purposes only, provided that a bona fide caretakers flat which shall not exceed 1050 square feet, measured over the outer faces of the external walls, in area, may be incorporated in the main building.

Offensive trades may *not* be developed on this erf.

For the purpose of conditions G.6 and H.6 "Offensive Trade" shall mean any of those trades referred to in Paragraph 1(a) of Government Notice No. 141/1926 dated 10th November, 1926, as amended.

J. ADDITIONAL CONDITIONS AGAINST ERVEN 3498 — 3503.

6. This erf shall be used for the canning of meat and purposes incidental thereto.
7. This erf shall be used for industrial purposes only, provided that a bona fide caretakers flat which shall not exceed 1050 square feet, measured over the outer faces of the external walls, in area, may be incorporated in the main building.

K. ADDITIONAL CONDITIONS AGAINST ERF 3492.

7. This erf shall be used for milk pasteurisation and purposes incidental thereto.

L. ADDITIONAL CONDITIONS AGAINST ERVEN 3505 TO 3507 AND 3515.

7. This erf shall be used for oil trade and purposes incidental thereto.

No. 42 of 1960.]

WHEREAS it is expedient to redefine the boundaries of Usakos municipal area;

NOW THEREFORE under and by virtue of the powers in me vested by Section 7(1)(b) of Proclamation 3 of 1949, I do hereby proclaim, declare and make known as follows:—

The Schedule to Proclamation 22 of 1958 is repealed hereby and replaced by the following new Schedule.

SCHEDULE.

From the north-western corner beacon of the farm Khanriver 103, in the Magisterial District of Karibib, South West Africa, along the boundaries of and including the following properties in succession, namely Khanriver,

F. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERF 3517.

7. Van hierdie erf kan hoogstens 55% van die totale oppervlakte bebou word as daar net 'n grondverdieping opgerig word, en hoogstens 50% van die totale oppervlakte as daar 'n grondverdieping en 'n eerste verdieping opgerig word. Openbare trappe, gallerie, voorportale en balkonne tel net as halfbebouing en oordekte motorparkeer ruimtes word nie by beboude oppervlakte ingesluit nie.

G. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERWE 3526 TOT 3530.

6. Hierdie erf kan net vir nywerheidsdoeleindes gebruik word: Met dien verstande dat 'n *bona fide* opsigterswoning hoogstens 1050 vierkante voet groot, gemeet oor die buitekante van die buitemure, in die hoofgebou ingelyf kan word. Hinderlike bedrywe kan op hierdie erf uitgeoefen word.

H. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERWE 3487 TOT 3495, 3504 TOT 3515, 3519 TOT 3525 EN 3531 TOT 3538.

6. Hierdie erf kan net vir nywerheidsdoeleindes gebruik word: Met dien verstande dat 'n *bona fide* opsigterswoning hoogstens 1050 vierkante voet groot, gemeet oor die buitekante van die buitemure, in die hoofgebou ingelyf kan word.

Geen hinderlike bedrywe mag op hierdie erf uitgeoefen word nie.

By die toepassing van voorwaardes G6 en H6 beteken „hinderlike bedryf” enige bedryf genoem in paragraaf 1(a) van Gowermentskennisgewing 141/1926 van 10 November 1926 soos gewysig.

J. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERWE 3498 TOT 3503.

6. Hierdie erf moet gebruik word vir die inmaak van vleis en verbandhoudende doeleindes.
7. Hierdie erf kan net vir nywerheidsdoeleindes gebruik word: Met dien verstande dat 'n *bona fide* opsigterswoning hoogstens 1050 vierkante voet groot, gemeet oor die buitekante van die buitemure, in die hoofgebou ingelyf kan word.

K. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERF 3492.

7. Hierdie erf moet gebruik word vir melk-pasteurisasie en verbandhoudende doeleindes.

L. BYKOMENDE VOORWAARDES TEN OPSIGTE VAN ERWE 3505 TOT 3507 EN 3515.

7. Hierdie erf moet gebruik word vir die oliehandel en verbandhoudende doeleindes.

No. 42 van 1960.]

NADEMAAL dit wenslik is om die grense van die munisipale gebied van Usakos op nuut te bepaal;

SO IS DIT dat ek kragtens en ingevolge die bevoegdheid my verleen by Artikel 7(1)(b) van Proklamasie 3 van 1949 hierby soos volg proklameer, verklaar en bekend maak:—

Die Bylae tot Proklamasie 22 van 1958 word hierby herroep en vervang deur die volgende nuwe Bylae.

BYLAE.

Vanaf die noordwestelike hoekbaken van die plaas Khanrivier 103, in die Magistraatsdistrik van Karibib, Suidwes-Afrika, langs die grense van en insluitende die volgende eiendomme na mekaar, naamlik Khanrivier

103, Remainder of Usakos Ost 64, Portion 3 of Usakos Ost 64, Portion 2 of Goabeb 63, Remainder of Usakos Ost 64, Portion 10 of Usakos Nord 40, Portion D (Railway Reserve) of Usakos Nord 40, Portion 10 of Usakos Nord 40 up to the most northern corner beacon of the Remainder of Portion 1 (Mansfeld) of Klein Aukas 66, then along the boundaries of but excluding the following properties in secession, namely, Remainder of Portion 1 (Mansfeld) of Klein Aukas 66, Portion 7 (Marmorberg) of Usakos Nord 40, Remainder of Portion 1 (Mansfeld) of Klein Aukas 66, Remainder of Klein Aukas 66, Portion B of Usakos Süd 41, (Railway Reserve), Remainder of Usakos West 65, Portion 1 (Houmoed) of Usakos West 65, Remainder of Usakos West 65, up to the northwestern corner beacon of the farm Khanriver 103, being the point of beginning. This area is depicted on Plan No. H. 38 which is filed in the office of the Surveyor-General, Windhoek.

GOD SAVE THE QUEEN.

Given under my hand and seal at Windhoek this 15th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

No. 43 of 1960.]

Under and by virtue of the powers in me vested by Section *five* of the Roads Ordinance, 1953 (Ordinance 17 of 1953), I do hereby declare that the following road in the district of Gobabis, shall be Public Road 1840:—

From a point on Public Road 1621 near the homestead on the farm Springboklaagte 658 generally south-eastwards via the farms Springboklaagte 658 and Helmet 671 to a point on the last mentioned farm; thence generally south-southeastwards via the farm Helmet 671 to a point near the homestead on the said farm; thence generally southwestwards via the farms Helmet 671 and Vyversrus 659 to a point on the last mentioned farm; thence generally southwards via the farms Vyversrus 659 and Sandpütz 660 to connect with Main Road 58 at a point on the last mentioned farm.

GOD SAVE THE QUEEN.

Given under my hand and seal in Windhoek this 13th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

No. 44 of 1960.]

Under and by virtue of the powers in me vested by Section *five* of the Roads Ordinance, 1953 (Ordinance 17 of 1953), I do hereby declare that the road in the district of Outjo, described in Schedule I hereto, shall be closed and the road described in Schedule II shall be a new portion of Public Road 2772, described in Schedule II of Proclamation 56 of 1955.

GOD SAVE THE QUEEN.

Given under my hand and seal in Windhoek this 13th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

SCHEDULE I.

Description of road.	Portion closed.
The road described as Public Road 2772 in Schedule II of Proclamation 56 of 1955.	From a point on Trunk Road 2 — Section 5 on the farm Arcadia 320 generally north-eastwards via the farms Arcadia 320, Portion B of Arcadia 165, Portion A of Sum-

103, Restant van Usakos Ost 64, Gedeelte 3 van Usakos Ost 64, Gedeelte 2 van Goabeb 63, Restant van Usakos Ost 64, Gedeelte 10 van Usakos Nord 40, Gedeelte D (Spoorweg Reserwe) van Usakos Nord 40, Gedeelte 10 van Usakos Nord 40, tot by die verste noordelike hoekbaken van Restant van Gedeelte 1 (Mansfeld) van Klein Aukas 66, vandaar langs die grense van maar uitsluitende die volgende eiendomme na mekaar, naamlik Restant van Gedeelte 1 (Mansfeld) van Klein Aukas 66, Gedeelte 7 (Marmorberg) van Usakos Nord 40, Restant van Gedeelte 1 (Mansfeld) van Klein Aukas 66, Restant van Klein Aukas 66, Gedeelte B van Usakos Süd 41 (Spoorweg Reserwe), Restant van Usakos West 65, Gedeelte 1 (Houmoed) van Usakos West 65, Restant van Usakos West 65, tot by die noordwestelike hoekbaken van die plaas Khanrivier 103, die aanvangspunt. Hierdie gebied word aangedui op plan Nr. H. 38, wat in die kantoor van die Landmeter-generaal, Windhoek geliasseer is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël te Windhoek hierdie 15de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

No. 43 van 1960.]

Kragtens die bevoegdheid my verleen by artikel *vyf* van die Ordonnansie op Paaie 1953 (Ordonnansie 17 van 1953), verklaar ek hierby dat die volgende pad in die distrik Gobabis, Publieke Pad 1840 is:—

Van 'n punt op Publieke Pad 1621 naby die opstal op die plaas Springboklaagte 658 algemeen suidooswaarts oor die plase Springboklaagte 658 en Helmet 671 tot by 'n punt op die laasgenoemde plaas; dan algemeen suid-suidooswaarts oor die plaas Helmet 671 tot by 'n punt naby die opstal op die genoemde plaas; dan algemeen suidweswaarts oor die plase Helmet 671 en Vyversrus 659 tot by 'n punt op die laasgenoemde plaas; dan algemeen suidwaarts oor die plase Vyversrus 659 en Sandpütz 660 om aan te sluit by Grootpad 58 by 'n punt op die laasgenoemde plaas.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël in Windhoek op hierdie 13de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

No. 44 van 1960.]

Kragten die bevoegdheid my verleen by artikel *vyf* van die Ordonnansie op Paaie 1953 (Ordonnansie 17 van 1953), verklaar ek hierby dat die pad in die distrik Outjo, beskryf in Bylae I hiervan, gesluit is en dat die pad beskryf in Bylae II 'n nuwe gedeelte is van Publieke pad 2772, beskryf in Bylae II van Proklamasie 56 van 1955.

GOD BEHOEDE DIE KONINGIN

Gegee onder my hand en seël in Windhoek op hierdie 13de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

BYLAE I.

Beskrywing van pad.	Gedeelte gesluit.
Die pad beskryf as Publieke Pad 2772 in Bylae II van Proklamasie 56 van 1955.	Van 'n punt op Hoofpad 2 — Seksie 5 op die plaas Arcadia 320 algemeen noordooswaarts oor die plase Arcadia 320, Gedeelte B van Arcadia 165, Gedeelte A van Sum-

merdown 168 (the two last-mentioned farms comprise Hartseer Siding) and Summerdown 168 to a point on the last mentioned farm.

SCHEDULE II.

NEW PORTION OF PUBLIC ROAD 2772:

From a point on Trunk Road 2 — Section 5 on the farm Arcadia 320 generally northeastwards via the farm Arcadia 320, along and northwest of the southeastern boundary of the farm Arcadia 320, to a point near the northeastern boundary of the said farm; thence generally northwestwards via the farm Arcadia 320 to a point near Hartseer Siding on the said farm; thence generally northeast- and northwestwards via the farm Arcadia 320, the Railway Reserve and the farm Summerdown 188 to connect with Public Road 2772 at a point on the last mentioned farm.

No. 45 of 1960.]

Under and by virtue of the powers in me vested by Section *five* of the Roads Ordinance, 1953 (Ordinance 17 of 1953), I do hereby declare that the following road in the district of Ovamboland shall be an extension of Trunk Road 1 — Section 11, described in Proclamation 39 of 1958 as from the first day of April, 1960:—

From a point on Trunk Road 1 — Section 11 on the southern boundary of Ovamboland generally northwestwards in Ovamboland to a point near the Post Office at Ondangua and thence in a general northerly direction in Ovamboland to a point on the Angola / South West Africa Border at Oshikango.

GOD SAVE THE QUEEN.

Given under my hand and seal in Windhoek this 13th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

No. 46 of 1960.]

Under and by virtue of the powers in me vested by Section *five* of the Roads Ordinance, 1953 (Ordinance 17 of 1953), I do hereby declare that the road in the district of Karibib described in Schedule I hereto shall be closed, and the road described in Schedule II, shall be a Public Road.

GOD SAVE THE QUEEN.

Given under my hand and seal in Windhoek this 13th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

SCHEDULE I.

Description of road.

The road proclaimed as District Road 1949 by Proclamation 3 of 1956 and described in Schedule III of Proclamation 46 of 1953.

Portion closed.

From a point on Trunk Road 2 Section 3 on the farm Portion A of Kranzberg 59 generally southeastwards via the farms Portion A of Kranzberg 59, crossing the Railway Reserve, Kranzberg 59, Kranzberg South 113, Portion B of Navachab 58 and Portion 3, called Mon Repos, of Navachab 58 to a point near the marble quarry on the last mentioned farm.

merdown 168 (die twee laasgenoemde plase sluit in Hartseer Spoorwegsylyn) en Summerdown 168 tot by 'n punt op die laasgenoemde plaas.

BYLAE II.

NUWE GEDEELTE VAN PUBLIEKE PAD 2772:

Van 'n punt op Hoofpad 2 — Seksie 5 op die plaas Arcadia 320 algemeen noordooswaarts oor die plaas Arcadia 320, langs en noordwes van die suidoostelike grens van die plaas Arcadia 320 tot by 'n punt naby die noordoostelike grens van genoemde plaas; dan algemeen noordweswaarts oor die plaas Arcadia 320 tot by 'n punt naby Hartseer Spoorwegsylyn op genoemde plaas; dan algemeen noordoos- en noordweswaarts oor die plaas Arcadia 320, die Spoorweg Reserwe en die plaas Summerdown 188 om aan te sluit by Publieke Pad 2772 by 'n punt op die laasgenoemde plaas.

No. 45 van 1960.]

Kragtens die bevoegdheid my verleen by artikel *vyf* van die Ordonnansie op Paaie 1953 (Ordonnansie 17 van 1953), verklaar ek hierby dat die volgende pad in die distrik Ovamboland 'n verlenging van Hoofpad 1 — Seksie 11, geproklameer by Proklamasie 39 van 1958, is vanaf die eerste dag van April 1960:—

Van 'n punt op Hoofpad 1 — Seksie 11 op die suidelike grens van Ovamboland algemeen noordweswaarts in Ovamboland tot by 'n punt naby die Poskantoor te Ondangua en daarvandaan algemeen Noordwaarts in Ovamboland tot by 'n punt op die Angola / Suidwes-Afrika Grens by Oshikango.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël in Windhoek op hierdie 13de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

No. 46 van 1960.]

Kragtens die bevoegdheid my verleen by artikel *vyf* van die Ordonnansie op Paaie 1953 (Ordonnansie 17 van 1953), verklaar ek hierby dat die pad in die distrik van Karibib beskryf in Bylae I hiervan gesluit is en die pad beskryf in Bylae II 'n Publieke Pad is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël in Windhoek op hierdie 13de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

BYLAE I.

Beskrywing van pad.

Die pad geproklameer as Distrikspad 1949 by Proklamasie 3 van 1956 en beskryf in Bylae III van Proklamasie 46 van 1953.

Gedeelte gesluit.

Van 'n punt op Hoofpad 2 Seksie 3 op die plaas Gedeelte A van Kranzberg 59 algemeen suidooswaarts oor die plase Gedeelte A van Kranzberg 59, oor die Spoorweg Reserwe, Kranzberg 59, Kranzberg South 113, Gedeelte B van Navachab 58 en Gedeelte 3, genoem Mon Repos, van Navachab 58 tot by 'n punt naby die marmermyn op die laasgenoemde plaas.

SCHEDULE II.

PUBLIC ROAD 1995:

From a point on Trunk Road 2 Section 3 on the farm Portion A of Kranzberg 59 generally southeast- and southwards via the farms Portion A of Kranzberg 59, crossing the Railway Reserve, Kranzberg 59, Kranzberg South 113, Portion B of Navachab 58 and Portion A of Navachab 58 to a point near the homestead on the last mentioned farm; thence generally northeastwards via the farms Portion A of Navachab 58, Portion B of Navachab 58, and Portion 3, called Mon Repos, of Navachab 58 to a point near the marble quarry on the last mentioned farm.

No. 47 of 1960.]

Under and by virtue of the powers in me vested by Section five of the Roads Ordinance, 1953 (Ordinance 17 of 1953), I do hereby declare that the status of District Roads 1605, described in Proclamation 49 of 1953, and 1608 described in Schedule II of Proclamation 82 of 1956, shall be lowered to that of Public Road, and that the roads in the district of Gobabis described in Schedule I hereof shall be closed, the roads described in Schedule II shall be Public Roads, and the roads described in Schedule III shall be Public Roads with the status of District Road.

GOD SAVE THE QUEEN.

Given under my hand and seal in Windhoek this 17th day of June, 1960.

D. T. DU P. VILJOEN,
Administrator.

SCHEDULE I

<i>Description of road.</i>	<i>Portion closed.</i>
The road described as District Road 1602 in Schedule II of Proclamation 33 of 1953.	The whole.
The road described as a new portion of District Road 1602 in Schedule II of Proclamation 36 of 1956.	The whole.
The road described as District Road 1603 in Schedule II of Proclamation 33 of 1953.	From a point on Main Road 55 on the farm Hester 407 generally northwards via the farms Hester 407, Vereniging 592, passing the school, and Houthak 404 to a point where District Road 1822 connects on the last mentioned farm.
The road described as Public Road 1613 in Proclamation 11 of 1954.	The whole.
The road described as Public Road 1619 in Schedule I of Proclamation 31 of 1954.	From a point where District Road 2143 connects with Public Road 1619 on the farm Otjombindi 582 generally northwards via the farms Otjombindi 582, Okahiro 581 and Okatjipuvisa 580 to a point near the western homestead of the last mentioned farm.
The road described as Public Road 1621 in Schedule I of Proclamation 31 of 1954.	The whole.
The road described as Public Road 1627 in Schedule I of Proclamation 31 of 1954.	From a point on District Road 1628 on the farm Okasondana 264 generally north-northeastwards via the farms Okasondana 264 and Okam-

BYLAE II.

PUBLIEKE PAD 1995:

Van 'n punt op Hoofpad 2 Seksie 3 op die plaas Gedeelte A van Kranzberg 59 algemeen suidoos- en suidwaarts oor die plase Gedeelte A van Kranzberg 59, oor die Spoorweg Reserwe, Kranzberg 59, Kranzberg South 113, Gedeelte B van Navachab 58 en Gedeelte A van Navachab 58 tot by 'n punt naby die opstal op die laasgenoemde plaas; dan algemeen noordooswaarts oor die plase Gedeelte A van Navachab 58, Gedeelte B van Navachab 58 en Gedeelte 3 genoem Mon Repos van Navachab 58 tot by 'n punt naby die marmermyn op die laasgenoemde plaas.

No. 47 van 1960.]

Kragtens die bevoegdheid my verleen by artikel vyf van die Ordonnansie op Paaie 1953 (Ordonnansie 17 van 1953), verklaar ek hierby dat die status van Distrikspaaie 1605, beskryf in Proklamasie 49 van 1953, en 1608, beskryf in Bylae II van Proklamasie 82 van 1956, verlaag is na die van Publieke pad en dat die paaie in die distrik van Gobabis beskryf in Bylae I hiervan gesluit is, die paaie beskryf in Bylae II Publieke Paaie is en die paaie beskryf in Bylae III Publieke Paaie met die status van Distrikspad is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël in Windhoek op hierdie 17de dag van Junie 1960.

D. T. DU P. VILJOEN,
Administrateur.

BYLAE I.

<i>Beskrywing van pad.</i>	<i>Gedeelte gesluit:</i>
Die pad beskryf as Distrikspad 1602 in Bylae II van Proklamasie 33 van 1953.	Die hele.
Die pad beskryf as 'n nuwe gedeelte van Distrikspad 1602 in Bylae II van Proklamasie 36 van 1956.	Die hele.
Die pad beskryf as Distrikspad 1603 in Bylae II van Proklamasie 33 van 1953.	Van 'n punt op Grootpad 55 op die plaas Hester 407 algemeen noordwaarts oor die plase Hester 407, Vereniging 592, verby die skool, en Houthak 404 tot by 'n punt waar Distrikspad 1822 aansluit op die laasgenoemde plaas.
Die pad beskryf as Publieke Pad 1613 in Proklamasie 11 van 1954.	Die hele.
Die pad beskryf as Publieke Pad 1619 in Bylae I van Proklamasie 31 van 1954.	Van 'n punt waar Distrikspad 2143 aansluit by Publieke Pad 1619 op die plaas Otjombindi 582 algemeen noordwaarts oor die plase Otjombindi 582, Okahiro 581 en Okatjipuvisa 580 tot by 'n punt naby die westelike opstal op die laasgenoemde plaas.
Die pad beskryf as Publieke Pad 1621 in Bylae I van Proklamasie 31 van 1954.	Die hele.
Die pad beskryf as Publieke Pad 1627 in Bylae I van Proklamasie 31 van 1954.	Van 'n punt op Distrikspad 1628 op die plaas Okasondana 264 algemeen noord-noordooswaarts oor die plase Okasondana 264 en Okambekere 662 tot by 'n punt

- The road described as District Road 1670 in Schedule II of Proclamation 31 of 1954.
- The road described as District Road 1670 in Schedule II of Proclamation 31 of 1954.
- The road described as Public Road 1681 in Schedule I of Proclamation 31 of 1954.
- The road described as Public Road 1683 in Schedule I of Proclamation 31 of 1954.
- The road described as Public Road 1685 in Schedule I of Proclamation 31 of 1954.
- The road described as District Road 1715 in Schedule II of Proclamation 31 of 1954.
- The road described as District Road 1792 in Schedule II of Proclamation 31 of 1954.
- The road described as District Road 1822 in Schedule III of Proclamation 36 of 1956.
- The road described as District Road 1825 in Proclamation 49 of 1957.
- bekere 662 to a point where Public Road 1613 connects on the last mentioned farm.
- From a point on District Road 1635 near the western boundary of the farm Helm 423 generally eastwards via the farm Helm 423 to a point where it crosses District Road 1668.
- From a point where Public Road 1685 connects on the farm Aroheib 398 generally south-southwestwards via the farms Aroheib 398 and Good Hope Wes 711 to a point where Public Road 1683 connects.
- From a point on District Road 1601 on the farm Portion I of Siegfeld 403 generally eastwards via the farms Portion I of Siegfeld 403 and Houthak 404 to a point where it connects with District Road 1603 on the last mentioned farm.
- The whole.
- From a point on District Road 1670 on the farm Aroheib 398 generally southeastwards via the farms Aroheib 398, Good Hope Wes 711 and Good Hope 397 to a point where Public Road 1683 connects on the last mentioned farm.
- From a point on District Road 1695 on the farm Houkibis 360 generally southwards via the farms Houkibis 360 and Turksvy 648 to a point near the southern boundary of the last mentioned farm where District Road 1716 connects.
- From a point on the farm Witsand 95 generally southwards via the farms Witsand 95, Pembroke 94 and Ivanhoe 92 to a point on the western boundary of the last mentioned farm; thence generally southwestwards via the farm Pommern 91 to a point where it connects with Public Road 1445 on the last mentioned farm.
- The whole.
- From a point on District Road 1670 near the homestead on the farm Mombolo 392 generally eastnortheastwards via the farms Mombolo 392, northwestern corner of Kroonster 448 and farm No. 443 to a point on the last mentioned farm; thence generally eastwards via the farms No. 443 and 444 to a point where Public Road 1832 connects on the last mentioned farm.
- Die pad beskryf as Distrikspad 1670 in Bylae II van Proklamasie 31 van 1954.
- Die pad beskryf as Distrikspad 1670 in Bylae II van Proklamasie 31 van 1954.
- Die pad beskryf as Publieke Pad 1681 in Bylae I van Proklamasie 31 van 1954.
- Die pad beskryf as Publieke Pad 1683 in Bylae I van Proklamasie 31 van 1954.
- Die pad beskryf as Publieke Pad 1685 in Bylae I van Proklamasie 31 van 1954.
- Die pad beskryf as Distrikspad 1715 in Bylae II van Proklamasie 31 van 1954.
- Die pad beskryf as Distrikspad 1792 in Bylae II van Proklamasie 31 van 1954.
- Die pad beskryf as Distrikspad 1822 in Bylae III van Proklamasie 36 van 1956.
- Die pad beskryf as Distrikspad 1825 in Proklamasie 49 van 1957.
- waar Publieke Pad 1613 aansluit op die laasgenoemde plaas.
- Van 'n punt op Distrikspad 1635 naby die westelike grens van die plaas Helm 423 algemeen ooswaarts oor die plaas Helm 423 tot by 'n punt waar dit Distrikspad 1668 kruis.
- Van 'n punt waar Publieke Pad 1685 aansluit op die plaas Aroheib 398 algemeen suid-suidweswaarts oor die plase Aroheib 398 en Good Hope Wes 711 tot by 'n punt waar Publieke Pad 1683 aansluit.
- Van 'n punt op Distrikspad 1601 op die plaas Gedeelte I van Siegfeld 403 algemeen ooswaarts oor die plase gedeelte I van Siegfeld 403 en Houthak 404 tot by 'n punt waar dit aansluit by Distrikspad 1603 op die laasgenoemde plaas.
- Die hele.
- Van 'n punt op Distrikspad 1670 op die plaas Aroheib 398 algemeen suidooswaarts oor die plase Aroheib 398, Good Hope Wes 711 en Good Hope 397 tot by 'n punt waar Publieke Pad 1683 aansluit op die laasgenoemde plaas.
- Van 'n punt op Distrikspad 1695 op die plaas Houkibis 360 algemeen suidwaarts oor die plase Houkibis 360 en Turksvy 648 tot by 'n punt naby die suidelike grens van die laasgenoemde plaas waar Distrikspad 1716 aansluit.
- Van 'n punt op die plaas Witsand 95 algemeen suidwaarts oor die plase Witsand 95, Pembroke 94 en Ivanhoe 92 tot by 'n punt op die westelike grens van die laasgenoemde plaas; dan algemeen suidweswaarts oor die plaas Pommern 91 tot by 'n punt waar dit aansluit by Publieke Pad 1445 op die laasgenoemde plaas.
- Die hele.
- Van 'n punt op Distrikspad 1670 naby die opstal op die plaas Mombolo 392 algemeen oosnoordooswaarts oor die plase Mombolo 392, noordwestelike hoek van Kroonster 448 en plaas Nr. 443 tot by 'n punt op die laasgenoemde plaas; dan algemeen ooswaarts oor die plase Nr. 443 en 444 tot by 'n punt waar Publieke Pad 1832 aansluit op die laasgenoemde plaas.

The road described as Public Road 1832 in Proclamation 22 of 1959.

SCHEDULE II.

PUBLIC ROAD 1602:

From a point on District Road 1692 on the farm Houthak 404 generally southwards via the farms Houthak 404, Vereniging 592 and Portion I of Hester 407 to connect with Main Road 55 at a point on the last mentioned farm.

PUBLIC ROAD 1683:

From a point on District Road 1692 near the homestead on the farm No. 465 generally southeastwards via the farms No. 465 and Zelda 466 to a point near the homestead on the last mentioned farm.

PUBLIC ROAD 1747:

From a point on District Road 1635 near the eastern boundary of the farm Helm 423 generally eastwards via the farm Helm 423 to connect with District Road 1668 on the said farm.

PUBLIC ROAD 1787:

From a point on District Road 1670 near the homestead on the farm Good Hope Wes 711 generally northwards via the farms Good Hope Wes 711 and Aroheib 398 to connect with District Road 1670 at a point near the homestead on the last mentioned farm.

PUBLIC ROAD 1797:

From a point on District Road 1444 on the farm Witsand 95 generally south-southeastwards via the farms Witsand 95, Pembroke 94 and Ivanhoe 92 to a point on the last mentioned farm; thence generally southwestwards via the farms Ivanhoe 92 and Pommern 91 to connect with Public Road 1445 at a point on the last mentioned farm.

PUBLIC ROAD 1810:

From a point on District Road 1695 on the farm Houkibis 360 generally southwards via the farms Houkibis 360 and Turksy 648 to connect with District Roads 1715 and 1716 at a point on the last mentioned farm.

PUBLIC ROAD 1822:

From a point on Main Road 55 on the farm Portion 2 of Hansie 406 generally northwards via the farms Portion 2 of Hansie 406 and Etna 405 to connect with District Road 1692 at a point on the last mentioned farm.

PUBLIC ROAD 1832:

From a point on District Road 1670 near the homestead on the farm Mombolo 392 generally northeastwards via the farms Mombolo 392, northwestern corner of Kroonster 448 and Witbank 443 to a point on the last mentioned farm; thence generally eastwards via the farms Witbank 443 and farm No. 444 to connect with District Road 1825 at a point on the last mentioned farm.

SCHEDULE III.

EXTENSION OF DISTRICT ROAD 1628:

From a point on District Road 1628 on the farm Okasondana 264 generally north-northeastwards via the farms Okasondana 264 and Okambekere 662 to a point on the last mentioned farm; thence generally east-northeastwards via the farms Okambekere 662, farm No. 732, Lelievlei 694 and Dis-Al 674 to connect with District Road 1612 at a point on the last mentioned farm.

DISTRICT ROAD 1621:

From a point on District Road 2143 on the farm Otjombindi 582 generally northwards via the farms Otjombindi 582, Okahiro 581 and Okatjipuvisa 580 to a point on the last mentioned farm; thence generally southeastwards via the farms Okatjipuvisa 580, Okahiro 581 and Otjonzondjou 235 to a point on the last mentioned farm; thence generally south-southeastwards via the farms Otjonzondjou 235, Springboklaagte 658, Vyversrus 659, farm No. 657 and Kismet 336 to connect with Main Road 58 at a point on the last mentioned farm.

Die pad beskryf as Publieke Pad 1832 in Proklamasie 22 van 1959.

BYLAE II.

PUBLIEKE PAD 1602:

Van 'n punt op Distrikspad 1692 op die plaas Houthak 404 algemeen suidwaarts oor die plase Houthak 404, Vereniging 592 en Gedeelte I van Hester 407 om aan te sluit by Grootpad 55 by 'n punt op die laasgenoemde plaas.

PUBLIEKE PAD 1683:

Van 'n punt op Distrikspad 1692 naby die opstal op die plaas Nr. 465 algemeen suidooswaarts oor die plase Nr. 465 en Zelda 466 tot by 'n punt naby die opstal op die laasgenoemde plaas.

PUBLIEKE PAD 1747:

Van 'n punt op Distrikspad 1635 naby die oostelike grens van die plaas Helm 423 algemeen ooswaarts oor die plaas Helm 423 om aan te sluit by Distrikspad 1668 op die genoemde plaas.

PUBLIEKE PAD 1787:

Van 'n punt op Distrikspad 1670 naby die opstal op die plaas Good Hope Wes 711 algemeen noordwaarts oor die plase Good Hope Wes 711 en Aroheib 398 om aan te sluit by Distrikspad 1670 by 'n punt naby die opstal op die laasgenoemde plaas.

PUBLIEKE PAD 1797:

Van 'n punt op Distrikspad 1444 op die plaas Witsand 95 algemeen suid-suidooswaarts oor die plase Witsand 95, Pembroke 94 en Ivanhoe 92 tot by 'n punt op die laasgenoemde plaas; dan algemeen suidweswaarts oor die plase Ivanhoe 92 en Pommern 91 om aan te sluit by Publieke Pad 1445 by 'n punt op die laasgenoemde plaas.

PUBLIEKE PAD 1810:

Van 'n punt op Distrikspad 1695 op die plaas Houkibis 360 algemeen suidwaarts oor die plase Houkibis 360 en Turksy 648 om aan te sluit by Distrikspaaie 1715 en 1716 by 'n punt op die laasgenoemde plaas.

PUBLIEKE PAD 1822:

Van 'n punt op Grootpad 55 op die plaas Gedeelte 2 van Hansie 406 algemeen noordwaarts oor die plase Gedeelte 2 van Hansie 406 en Etna 405 om aan te sluit by Distrikspad 1692 by 'n punt op die laasgenoemde plaas.

PUBLIEKE PAD 1832:

Van 'n punt op Distrikspad 1670 naby die opstal op die plaas Mombolo 392 algemeen noordooswaarts oor die plase Mombolo 392 noordwestelike hoek van Kroonster 448 en Witbank 443 tot by 'n punt op die laasgenoemde plaas dan algemeen ooswaarts oor die plase Witbank 443 en plaas nr. 444 om aan te sluit by Distrikspad 1825 by 'n punt op die laasgenoemde plaas.

BYLAE III.

VERLENGING VAN DISTRIKSPAD 1628:

Van 'n punt op Distrikspad 1628 op die plaas Okasondana 264 algemeen noord-noordooswaarts oor die plase Okasondana 264 en Okambekere 662 tot by 'n punt op die laasgenoemde plaas; dan algemeen oosnoordooswaarts oor die plase Okambekere 662, plaas nr. 732, Lelievlei 694 en Dis-Al 674 om aan te sluit by Distrikspad 1612 by 'n punt op die laasgenoemde plaas.

DISTRIKSPAD 1621:

Van 'n punt op Distrikspad 2143 op die plaas Otjombindi 582 algemeen noordwaarts oor die plase Otjombindi 582, Okahiro 581 en Okatjipuvisa 580 tot by 'n punt op die laasgenoemde plaas; dan algemeen suidooswaarts oor die plase Okatjipuvisa 580, Okahiro 581 en Otjonzondjou 235 tot by 'n punt op die laasgenoemde plaas; dan algemeen suid-suidooswaarts oor die plase Otjonzondjou 235, Springboklaagte 658, Vyversrus 659, plaas nr. 657 en Kismet 336 om aan te sluit by Grootpad 58 by 'n punt op die laasgenoemde plaas.

NEW PORTION OF DISTRICT ROAD 1670:

From a point on District Road 1670 on the farm Good Hope Wes 711 generally eastwards via the farms Good Hope Wes 711 and Good Hope 397 to a point on the last mentioned farm; thence generally northwestwards via the farms Good Hope 397, Good Hope Wes 711 and Aroheib 398 to connect with District Road 1670 at a point on the last mentioned farm.

NEW PORTION OF DISTRICT ROAD 1692:

From a point on District Road 1601 on the farm Portion I of Siegfeld 403 generally eastwards via the farms Siegfeld 403, Houthak 404, Etna 405 and Pugeot 462 to a point on the last mentioned farm; thence generally east-northeastwards via the farms Pugeot 462, La Salle 463, Dannhauser 718, Steynsberg 464 and farm No. 465 to connect with District Road 1692 at a point on the last mentioned farm.

NEW PORTION OF DISTRICT ROAD 1825:

From a point on District Road 1670 on the farm Doryalis 394 generally northeastwards via the farm Doryalis 394 to a point on the last mentioned farm; thence generally east-northeastwards via the farms Doryalis 394 and Kroonster 448 to a point near the homestead on the last mentioned farm; thence generally north-northeastwards via the farms Kroonster 448, Volmoed 449 and farm No. 444 to connect with District Road 1825 at a point on the last mentioned farm.

NUWE GEDEELTE VAN DISTRIKSPAD 1670:

Van 'n punt op Distrikspad 1670 op die plaas Good Hope Wes 711 algemeen ooswaarts oor die plaas Good Hope Wes 711 en Good Hope 397 tot by 'n punt op die laasgenoemde plaas; dan algemeen noordweswaarts oor die plaas Good Hope 397, Good Hope Wes 711 en Aroheib 398 om aan te sluit by Distrikspad 1670 by 'n punt op die laasgenoemde plaas.

NUWE GEDEELTE VAN DISTRIKSPAD 1692:

Van 'n punt op Distrikspad 1601 op die plaas Ge-deelte I van Siegfeld 403 algemeen ooswaarts oor die plaas Siegfeld 403, Houthak 404, Etna 405 en Pugeot 462 tot by 'n punt op die laasgenoemde plaas; dan algemeen oos-noordooswaarts oor die plaas Pugeot 462, La Salle 463, Dannhauser 718, Steynsberg 464 en plaas nr. 465 om aan te sluit by Distrikspad 1692 by 'n punt op die laasgenoemde plaas.

NUWE GEDEELTE VAN DISTRIKSPAD 1825:

Van 'n punt op Distrikspad 1670 op die plaas Doryalis 394 algemeen noordooswaarts oor die plaas Doryalis 394 tot by 'n punt op die laasgenoemde plaas; dan algemeen oosnoordooswaarts oor die plaas Doryalis 394 en Kroonster 448 tot by 'n punt naby die opstal op die laasgenoemde plaas; dan algemeen noord-noordooswaarts oor die plaas Kroonster 448, Volmoed 449 en plaas nr. 444 om aan te sluit by Distrikspad 1825 by 'n punt op die laasgenoemde plaas.

Government Notices.

The following Government Notices are published for general information.

C. F. MARAIS,
Secretary for South West Africa.

Administrator's Office,
Windhoek.

No. 131.] [1st July, 1960.

APPOINTMENT OF INSPECTOR OF MACHINERY.

The Administrator has been pleased in terms of Section 30 of the Factories, Machinery and Building Ordinance 1952 (Ordinance 34 of 1952) to appoint GEORGE EDWARD MUNN Inspector of Machinery for the Territory of South West Africa for all periods Mr. Edward Dalton is not available for service.

No. 132.] [1st July, 1960.

The Administrator has been pleased under and by virtue of the powers in him vested by section *one hundred-and-sixty* read with section *one hundred-and-ninety-nine* of the Municipal Ordinance 1949, (Ordinance 3 of 1949), as amended, to approve of the following amendment of the regulations published under Government Notice No. 212 of 1958, as amended by Government Notice No. 242 of 1959.

MUNICIPALITY OF SWAKOPMUND.

AMENDMENT OF SLAUGHTERHOUSE REGULATIONS.

The Slaughterhouse Regulations of the Municipality of Swakopmund are hereby amended by:—

- (a) The deletion of the words "Calves per head", "Small Pigs", "Cattle per head" and "Pigs" and the figures thereafter under the heading, Schedule A, and the substitution thereof by the following:—

Goewermentskennisgewings.

Die volgende Goewermentskennisgewings word vir algemene inligting gepubliseer.

C. F. MARAIS,
Sekretaris van Suidwes-Afrika

Kantoor van die Administrateur,
Windhoek.

No. 131.] [1 Julie 1960.

AANSTELLING VAN INSPEKTEUR VAN MASJINERIE.

Dit het die Administrateur behaag om ingevolge die bevoegdheid hom verleen by artikel 30 van die Ordonnansie op Fabriek, Masjinerie en Bouwerke 1952 (Ordonnansie 34 van 1952) vir GEORGE EDWARD MUNN aan te stel as Inspekteur van Masjinerie in die Gebied van Suidwes-Afrika vir die tydperke wat mnr. Edward Dalton nie vir diens beskikbaar is nie.

No. 132.] [1 Julie 1960.

Dit het die Administrateur behaag om kragtens en ingevolge die bevoegdheid hom verleen by artikel *eenhonderd-en-sestig* gelees met artikel *eenhonderd negen-negentig* van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), soos gewysig, sy goedkeuring te heg aan die volgende wysiging van die regulasies afgekondig onder Goewermentskennisgewing 212 van 1958, soos gewysig deur Goewermentskennisgewing 242 van 1959.

MUNISIPALITEIT VAN SWAKOPMUND.

WYSIGING VAN SLAGHUISREGULASIES.

Die Slaghuisregulasies van die Munisipaliteit van Swakopmund word hiermee gewysig deur:—

- (a) Die woorde „Kalwers per kop”, „Klein Varkies”, „Bees per kop” en „Varke” en die bedragsyfers daarna onder die hoof Skedule A te skrap en te vervang met die volgende:

BUITELAND.

Alaska	2	7	5	2	7	9	10	4	12	11	15	6	18	1	20	8	23	3	25	10	28	5
Hawaii	2	7	5	2	7	9	10	4	12	11	15	6	18	1	20	8	23	3	25	10	28	5
²⁾ Mauritanië	7	9	9	3	12	6	14	0	15	6	17	0	18	6	21	9	23	3	24	9	26	3
Puerto Rico	2	7	5	2	7	9	10	4	12	11	15	6	18	1	20	8	23	3	25	10	28	5
Verenigde State van Amerika	2	7	5	2	7	9	10	4	12	11	15	6	18	1	20	8	23	3	25	10	28	5
Virginiese Eilande V.S.A.	2	7	5	2	7	9	10	4	12	11	15	6	18	1	20	8	23	3	25	10	28	5

(²⁾ Nuwe inskrywing).

No. 136.]

[1st July, 1960.

No. 136.]

[1 Julie 1960.

The Administrator has been pleased under and by virtue of the powers in him vested by Section *one hundred and sixty*, read with section *one hundred and ninety-nine* of the Municipal Ordinance 1949 (Ordinance No. 3 of 1949) as amended, to approve of the subjoined new regulation framed by the Town Council of the Municipality of Grootfontein:

GROOTFONTEIN MUNICIPALITY
NUISANCES

1. No person shall tout, either by himself or by any employee, for servants or for any form of trade or business in a public place.

Dit het die Administrateur behaag om kragtens en ingevolge die bevoegdheid hom verleen by Artikel *eenhonderd-en-estig*, gelees met Artikel *eenhonderd nege-en-negentig* van die Munisipale Ordonnansie 1949 (Ordonnansie No. 3 van 1949) soos gewysig, sy goedkeuring te heg aan die onderstaande nuwe regulasie opgestel deur die Stadsraad van die Munisipaliteit Grootfontein:

MUNISIPALITEIT GROOTFONTEIN
OORLASTE

1. Niemand mag self of deur bemiddeling van 'n werknemer in 'n openbare plek bediendes of klandisie vir die een of ander ambag of saak probeer werf nie.

No. 137.]

[1st July, 1960.

No. 137.]

[1 July 1960.

The Administrator has been pleased under and by virtue of the powers in him vested by section *one hundred and sixty* read with section *one hundred and ninety-nine* of the Municipal Ordinance 1949 (Ordinance No. 3 of 1949) as amended to approve of the undermentioned amendment of the regulations published under Government Notice 56 of 1922 as amended by Government Notices Nos. 329 of 1948, 220 of 1935 and 119 of 1957.

MUNICIPALITY OF OKAHANDJA.

AMENDMENT OF WATER SUPPLY REGULATIONS.

The Water Supply Regulations of the Municipality of Okahandja are hereby amended by the deletion of the first paragraph of regulation 17(a) and the substitution thereof by the following new paragraph:—

The monthly charge for water supplied from the municipal watermains shall be calculated at the rate of 8d per cubic meter (220 gallons) of water consumed, subject to a minimum of 5/- (five shillings) per month or part thereof for the first 10 cubic meters.

Dit het die Administrateur behaag om kragtens en ingevolge die bevoegdheid hom verleen by artikel *eenhonderd en sesig* gelees met artikel *eenhonderd nege-en-negentig* van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949) soos gewysig sy goedkeuring te heg aan die onderstaande wysiging van die regulasies afgekondig by Goewermentskennisgewing 56 van 1922 soos gewysig deur Goewermentskennisgewings 329 van 1948, 220 van 1953 en 119 van 1957.

MUNISIPALITEIT VAN OKAHANDJA.

WYSIGING VAN WATERVOORSIENINGS-
REGULASIES.

Die watervoorsieningsregulasies van die Munisipaliteit van Okahandja word hierby gewysig deur die skraping van die eerste paragraaf van regulasie 17(a) en die vervanging daarvan deur die volgende nuwe paragraaf:—

Die maandelikse heffing vir water wat deur die munisipale toevoerpype voorsien word, word bereken teen 'n tarief van 8d (agtpennies) per kubieke meter (220 gellings) water verbruik, onderheweig aan 'n minimum tarief van 5/- (vyf sjielings) per maand of gedeelte daarvan vir die eerste 10 kubieke meters.

No. 138.]

[1st July, 1960.

No. 138.]

[1 Julie 1960.

The Administrator has been pleased under and by virtue of powers in him vested by sub-section *one hundred and sixty* read with section *one hundred and ninety-nine* of the Municipal Ordinance 1949 (Ordinance No. 3 of 1949), as amended, to approve of the undermentioned amendment of the Bungalow Regulations published under Government Notice No. 214 of 1st September, 1959.

MUNICIPALITY OF SWAKOPMUND.

AMENDMENT OF BUNGALOW REGULATIONS.

Schedule "A" is deleted herewith and substituted by the following new schedule:—

SCHEDULE "A".

MUNICIPALITY OF SWAKOPMUND.

SCHEDULE OF FEES.

- (A) Bungalows — 15/- per day or part thereof.
- (B) Garages — 3/- per day or part thereof.

Dit het die Administrateur behaag om kragtens en ingevolge die bevoegdheid hom verleen by sub-artikel *eenhonderd-en-estig*, gelees met artikel *eenhonderd nege-en-negentig* van die Munisipale Ordonnansie 1949 (Ordonnansie Nr. 3 van 1949), soos gewysig, sy goedkeuring te heg aan die onderstaande wysiging van die strandhuisregulasies afgekondig onder Goewermentskennisgewing Nr. 214 van 1 September 1959.

MUNISIPALITEIT VAN SWAKOPMUND.

WYSIGING VAN STRANDHUISREGULASIES.

Bylae „A” word hiermee geskraap en vervang met die volgende nuwe bylae: —

BYLAE „A”

MUNISIPALITEIT VAN SWAKOPMUND.

OPGAAF VAN HUURGELD.

- (A) Strandhuise — 15/- per dag of gedeelte daarvan.
- (B) Motorhuise — 3/- per dag of gedeelte daarvan.

No. 139.]

[1st July, 1960.

No. 139.]

[1 Julie 1960.

REGULATIONS ON THE CONDITIONS OF SERVICE OF EMPLOYEES OF THE ADMINISTRATION OF SOUTH WEST AFRICA MADE IN TERMS OF THE PROVISIONS OF SECTION 3 OF THE ADMINISTRATION EMPLOYEES ORDINANCE 1957 (ORDINANCE 17 OF 1957.)

The Administrator has been pleased under and by virtue of the powers in him vested by Ordinance 17 of 1957 to make the following regulations on the conditions of service of employees of the Administration (excluding Public Service staff and teachers); —

CHAPTER I.

GENERAL.

1. Definitions:

"Administrator" shall mean the Administrator of the Territory of South West Africa acting in Executive Committee.

"Payment" shall mean the salary which is normally payable to an employee when he is on duty, and shall include allowances which are not included in his salary.

"Day" shall mean every continuous period of 24 hours.

"Service" shall mean full-time continuous service with the Administration of South West Africa.

"Headquarters" shall mean the town, village or place where an employee's main work is performed, or which is so designated by the Head of his Branch.

"Head of Office" shall mean the head of an employee's office, institution, camp, section, sub-branch or branch.

"Accommodation" shall mean sleeping accommodation and bedding, and shall include meals or liquid refreshments, except alcoholic drinks, or any combination of these items.

"Calendar year" shall mean a period extending from the 1st January to the 31st December of any year both dates inclusive.

"Calendar quarter" shall mean a period extending from the 1st January to the 31st March, the 1st April to the 30th June, the 1st July to the 30th September and the 1st October to the 31st December of any year, both dates in each case to be inclusive.

"Hostel quarter" shall mean the school quarter lengthened by two days at its beginning and two days at its end.

"Month" shall mean a period from a date in one month extending to the date immediately preceding the corresponding date in the next month, or, in the case of February, the last day of this month if necessary (both dates inclusive).

"Medical board" shall mean a board consisting of two registered medical practitioners appointed by the Secretary for South West Africa, and, where the employee desires it, a third member nominated by him and appointed by the Secretary for South West Africa.

"Salary" shall mean the annual basic salary or wages and the cash compensation for any pensionable privilege provided in kind.

"Secretary" shall mean the Secretary for South West Africa or his authorised representative.

"School quarter" shall mean the quarter as fixed by the Director of Education.

"Entry grade" shall mean the lowest grade in each group of employees of the Administration.

"Holidays" shall mean the long summer and the long winter holidays as fixed from year to year by the Director of Education.

"Employee" shall mean a person in the service of the Administration, as defined in section 1 of the Administration Employees Ordinance, 1957.

REGULASIES BETREFFENDE DIE DIENSVORWAARDES VAN WERKNEMERS VAN DIE ADMINISTRASIE VAN SUIDWES-AFRIKA UITGEVAARDIG OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 3 VAN DIE ADMINISTRASIEWERKNEMERS ORDONNANSIE 1957 (ORDONNANSIE 17 VAN 1957).

Dit behaag die Administrateur om kragtens die bepalings van Ordonnansie 17 van 1957 hierby die volgende regulasies betreffende die diensvoorwaardes van werknemers van die Administrasie (uitgesonderd staatsdienspersoneel en onderwysers) af te kondig.

HOOFSTUK I.

ALGEMEEN

1. Woordbepaling:

"Administrateur" beteken die Administrateur van die Gebied van Suidwes-Afrika handelende in Uitvoerende Komitee.

"Betaling" beteken die salaris wat normaalweg aan 'n werknemer betaalbaar is wanneer hy op diens is en sluit in toelaes wat nie by salaris inbegrepe is nie.

"Dag" beteken alke aaneenlopende tydperk van 24 uur.

"Diens" beteken voltydse aaneenlopende diens by die Administrasie van Suidwes-Afrika.

"Hoofkwartier" beteken stad, dorp of plek waar die ver naamste werk van 'n werknemer verrig word of wat deur sy afdelingshoof as sy hoofkwartier aangewys is.

"Hoof van kantoor" beteken hoof van 'n werknemer se kantoor, inrigting, kamp, seksie, onderafdeling of afdeling.

"Herberg" beteken slaapplek en beddegoed en sluit in etes of vloeibare verversings, uitgesonderd alkoholiese drank, of enige samestelling van hierdie items.

"Kalenderjaar" beteken 'n tydperk wat strek vanaf 1 Januarie tot 31 Desember van 'n jaar, albei datums inbegrepe.

"Kalenderkwartaal" beteken 'n tydperk wat strek vanaf 1 Januarie tot 31 Maart, 1 April tot 30 Junie, 1 Julie tot 30 September en 1 Oktober tot 31 Desember van 'n jaar, in elke geval albei datums inbegrepe.

"Koshuiskwartaal" beteken die skoolkwartaal verleng met twee dae aan die begin en einde daarvan.

"Maand" beteken 'n tydperk vanaf 'n datum in die een maand wat tot die datum onmiddellik voor die ooreenstemmende datum in die volgende maand strek of in die geval van Februarie die laaste dag van genoemde maand indien nodig (albei datums inbegrepe).

"Mediese raad" beteken 'n raad bestaande uit twee geregistreerde mediese praktisyns wat deur die Sekretaris van Suidwes-Afrika aangestel is, en, indien die werknemer dit verlang, 'n derde lid deur hom benoem en deur die Sekretaris van Suidwes-Afrika aangestel.

"Salaris" beteken die jaarlikse basiese salaris of loon en die kontantvergoeding van enige pensioendraende voorregte wat *in natura* verskaf word.

"Sekretaris" beteken die Sekretaris van Suidwes-Afrika of sy gevolmagtigde verteenwoordiger.

"Skoolkwartaal" beteken die kwartaal soos bepaal deur die Direkteur van Onderwys.

"Toetreegraad" beteken die laagste graad in elke groep van werknemers van die Administrasie.

"Vakansie" beteken die lang somer- en die lang winter-vakansie, soos van jaar tot jaar bepaal deur die Direkteur van Onderwys.

"Werknemer" beteken 'n persoon in diens van die Administrasie soos bepaal in artikel 1 van die Administrasiewerknemersordonnansie 1957.

2. General.

(1) *Date of Commencement.*

The date of commencement of these regulations shall be the 1st July, 1960.

(2) *Special Cases.*

If circumstances should arise for which no provision is made in these regulations, the matter may be submitted to the Secretary for a decision by the Administrator.

3. Definition, Classification and Arrangement of Administration Posts.

(1) The staff in the service of the Administration shall be divided into the following sections:—

- (a) Professional division.
- (b) Administrative division.
- (c) Clerical division.
- (d) Technical division.
- (e) General division.
- (f) Non-classified division (European and non-European).
- (g) Hostel division.
- (h) Nursing division.

The above-mentioned divisions include all employees whose posts fall within these divisions as directed by the Administrator.

- (2) The Administrator may direct that any posts in any division shall be transferred from that division to another.
- (3) The Secretary shall determine the strength of the establishment in each branch of the Administration.

4. Communications to Secretary or Head of Branch.

- (1) All communications from sub-branches, offices or sections intended for the Secretary shall be addressed to the Secretary through the head of the branch concerned.
- (2) An employee shall have the right to submit any proposal made by him to the Secretary, provided such submission is made through the appropriate channels of communication.

5. Duties of Heads of Offices.

- (1) The head of an office shall be responsible for discipline, efficient and economic administration, and for the proper use and care of Government property under his control, and any employee in charge of a branch, office or institution shall be responsible to the head of his branch for the proper management, discipline and efficiency of the service under his charge.
- (2) Each employee shall use the property of the Administration properly and shall strictly observe the instructions issued from time to time as regards the use of such property and shall not use such property for a purpose other than that for which it is intended.
- (3) Each employee shall be responsible for all equipment, implements and other property of the Administration which have been placed in his charge by virtue of his occupation of a particular post.

6. Inspection of Offices, Institutions or Branches of the Administration.

The Secretary may at any time designate a person to inspect any office, institution or branch and to report on what he found.

7. Performance of Remunerative Work outside the Service of the Administration.

No employee may perform any remunerative work outside the service of the Administration without the prior approval of the Administrator granted on the recommendation of the Secretary.

8. Obedience to Instructions.

Every employee shall obey implicitly any lawful instructions given to him by any person duly authorised to give such instruction. If any such employee has any objection to any such instruction, he shall before the execution of the instruction be entitled to have the instruction repeated IN WRITING by the person concerned.

2. Algemeen.

(1) Die datum van inwerkingtreding van hierdie regulasies is die 1ste Julie 1960.

(2) Buitengewone gevalle.

As daar enige omstandighede ontstaan waarvoor geen voorsiening in hierdie regulasies gemaak is nie, kan die geval aan die Sekretaris voorgelê word vir beslissing deur die Administrateur.

3. Bepaling, Indeling en Rangskikking van Administrasieposte.

(1) Die personeel in diens van die Administrasie word in die volgende afdelings ingedeel:

- (a) Vakkundige afdeling.
- (b) Administratiewe afdeling.
- (c) Klerklike afdeling.
- (d) Tegniese afdeling.
- (e) Algemene afdeling.
- (f) Nie-geklassifiseerde afdeling (blank en nie-blank).
- (g) Koshuisafdeling.
- (h) Verpleegafdeling.

Bogenoemde afdelings omvat alle werknemers wie se betrekkinge of poste deur die Administrateur gelas is om in dië afdelings opgeneem te word.

- (2) Die Administrateur is bevoeg om te gelas dat 'n betrekking of pos wat in een van die afdelings is, daaruit geneem word en in 'n ander afdeling opgeneem word.
- (3) Die Sekretaris bepaal die sterkte van die diensstaat in elke afdeling van die Administrasie.

4. Mededelings aan die Sekretaris of Afdelingshoof.

- (1) Alle mededelings van onderafdelings, kantore of seksies bestem vir die Sekretaris moet deur bemiddeling van die afdelingshoof aan die Sekretaris gerig word.
- (2) 'n Werknemer is geregtig om iets wat hy wil voorstel aan die Sekretaris voor te lê, mits dit deur die daarvoor aangewese kommunikasiekanaal geskied.

5. Pligte van Hoofde van Kantore.

- (1) Die hoof van 'n kantoor is verantwoordelik vir dienstug, doeltreffende en spaarsame administrasie en vir die behoorlike gebruik en versorging van regeringseiendom wat onder sy beheer is en 'n werknemer wat gesag voer oor 'n tak, kantoor of inrigting is aan die hoof van sy afdeling verantwoordelik vir die behoorlike bestuur, dienstug en doeltreffendheid van die diens wat onder sy toesig is.
- (2) Elke werknemer moet die eiendom van die Administrasie na behore gebruik en die opdragte wat van tyd tot tyd aangaande die gebruik van sodanige eiendom uitgevaardig word, stiptelik nakom en mag sodanige eiendom nie aanwend vir 'n ander doel as dië waarvoor dit bestem is nie.
- (3) Elke werknemer is verantwoordelik vir alle uitrusting, gereedskap en ander eiendom van die Administrasie wat omrede van sy bekleding van 'n bepaalde betrekking onder sy toesig geplaas is.

6. Inspeksie van Kantore, Inrigtings of Afdelings van die Administrasie.

Die Sekretaris kan te eniger tyd 'n persoon aanwys om enige kantoor, inrigting of afdeling te inspekteer en verslag te doen oor wat hy gevind het.

7. Verrigting van besoldigde Werk buite die Diens van die Administrasie.

Geen werknemer mag sonder die vooraf verkreeë goedkeuring van die Administrateur op aanbeveling van die Sekretaris besoldigde werk buite die diens van die Administrasie verrig nie.

8. Gehoorsaamheid aan Opdragte.

'n Werknemer moet enige wettige opdrag van 'n daartoe gernagtigde persoon onvoorwaardelik uitvoer. Indien so 'n werknemer enige beswaar teen sodanige opdrag het, is hy, voor uitvoering van die opdrag, op 'n SKRIFTELIKE herhaling van die opdrag deur die betrokke persoon geregtig.

9. Giving of Personal Information.

Each employee shall give his head the following information in writing and likewise notify him of any change that may occur in respect of it:—

- (i) Residential address;
- (ii) marital state;
- (iii) age, number and relationship of dependants; and
- (iv) address of dwelling place during period of leave.

10. Devotion to Duty.

- (1) During the hours of attendance an employee shall devote himself to the discharge of his duties and shall not allow his attention to be engaged on private affairs.
- (2) No employee shall leave his office on private business during the hours of attendance except with the permission of the head of his office.

11. Unpunctuality and Irregularity.

An employee who develops habits of unpunctuality or irregularity in his attendance during the prescribed hours shall be guilty of a contravention of these regulations.

12. Private Financial Transactions.

An employee shall not become a party to any form of promissory note for compromising purposes: Provided that the head of branch may give his written consent to a departure from the provisions of this regulation if he has satisfied himself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling or any other improper dealing which may lead to the pecuniary embarrassment of the employee concerned: Provided further that such consent shall not be given in respect of a transaction between an officer and an employee or two employees.

13. Borrowing Money from Subordinates.

Under no circumstances shall an employee borrow money from any subordinate.

14. Legal Proceedings for Debt.

- (1) The Registrar and Master of the Supreme Court of South West Africa and magistrates shall every month upon the issue of process for debt or civil imprisonment or of any judgments or insolvency proceedings against any employee report the fact to the Secretary with full particulars.
- (2) The Secretary may require an employee to give an explanation of any process, civil imprisonment or judgment for debt. He may also be required to submit a statement of his debts and to explain how he incurred them and how he intends to pay them. If an employee refuses or neglects to submit such a statement, or submits an incorrect statement, knowing it to be incorrect, he shall be guilty of a contravention of these regulations.

15. Acceptance of Gifts, Commission, Money or Reward.

- (1) An employee shall not accept without the permission of the head of branch or in the case of the head of branch, without the permission of the Administrator a gift, pecuniary or otherwise, offered to him by a member of the public by reason of his occupying or having occupied a particular office of post in the public service.
- (2) An employee shall not without the permission of the head of branch accept or demand in respect of the carrying out of, or the failure to carry out, his duties, any commission, fee or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties) and shall not fail to report to the head of branch the offer of such commission, fee or reward.

16. The Answering of Questions.

Should any person authorised to do so put a legitimate question to an employee relating to any official

9. Verstrekking van persoonlike Inligting.

Elke werknemer moet sy hoof skriftelik van die volgende in kennis stel en van enige verandering wat ten opsigte daarvan plaasvind:—

1. Woonadres,
2. Huwelikstaat,
3. Ouderdom, getal en verwantskap van afhanklikes, en
4. Adres van verblyf gedurende verloftydperk.

10. Toewyding aan Diens.

- (1) Gedurende diensure moet 'n werknemer hom met die werk van sy diens besig hou en mag hy nie sy aandag aan private aangeleenthede wy nie.
- (2) Geen werknemer mag sonder die toestemming van die hoof van sy kantoor gedurende diensure sy werk verlaat om private besigheid te verrig nie.

11. Laatkom en Ongereeldheid.

As 'n werknemer in die gewoonte raak om laat te kom of gedurende die voorgeskrewe ure nie gereeld op diens is nie, is hy skuldig aan 'n oortreding van hierdie regulasies.

12. Private geldelike Transaksies.

Vir skikkingsdoeleindes mag 'n werknemer nie medepligtig wees aan enige vorm van skuldbewys nie: Met dien verstande dat die afdelingshoof skriftelike toestemming daartoe kan verleen dat daar van die bepalings van hierdie regulasie afgewyk word as hy hom deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulasie, dobbelary of enige onbehoorlike handeling wat die betrokke werknemer in geldelike moeilikheid kan laat kom, te doen het nie: Met dien verstande verder dat sodanige toestemming nie ten opsigte van 'n transaksie tussen 'n beampte en werknemer of twee werknemers verleen mag word nie.

13. Leen van geld by Ondergeskiktes.

Onder geen omstandighede mag 'n werknemer geld leen van 'n ondergeskikte nie.

14. Regsvordering weens Skuld.

- (1) Die Griffier en Weesheer van die Hooggeregshof van S.W.A. en landdroste moet maandeliks by uitreiking van dagvaardings weens skuld of gyseling of vonnis of insolvensiegedinge teen enige werknemer die feit aan die Sekretaris rapporteer met verstrekking van volledige besonderhede.
- (2) Die Sekretaris kan van 'n werknemer verlang om 'n verduideliking te verstrek oor enige dagvaarding, gyseling of vonnis vir skuld. Van hom kan ook verlang word om 'n staat van sy skuld voor te lê en om te verklaar hoe die skuld aangegaan is en hoe hy voornemens is om dit te vereffen. Indien 'n werknemer weier of versuim om so 'n staat voor te lê of 'n onjuiste staat voorlê, wetende dat dit onjuis is, is hy skuldig aan 'n oortreding van hierdie regulasies.

15. Aanneem van Geskenke, Kommissie, Geld of Beloning.

- (1) 'n Werknemer mag nie sonder die toestemming van die afdelingshoof, of, in die geval van die afdelingshoof, sonder die toestemming van die Administrateur, 'n geskenk, geldelik of anders, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die staatsdiens bekleed of bekleed het nie.
- (2) 'n Werknemer mag nie sonder die toestemming van die afdelingshoof enige kommissie, geld of beloning, geldelik of andersins (wat nie die emolumente is wat ten opsigte van sy pligte aan hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die afdelingshoof die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

16. Beantwoording van Vrae.

Indien 'n daartoe gemagtigde persoon 'n werknemer 'n regmatige vraag vra betreffende enige amptelike saak,

matter, the said employee shall readily reply thereto, and should he have information relating to, or knowledge of the matter concerned at his disposal and the aforesaid person requests him to furnish him with such information or knowledge, he shall do so readily.

17. Criminal Proceedings.

An employee acquitted of a criminal charge shall not thereby be rendered exempt from any charge of misconduct under these regulations.

18. Employee charged with Misconduct to remain at his Station.

An employee who has been charged with misconduct shall remain at his station unless he has been given permission by the head of his branch to do otherwise.

19. Acceptance for Nomination for Parliament, Provincial Council, etc.

(1) If an employee accepts a nomination or requisition as candidate for election as member of parliament, of any provincial council, the legislative assembly, divisional council, city council, municipal council, village management board, health committee, local authority, school committee or school board, he shall be deemed to have voluntarily retired from the service with effect from the date on which he accepted such nomination or requisition.

(2) Notwithstanding the provisions of sub-regulation (1) an employee —

(a) who, immediately prior to the date of the coming into operation of this regulation, was a member of a divisional council, city council, municipal council, village management board, health committee, local authority, school committee or school board, may remain a member of such council, committee, board or authority for the unexpired portion of the period for which he was elected;

(b) may with the permission of the Administrator accept an appointment and serve as a member of a divisional council, city council, municipal council, village management board, health committee, local authority, school committee or school board, provided such appointment does not take place as a result of the acceptance of a nomination or requisition as candidate for election, and provided the Administrator is satisfied that there will be no interference with the employee's official duties.

(3) Should a question arise between the Administration and a council, committee, board or authority mentioned in sub-regulation (2), an employee who is a member of such council, committee, board or authority shall not take part in the discussion or give any vote on that question.

20. Acting in higher or lower Posts and acting Allowances.

(1) The head of the branch may instruct any employee to act temporarily in a higher or lower post than that occupied by the employee concerned or to perform temporarily any work not related to his post but of which he is capable.

(2) An employee whose services are made use of temporarily for a period exceeding 90 days in a higher post where he is required to assume considerably more responsibility may, on the Secretary's recommendation, be granted such higher remuneration as the Administrator may determine.

21. Delegation of Powers.

The Administrator and the Secretary are empowered to delegate all or any of the powers conferred upon them by these regulations or delegated to the Secretary, to such employee of the Administration as they may decide, subject to such conditions as they may determine. The head of a branch may further delegate powers delegated to him subject to the prior approval of the Administrator or the Secretary.

moet hy gereedlik daarop antwoord en indien hy oor inligting of kennis van die betrokke saak beskik en vernoemde persoon hom versoek om sodanige inligting of kennis aan hom te verstrek, moet hy dit gereedlik doen.

17. Strafregtelike Vervolging.

As 'n werknemer vrygespreek word van 'n strafregtelike aanklag, is hy nie om die rede vrygestel van 'n moontlike aanklag van wangedrag ingevolge hierdie regulasies nie.

18. 'n Werknemer wat van Wangedrag aangekla word, moet op sy Pos bly.

'n Werknemer wat van wangedrag aangekla word moet op sy pos bly tensy toestemming andersins deur die afdelingshoof gegee is.

19. Aanneem van Nominasie vir die Parlement, Provinsiale Raad ens.

(1) As 'n werknemer 'n nominasie of rekwisisie aanvaar as kandidaat vir verkiesing tot lid van die parlement, van enige provinsiale raad, die wetgewende vergadering, afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur, skoolkomitee of skoolraad, word hy geag vrywillig uit die diens te getree het met ingang van die datum waarop hy sodanige nominasie of rekwisisie aanvaar het.

(2) Ondanks die bepalings van subregulasie (1) kan 'n werknemer —

(a) wat onmiddellik voor die datum van inwerkingtrede van hierdie regulasie 'n lid was van 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur, skoolkomitee of skoolraad, lid van sodanige raad, komitee of bestuur bly vir die onverstreke gedeelte van die termyn waarvoor hy verkies was;

(b) met die toestemming van die Administrateur aanstelling aanvaar en diens doen as lid van 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur, skoolkomitee of skoolraad, mits sodanige aanstelling nie as gevolg van die aanvaarding van 'n nominasie of rekwisisie as kandidaat vir verkiesing plaasvind nie en mits die Administrateur oortuig is dat daar nie inbreuk op die werknemer se ampspligte gemaak sal word nie.

(3) As 'n geskil ontstaan tussen die Administrasie en 'n in subregulasie (2) bedoelde raad, komitee of bestuur, mag 'n werknemer wat lid is van sodanige raad, komitee of bestuur nie aan die bespreking of stemming oor daardie geskilpunt deelneem nie.

20. Waarneming in hoër of laer Betrekkings en Waarnemingstoelae.

(1) Die afdelingshoof is bevoeg om enige werknemer opdrag te gee om in 'n hoër of laer betrekking as dië wat die betrokke werknemer beklee, tydelik waar te neem of enige ander werk wat nie in verband met sy betrekking staan nie maar wat hy bevoeg is om te doen, tydelik te verrig.

(2) 'n Werknemer wie se dienste vir 'n aaneenlopende tydperk van langer as 90 dae tydelik gebruik word in 'n hoër pos waar dit van hom verlang word om aansienlik meer verantwoordelikheid te aanvaar kan op aanbeveling van die Sekretaris die hoër besoldiging toegeken word wat die Administrateur bepaal.

21. Delegasie van Magte.

Die Administrateur en die Sekretaris is gemagtig om alle of enigeen van die bevoegdhede aan hulle by hierdie regulasies verleen of aan die Sekretaris gedelegeer, te deleger aan sodanige werknemer van die Administrasie wat hulle bepaal, onderworpe aan die voorwaardes wat hulle stel. 'n Afdelingshoof kan magte wat aan hom afgestaan is, verder deleger met die vooraf verkreë goedkeuring van die Administrateur of die Sekretaris.

22. *Establishment to be kept.*

Whenever the Secretary requires it, any head of a branch shall keep an establishment record in respect of every post under his control and a personal record in respect of each employee in his branch, in a form, manner and place as prescribed or approved by the Secretary.

23. *Departures in Time of War or National Emergency.*

If a state of war or national emergency arises the Administrator may recommend a departure from the provisions of these regulations either in general or in respect of a particular employee or person or class of employees or persons.

CHAPTER II.

APPOINTMENTS AND CONDITIONS OF APPOINTMENT.

24. *Appointments.*

- (1) The appointment of an employee vests in the Secretary.
- (2) The Secretary may approve the appointment of an employee to a post not in the entry grade, if such post cannot be satisfactorily filled by transfer or promotion.
- (3) Every employee shall be expected to complete an application form as prescribed by the Secretary, before he is appointed.

25. *Requirements for appointment.*

- (1) Unless approval is obtained from the Administrator no employee shall be appointed who is not a South African citizen.
- (2) Unless approval is obtained from the Administrator, no employee shall be appointed unless he is at least fifteen years old and not older than 55 years.
- (3) Any employee may be required to submit a medical certificate on a form prescribed by the Secretary, which form shall be completed by a district surgeon or other medical officer of the State to show whether the employee is suffering from any mental or physical deficiency, illness or weakness which may hinder him in the performance of his duties. Such medical certificate shall be accepted or rejected in the case of European employees by the Secretary, and in the case of non-Europeans, by the head of the branch concerned.
- (4) No employee shall be appointed to a post in a recognised trade, unless he, in addition to complying with the abovementioned requirements, is in possession of an artisan's or equivalent certificate or has had at least five years' appropriate experience.
- (5) Any employee may be required to submit satisfactory proof of his date of birth and his highest educational certificate.
- (6) A non-European employee may be required to submit satisfactory proof of his date of birth.

26. *Appointments on probation.*

- (1) The appointment of employees may be on probation.
- (2) An appointment on probation shall not be confirmed unless the head of the office in which the employee is serving, has declared that such employee has during his probationary period performed his work diligently, that his conduct was continuously satisfactory and that he is in all respects suitable for the confirmation of his appointment.
- (3) Quarterly progress reports in respect of all appointments on probation lasting longer than six months shall be submitted by the head of the office on a form prescribed by the Secretary.
- (4) An appointment on probation may be terminated before expiry of the probationary period without stating reasons by giving the employee one month's notice of termination of appointment: Provided that an appointment on probation may be terminated without notice if the conduct of the employee is unsatisfactory.

22. *Byhou van Diensstaat.*

As die Sekretaris dit verlang, moet 'n afdelingshoof 'n diensstaat ten opsigte van elke pos onder sy beheer en 'n persoonlike rekord ten opsigte van elke werknemer in sy afdeling, op 'n vorm, wyse en plek soos deur die Sekretaris voorgeskryf of goedgekeur, byhou.

23. *Afwykinge in Tyd van Oorlog of Landsnood.*

As daar 'n toestand van oorlog of landsnood ontstaan kan die Administrateur 'n afwyking van die bepalinge van hierdie regulasies aanbeveel, hetsy in die algemeen of ten opsigte van 'n besondere werknemer of persoon of klasse werknemers of persone.

HOOFSTUK II.

AANSTELLINGS EN AANSTELLINGS-VOORWAARDES.

24. *Aanstellings.*

- (1) Die aanstelling van 'n werknemer berus by die Sekretaris.
- (2) Die Sekretaris kan goedkeuring verleen vir die aanstelling van 'n werknemer in 'n pos wat nie 'n toetreerang is nie, indien die pos nie bevredigend deur oorplasing of bevordering gevul kan word nie.
- (3) Dit word van elke werknemer verwag om voor sy aanstelling 'n aansoekvorm soos voorgeskryf deur die Sekretaris te voltooi.

25. *Vereistes vir Aanstelling.*

- (1) Tensy deur die Administrateur goedgekeur, mag geen werknemer aangestel word wat nie 'n Suid-Afrikaanse burger is nie.
- (2) Tensy deur die Administrateur goedgekeur, mag geen werknemer aangestel word tensy hy minstens 15 jaar maar nie ouer as 55 jaar is nie.
- (3) Dit kan van enige werknemer verwag word om 'n geneskundige sertifikaat voor te lê op 'n vorm soos deur die Sekretaris voorgeskryf, wat deur 'n distriksgeneesheer of ander mediese beampte van die staat voltooi is, om aan te toon of die werknemer aan enige geestelike of liggaamlike gebrek, siekte of swakheid ly wat die behoorlike vervulling van sy pligte kan belemmer. Sodanige gesondheidsertifikaat word in die geval van blanke werknemers, deur die Sekretaris goedgekeur en, in die geval van nie-blanke deur die afdelingshoof.
- (4) Geen werknemer word in die pos van 'n erkende ambag aangestel nie, tensy hy, benewens voldoening aan voormelde vereistes, in besit is van 'n ambag- of gelykwaardige sertifikaat of minstens vyf jaar toepaslike ondervinding het.
- (5) Dit kan van enige werknemer verwag word om bevredigende bewys van sy geboortedatum en sy hoogste opvoedkundige sertifikaat voor te lê.
- (6) Dit kan van 'n nie-blanke werknemer verwag word om bevredigende bewys van sy geboortedatum voor te lê.

26. *Aanstellings op Proef.*

- (1) Die aanstelling van werknemers kan op proef geskied.
- (2) 'n Proefaanstelling word nie bekragtig nie tensy die hoof van die kantoor waar die werknemer diens doen verklaar dat sodanige werknemer gedurende die proeftydperk ywerig was, dat sy gedrag voortdurend bevredigend was en dat hy in alle opsigte geskik is vir die bekragtiging van sy aanstelling.
- (3) Ten opsigte van alle aanstellings wat op proef vir langer as ses maande geskied, moet kwartaalike vorderingsverslae, op 'n vorm soos deur die Sekretaris voorgeskryf, deur die hoof van die kantoor voorgelê word.
- (4) 'n Aanstelling op proef kan sonder opgaaf van redes beëindig word voor afloop van die proeftydperk deur een maand kennisgewing van diensbeëindiging aan die werknemer te gee: Met dien verstande dat 'n proefaanstelling sonder kennisgewing beëindig kan word indien die gedrag van die werknemer onbevredigend is.

- (5) The promotion of an employee to a higher post may be on probation for a period of at least three months but not more than two years: Provided that if at the end of any such probationary period he is not retained in the higher post he may be reinstated in his previous post.

27. *Medical Examination during Period of Service.*

- (1) The Secretary or the head of a branch may at any time when he deems it necessary require an employee to submit to a medical examination by a registered medical practitioner or a medical board designated by the Secretary or the head of the branch.
- (2) Except where it is inconsistent with the provisions of the Workmen's Compensation Act, 1941, as amended, the Secretary or the head of a branch may, when he deems it necessary to determine the condition of health of an employee, appoint, on the recommendation of, and in conjunction with the Director of Health Services, a medical board to examine the employee and to report on such examination. The employee concerned may call in a medical practitioner to be present at the examination and to report likewise, provided that the costs payable to such medical practitioner shall be paid by the employee.
- (3) All nursing staff and non-European employees shall be entitled to free hospital treatment in State hospitals.

28. *Promotions.*

- (1) Promotions in the various branches of the Administration vest in the Secretary.
- (2) No employee shall be entitled to demand promotion to a higher rank, and promotions shall be made in accordance with the exigencies of the service.
- (3) The Secretary shall have the power to determine the requirements for and the procedure in connection with promotion to any rank, if any.

29. *Training.*

The head of a branch shall have the power to take such measures as he may, from time to time, deem necessary and feasible for the training of employees. No employee shall have the right to demand training in any, or a definite, direction in his service, but training shall be in accordance with the exigencies of the service.

30. *Notice of Termination of Service.*

- (1) Every employee shall notify the head of his branch of his intention to resign not less than thirty days prior to such resignation: Provided that the head of the branch may at his discretion accept notice of resignation of less than thirty days.
- (2) In the case of employees at school hostels notice of termination of services shall not be given so as to take effect on the 31st January or the 31st July.
- (3) The salary of an employee who has resigned or whose services, for any reason whatsoever, have been terminated, shall be paid up to the last day of his attendance: Provided that (a) the salary of an employee in the Education Branch connected with a school or hostel or an employee at the Neudam Agricultural College shall be paid up to the last day of the calendar quarter if he is in service up to the last day of the school or hostel quarter concerned, provided that he has occupied the post for at least half of that calendar quarter, and (b) salary for the full calendar month shall be paid to an employee who has resigned from the service of the Administration by giving at least one calendar month's notice (that is, notice handed in at the latest on the first working day of any calendar month to take effect at the end of that month) whether that month ends on a Sunday or public holiday or not, provided that such employee shall normally be paid for such Sunday or public holiday, as the case may be, and provided further that he remains in service up to, and including, the last working day of that month.

- (5) Die bevordering van 'n werknemer tot 'n hoër pos kan op proef geskied vir 'n tydperk van minstens drie maande en hoogstens twee jaar: Met dien verstande dat as hy aan die einde van sodanige proeftydperk nie in die hoër betrekking behou word nie, hy na sy vroeëre pos terugverplaas kan word.

27. *Geneeskundige Ondersoek tydens Dienstyd.*

- (1) Indien die Sekretaris of die hoof van die afdeling dit nodig ag, kan hy te eniger tyd van 'n werknemer vereis dat hy hom aan ondersoek deur 'n geregistreerde geneesheer of mediese raad deur die Sekretaris of hoof van die afdeling aangewys, onderwerp.
- (2) Wanneer die Sekretaris of hoof van 'n afdeling dit nodig vind, en tensy dit strydig is met die bepalings van die Ongevalwet 1941, soos gewysig, om die gesondheidstoestand van 'n werknemer vas te stel, kan hy op aanbeveling van, en in samewerking met, die Direkteur van Gesondheidsdienste, 'n mediese raad saamstel om die werknemer te ondersoek en verslag te doen. Die betrokke werknemer kan 'n geneesheer inroep om by die ondersoek te wees en desgelyks verslag te doen: Met dien verstande dat die gelde betaalbaar aan sodanige geneesheer deur die werknemer betaal moet word.
- (3) Alle verpleegpersoneel en nie-blanke werknemers is geregtig op gratis hospitaalbehandeling in Staatshospitale.

28. *Bevorderings.*

- (1) Bevordering in die verskeie afdelings van die Administrasie berus by die Sekretaris.
- (2) Geen werknemer het die reg om bevordering tot 'n hoër rang te eis nie en bevorderings geskied na gelang van die vereistes van die diens.
- (3) Die Sekretaris is bevoeg om die vereistes en procedure vir bevordering tot enige rang, indien enige, te bepaal.

29. *Opleiding.*

Die hoof van 'n afdeling is bevoeg om van tyd tot tyd die reëlings te tref wat hy nodig en moontlik vind vir die opleiding van werknemers. Geen werknemer het die reg om in sy diens opleiding in enige of 'n bepaalde rigting te eis nie maar opleiding geskied al na gelang van die vereistes van die diens.

30. *Kennisgewing van Diensbeëindiging.*

- (1) Iedere werknemer moet minstens dertig dae voor sy voorgenome uitdienstreding aan die hoof van sy afdeling kennis gee van sodanige uitdienstreding: Met dien verstande dat die afdelingshoof na goedgeskied kennisgewing van bedanking van korter as dertig dae kan aanvaar.
- (2) In die geval van werknemers by skoolkoshuise mag kennisgewing van diensbeëindiging nie so geskied dat dit op 31 Januarie of 31 Julie in werking tree nie.
- (3) Die salaris van 'n werknemer wat bedank het of wie se diens om enige rede beëindig word, word betaal tot die laaste dag waarop hy diens gedoen het: Met dien verstande dat (a) 'n werknemer in die Afdeling Onderwys wat aan 'n skool of koshuis verbonde is of 'n werknemer by die Landboukollege Neudam, se salaris tot die laaste dag van die kalenderkwartaal betaal word indien hy sy pligte tot op die laaste dag van die betrokke skool- of koshuiskwartaal uitvoer, mits hy die betrekking vir minstens die helfte van daardie kalenderkwartaal beklee het, en (b) dat aan 'n werknemer wat sy bedanking uit die diens van die Administrasie indien deur minstens een kalendermaan kennis te gee (d.w.s. kennis wat nie later as die eerste werkdag van enige kalendermaan gegee word om diens aan die end van die maand te beëindig) salaris vir die volle kalendermaan betaal word onverskillig of dit op 'n Sondag of openbare vakansiedag eindig al dan nie, mits sodanige werknemer normaalweg vir Sondag of openbare vakansiedae, al na die geval, betaal word en mits hy ook in diens bly tot en met die laaste werkdag van die maand.

- (4) An employee who absents himself from its official duties without permission of the head of his branch, office or institution for a period exceeding one calendar month, shall be deemed to have been discharged from the employ of the Administration on account of misconduct with effect from the date immediately succeeding his last day of attendance at his place of duty: Provided that if such employee assumes other employment he shall be deemed to have been discharged as aforesaid notwithstanding that the said period has not expired: Provided further that if such employee reports for duty at any time after the expiry of the said period the Administrator may, notwithstanding anything to the contrary contained in these regulations, approve that he be reinstated in the employ of the Administration in his former or any other post or appointment on such conditions as the Administrator may approve, and in that event the period of his absence from official duty shall be deemed to have been absence on vacation leave without pay or leave on such conditions as the Administrator may approve.
31. (a) *Employees under Contract.*
An employee appointed under a specific contract shall be appointed subject to the conditions of service and on the salary scale and salary provided for in the contract.
- (b) *Temporary Employees.*
Notwithstanding anything contained in this chapter an employee may be appointed temporarily in a vacant post with the approval of the Secretary. The remuneration and conditions of service of such temporary employee shall be prescribed by the Administrator.
- (c) *Administration Assistants.*
The Secretary may, with the consent of the Administrator, appoint Administration assistants additional to the establishment. The remuneration and conditions of service of such Administration assistants shall be prescribed by the Administrator.
- (d) *Apprentices.*
Except where it is inconsistent with the provisions of the Apprenticeship Ordinance, this regulation shall apply to an employee who is an apprentice.
- (e) *Part-time Employees.*
The special conditions of service (if any) and salaries of part-time employees shall be determined by the Secretary.

CHAPTER III. SALARIES.

32. The salary scales attaching to employees' posts shall be determined by the Administrator from time to time.
33. *Higher initial Salaries and Maximum Salaries.*
- (1) The Secretary may grant approval for the payment to certain employees in particular offices or institutions of initial salaries which are higher than the minimum of the appropriate salary scale.
- (2) In cases where the Secretary grants authority to the head of a branch to pay initial salaries which are higher than the minimum of the appropriate scale as a special recruiting measure, the Secretary may determine a maximum initial salary.
34. *Rations.*
No employee shall be provided with rations as part of his remuneration, unless the employee's contract of employment expressly stipulates such provisions.
35. *Board and Lodging.*
- (1) Every European employee who receives full board and lodging in a State institution shall pay such amount as the Secretary may prescribe, and his board and lodging shall be subject to such conditions as the Secretary may determine.

- (4) 'n Werknemer wat sonder die verlof van sy afdelingshoof of hoof van sy kantoor of inrigting, vir 'n tydperk van meer as een kalendermaand van sy ampspligte wegbly, word geag weens wan-gedrag uit die Administrasiediens ontslaan te gewees het met ingang van die datum wat onmiddellik volg op die laaste dag waarop hy op sy plek van diens teenwoordig was: Met dien verstande dat as so 'n werknemer ander werk aanvaar, hy geag word ontslaan te gewees het soos voormeld, nieteenstaande dat die bedoelde tydperk nog nie verstryk het nie: Met dien verstande voorts dat as so 'n werknemer hom te enigertyd na die verstryking van bedoelde tydperk vir diens aanmeld, die Administrateur, ondanks andersluidende bepalings in hierdie regulasies, kan goedkeur dat hy in Administrasiediens in sy vorige of enige ander pos of betrekking herstel word op die voorwaardes wat die Administrateur goedkeur, en in so 'n geval word die tydperk van sy afwesigheid van sy ampspligte beskou as afwesigheid met vakansieverlof sonder besoldiging, of verlof op die voorwaardes wat die Administrateur goedkeur.

31. (a) *Kontrakwerknemers.*

'n Werknemer wat onder 'n bepaalde kontrak in diens geneem word, word aangestel volgens die diensvoorwaardes en besoldig volgens die salaris en salarisskale soos in die kontrak bepaal word.

(b) *Tydlike Werknemers.*

Nieteenstaande enige bepaling in hierdie hoofstuk, kan 'n werknemer met goedkeuring van die Sekretaris in 'n tydelike hoedanigheid in 'n vakante pos in diens geneem word. Die besoldiging en diensvoorwaardes van sodanige tydelike werknemer word deur die Administrateur voorgeskryf.

(c) *Administrasie-assistente.*

Met die toestemming van die Administrateur kan die Sekretaris Administrasie-Assistente bykomstig tot die diensstaat aanstel. Die besoldiging en diensvoorwaardes van sodanige Administrasie-assistente word deur die Administrateur voorgeskryf.

(d) *Vakleerlinge.*

Hierdie regulasie is, tensy strydig met die bepalings van die Vakleerlinge-ordonnansie van toepassing op 'n werknemer wat 'n vakleerling is.

(e) *Deeltydse werknemers.*

Die besondere diensvoorwaardes (indien enige) en salarisse van deeltydse werknemers word deur die Sekretaris bepaal.

HOOFSTUK III. SALARISSE.

32. Die salarisskale verbonde aan poste van werknemers word van tyd tot tyd deur die Administrateur bepaal.
33. *Hoër Aanvangsalarisse en Maksimum Salarisse.*
- (1) Die Sekretaris kan goedkeuring verleen dat by sekere kantore of inrigtings aanvangsalarisse, hoër as die minimum van die toepaslike salarisskaal, aan sekere werknemers betaal word.
- (2) In gevalle waar die Sekretaris aan die hoof van 'n afdeling magtiging verleen om, as spesiale werwingsmaatreël, aanvangsalarisse hoër as die minimum van die toepaslike skaal te betaal, kan die Sekretaris 'n maksimum aanvangsalaris bepaal.
34. *Rantsoene.*
Geen rantsoen word aan enige werknemer as deel van sy besoldiging verskaf nie tensy sodanige verskaffing uitdruklik deur die werknemer se indiensnemingskontrak bepaal word.
35. *Inwoning en losies.*
- (1) Elke blanke werknemer wat volle inwoning en losies in 'n staatsinrigting ontvang betaal die bedrag wat die Sekretaris voorskryf, en sy inwoning en losies is onderhewig aan die voorwaardes wat die Sekretaris bepaal.

- (2) Every employee living in a furnished room in a State institution shall pay such rent for it as the Secretary may determine.
- (3) The amounts payable in respect of board and lodging and room rent as provided in sub-regulation (1) and (2) shall also be payable during periods of absence with leave.
- (4) All Native men and women, Grade I and II, who receive rations with approval of the Secretary shall pay such amount as the Secretary may determine.

36. *Date of payment.*

The salary statements of employees in all the branches shall be completed on the 25th day of every month and shall include the period from the 26th day of a month to the 25th day of the next month, both days inclusive: Provided that the Secretary may approve any deviation from this regulation.

37. *Salary Increments.*

- (1) Subject to the provisions of sub-regulation (2) the salary of an employee shall be increased by one salary increment within the limits of the scale applicable to him after completion of each incremental period and with effect from the first day of such employee's incremental month.
- (2) If the head of the office issues a certificate in which it is declared that the employee's conduct as to industry, discipline, punctuality or sobriety was not uniformly satisfactory during an incremental period or that he did not perform his work uniformly satisfactorily during such incremental period, the salary of such employee shall not be increased in terms of the provisions of sub-regulation (1): Provided that the head of a branch may at his discretion approve that the salary of an employee be increased in terms of the provisions of sub-regulation (1) notwithstanding that a certificate mentioned in this sub-regulation has been issued.
- (3) If the salary of an employee is not increased in terms of the provisions of sub-regulation (1) or of the proviso to sub-regulation (2) on account of the issue of a certificate mentioned in sub-regulation (2), the head of the branch shall notify such employee in writing of the reasons therefor and also that at the expiry of a continuous period to be indicated and which shall not be longer than an incremental period, a salary increment may be granted by the head of a branch on condition that a certificate is issued by the head of the office in which it is declared that the employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period.
- (4) (a) If the period mentioned in sub-regulation (3) is shorter than an incremental period the head of branch shall grant the employee one salary increment with effect from the first day of the month following the date on which such period expired: Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period.
- (b) If an employee has been granted a salary increment in terms of paragraph (a) the head of branch shall grant him a further salary increment after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) if it had not been withheld in terms of sub-regulation (2): Provided that such salary increment may be granted only if the head of the office issues a certificate

(2) Elke werknemer wat 'n gemeubileerde kamer in 'n staatsinrigting bewoon, betaal die huurgeld wat die Sekretaris daarvoor bepaal.

(3) Die bedrae ten opsigte van losies en kamerhuur soos in sub-regulasies (1) en (2) bepaal, is ook gedurende tydperke van afwesigheid met verlof betaalbaar.

(4) Alle Bantoemans en -vrouens, graad I en II, wat met goedkeuring van die Sekretaris van rantsoene voorsien word, betaal die bedrag wat die Sekretaris bepaal.

36. *Betaaldatum.*

Die salarisstate van werknemers in alle afdelings sluit op die 25ste dag van elke maand en strek oor die tydperk van die 26ste van 'n maand tot en met die 25ste van die volgende maand: Met dien verstande dat die Sekretaris 'n uitsondering op hierdie regulasie kan goedkeur.

37. *Salarisverhogings.*

(1) Behoudens die bepalings van subregulasie (2) word die salaris van 'n werknemer verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van sodanige werknemer se verhogingsmaand.

(2) As die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat 'n werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige werknemer nie kragtens die bepalings van subregulasie (1) verhoog nie: Met dien verstande dat 'n afdelingshoof na goeddunke kan goedkeur dat die salaris van 'n werknemer kragtens die bepalings van subregulasie (1) verhoog word nieetestaan dat 'n sertifikaat soos in hierdie subregulasie bedoel, uitgereik is.

(3) Indien die salaris van 'n werknemer nie kragtens die bepalings van subregulasie (1) of van die voorbehoudsbepaling by subregulasie (2) verhoog word nie vanweë die uitreiking van 'n in subregulasie (2) bedoelde sertifikaat, word sodanige werknemer deur die afdelingshoof skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat nie langer as 'n salarisverhogingstydperk is nie, 'n salarisverhoging deur die afdelingshoof toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

(4) (a) Indien die in subregulasie (3) bedoelde tydperk korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die afdelingshoof aan die werknemer toegeken met ingang van die eerste dag van die maand wat volg op die datum waarop genoemde tydperk verstryk: Met dien verstande dat sodanige salarisverhoging net toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

(b) Indien 'n salarisverhoging kragtens paragraaf (a) aan 'n werknemer toegeken is, word 'n verdere salarisverhoging deur die afdelingshoof aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie (2) weerhou was nie: Met dien verstande dat sodanige salarisverhoging net toegeken kan word as die hoof van die kantoor

cate in which it is declared that the employee's work performance and conduct in regard to the qualities mentioned in sub-regulation (2) continued to be satisfactory from the date of the granting of the salary increment mentioned in paragraph (a) to the date preceding that on which a salary increment may be granted in terms of this paragraph: Provided further that the provisions of this paragraph shall not apply to an employee if his salary is already equal to the maximum notch of the appropriate scale.

'n sertifikaat uitgereik waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in sub-regulasie (2) bedoelde eienskappe steeds bevredigend was vanaf die datum van toekenning van die in paragraaf (a) bedoelde salarisverhoging tot die datum voorafgaande dié waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Met dien verstande voorts dat die bepalinge van hierdie paragraaf nie op 'n werknemer van toepassing is nie as sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

(5) If an employee is not granted a salary increment in terms of paragraph (a) of sub-regulation (4)—

(5) Indien 'n salarisverhoging kragtens paragraaf (a) van subregulasie (4) nie aan 'n werknemer toegeken word nie —

(a) such employee shall again be notified in writing by the head of branch of the reasons therefor as well as that at the expiry of a continuous period which must be indicated and which must be equal to the difference between the period mentioned in sub-regulation (3) and an incremental period, a salary increment may be granted by the head of branch on condition that the head of the office issues a certificate in which it is declared that the employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned;

(a) word sodanige werknemer weereens deur die afdelingshoof skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat gelykstaande moet wees aan die verskil tussen die in subregulasie (3) bedoelde tydperk en 'n salarisverhogingstydperk, 'n salarisverhoging deur die Afdelingshoof toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe bevredigend was gedurende genoemde aaneenlopende tydperk;

(b) the head of branch shall grant the employee two salary increments after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) if such increase had not been withheld in terms of the provisions of sub-regulation (2): Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned in paragraph (a): Provided further that only one salary increment may be granted to such employee if his salary is already equal to the penultimate notch of the appropriate scale.

(b) word twee salarisverhogings deur die afdelingshoof aan sodanige werknemer toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het as sodanige verhoging nie kragtens die bepalinge van subregulasie (2) weerhou was nie: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe bevredigend was gedurende die in paragraaf (a) bedoelde aaneenlopende tydperk: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige werknemer toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

(6) If the period mentioned in sub-regulation (3) is equal to an incremental period, the head of branch shall grant such employee two salary increments after the expiry of such period: Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period: Provided further that such employee may be granted one salary increment only if his salary is already equal to the penultimate notch of the appropriate scale.

(6) Indien die in subregulasie (3) bedoelde tydperk gelyk is aan 'n salarisverhogingstydperk, word twee salarisverhogings deur die afdelingshoof aan sodanige werknemer toegeken na verstryking van sodanige tydperk: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige werknemer toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

(7) If an employee is not granted a salary increment in terms of paragraph (b) of sub-regulation (4), paragraph (b) of sub-regulation (5) or sub-regulation (6) the provisions of sub-regulations (2), (3), (4), (5) and (6) shall *mutatis mutandis* become operative afresh.

(7) Indien 'n salarisverhoging nie kragtens paragraaf (b) van subregulasie (4), paragraaf (b) van subregulasie (5) of subregulasie (6) aan 'n werknemer toegeken word nie, tree die bepalinge van subregulasies (2), (3), (4), (5) en (6) *mutatis mutandis* opnuut in werking.

(8) Subject to the provisions of this regulation the salary of an employee to whom a salary increment has been granted in terms of paragraph (b) of sub-regulation (4), paragraph (b) of sub-regulation (5) or sub-regulation (6) shall, at the expiry of each further incremental period be increased by one salary increment within the limits of the scale applicable to him.

(8) Behoudens die bepalinge van hierdie regulasie word die salaris van 'n werknemer aan wie 'n salarisverhoging kragtens paragraaf (b) van subregulasie (4) paragraaf (b) van subregulasie (5) of subregulasie (6) toegeken is, by die verstryking van elke verdere salarisverhogingstydperk verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is.

(9) An employee of exceptional ability or possessing special qualifications may with the Secretary's approval be paid a salary or allowance on a special scale within or above the limits of his appropriate salary scale or on a scale higher than the scale appropriate to the post.

38. *Payment of Salaries.*

- (1) An employee's salary shall be paid from the date on which he assumes duty in his post.
- (2) An employee at a school or hostel or at the Neudam Agricultural College shall be paid from the first day of the calendar quarter, if he assumes duty on the first day of school or hostel quarter concerned, provided that he fills the post for at least half of the calendar quarter.
- (3) An employee shall on his initial appointment be paid according to the minimum notch on the salary scale concerned, unless a higher initial salary has been approved by the Secretary.
- (4) Recognition of previous service for the purpose of seniority or salary may be granted on a basis prescribed by the Secretary from time to time.

39. *Salary Adjustments on Promotion or Demotion in Rank.*

- (1) The salary of an employee who has been promoted to a post to which is attached a higher salary scale, shall be paid according to the same notch on the higher scale as from the date of his promotion, and he shall retain his existing incremental date.
- (2) If there is no notch on the higher salary scale corresponding with the employee's notch on the lower scale, his salary shall be paid according to the nearest higher notch on the higher scale as from the date of his promotion, and the anniversary of the date of the employee's promotion shall then be his incremental date.
- (3) If an employee's salary has been paid on the maximum notch of the lower scale for longer than one year, his salary shall be adjusted to the nearest higher notch on the higher scale as from the date of his promotion, and the anniversary of the date of his promotion shall then be his incremental date.
- (4) The salary adjustment, if any, in the case of an employee whose rank has been lowered, shall be determined by the Secretary.

CHAPTER IV.

DISCIPLINARY MEASURES.

40. *Definition of Misconduct.*

An employee shall be guilty of misconduct and will be dealt with in terms of the provisions of regulations 41 and 42, should he —

- (a) contravene or fail to comply with any provision of his contract of service or any provision of these regulations with which it is his duty to comply; or
- (b) do, or cause to be done, or allow or connive at anything detrimental to the administration, discipline or efficiency of the branch, office or institution of the Administration; or
- (c) disobey a lawful instruction given to him by any person authorised thereto, or disregard or wilfully refuse to carry it out or commit insubordination by word or conduct; or
- (d) be negligent or indolent in the performance of his duties; or
- (e) without the permission of the Administrator undertake any private agency or private work in any matter connected with the performance of his official duties; or
- (f) comment on the Administration in public;

(9) Aan 'n werknemer met buitengewone bekwaamheid, of in besit van spesiale kwalifikasies, kan met goedkeuring van die Sekretaris 'n salaris of toelaag volgens 'n spesiale kerf binne of bo die perke van sy toepaslike salarisskaal of 'n skaal hoër as die toepaslike salarisskaal, betaal word.

38. *Betaling van Salarisse.*

- (1) Die salaris van 'n werknemer word betaal vanaf die dag waarop hy in sy betrekking diens aanvaar.
- (2) 'n Werknemer by 'n skool of koshuis of by die Landboukollege Neudam, word vanaf die eerste dag van die kalenderkwartaal betaal indien die werknemer op die eerste dag van die betrokke skool- of koshuiskwartaal diens aanvaar, mits hy die betrekking vir minstens die helfte van daardie kalenderkwartaal beklee.
- (3) 'n Werknemer word by eerste aanstelling teen die minimum kerf van die betrokke salarisskaal betaal, tensy 'n hoër aanvangsalaris deur die Sekretaris goedgekeur word.
- (4) Erkenning van vorige diens vir senioriteits- en salarisdoeleindes kan verleen word op die grondslag van tyd tot tyd deur die Sekretaris voorgeskryf.

39. *Salarisaanpassing by Bevordering of Verlaging van Rang.*

- (1) Die salaris van 'n werknemer wat tot 'n pos bevorderd word waaraan 'n hoër salarisskaal verbond is, word vanaf die datum van sy bevordering teen dieselfde kerf op die hoër skaal betaal en hy behou sy ou verhogingsdatum.
- (2) Indien daar nie 'n kerf op die hoër skaal is wat met die werknemer se kerf op die laer skaal ooreenstem nie, word sy salaris vanaf die datum van sy bevordering teen die naaste hoër kerf op die hoër skaal betaal en neem die werknemer die jaardag van sy bevordering as verhogingsdatum.
- (3) Indien 'n werknemer se salaris vir langer as 'n jaar teen die maksimum kerf van die laer skaal betaal is, word hy vanaf die datum van sy bevordering teen die naaste hoër kerf van die hoër skaal betaal en neem hy die jaardag van sy bevordering as verhogingsdatum.
- (4) Die salarisaanpassing, indien enige, in die geval van 'n werknemer wie se rang verlaag is, word deur die Sekretaris bepaal.

HOOFSTUK IV.

TUGMAATREËLS.

40. *Bepaling van Wangedrag.*

'n Werknemer is skuldig aan wangedrag en daar kan ooreenkomstig die bepalinge van regulasies 41 en 42 met hom gehandel word, as hy —

- (a) 'n bepaling van sy dienskontrak of 'n bepaling van hierdie regulasies oortree of versuim om te voldoen aan 'n bepaling daarvan waaraan dit sy plig is om te voldoen; of
- (b) 'n daad wat nadelig vir die administrasie, dissipline of doeltreffendheid van die afdeling, kantoor of inrigting van die Administrasie, is, doen, laat doen of toelaat of oogluikend toelaat dat dit gedoen word; of
- (c) 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, nie gehoorsaam nie, dit verontagsaam of opsetlik versuim om dit uit te voer, of deur woord of gedrag hom aan insubordinasie skuldig maak; of
- (d) nalatig of traag is in die vervulling van sy pligte; of
- (e) sonder die toestemming van die Administrateur enige private agentskap of private werk in enige aangeleentheid in verband met die uitvoering van sy ampspligte onderneem; of
- (f) hom in die openbaar uitlaat oor die Administrasie; of

- (g) become a member of a political organisation or take active part in political matters; or
- (h) try to obtain intervention from political or other external sources in connection with his position and conditions of service in the Administration: Provided that the provisions of this paragraph shall not prevent an employee from trying to redress a grievance through the mediation of the Executive Committee; or
- (i) conduct himself in a disgraceful, improper or unbecoming manner or be uncivil or rude to any person while on duty; or
- (j) use intoxicating liquor or narcotics to excess, be under the influence of intoxicating liquor or narcotics during his hours of duty or use intoxicating liquor or narcotics during his hours of duty; or
- (k) become insolvent or make a composition with his creditors or if a civil imprisonment judgment is given against him by a court of law, unless it is proved that his insolvency or the composition or the issue of an order of civil imprisonment against him was caused by unavoidable circumstances; or
- (l) get into financial difficulties unless it is proved that his financial difficulties are not the result of carelessness or other reprehensible cause and do not affect the faithful performance of his duties adversely; or
- (m) without the prior approval of his branch head divulge information gained by him of his duties in the public service otherwise than in the performance of those duties, or use such information for a purpose other than the performance of his official duties, whether he divulges such information or not; or
- (n) without the permission of the Secretary accept or claim any commission, fee or reward, monetary or otherwise (not being the emoluments payable to him in respect of his duties in connection with the performance or non-performance of his duties, or fail to report the offer of such commission, fee or reward to his branch head, or, if he is the branch head, to the Secretary; or
- (o) unlawfully appropriate or improperly use property of the Administration under circumstances not constituting a criminal offence; or
- (p) commit a criminal offence; or
- (q) be absent from his office or from service without leave or good reason; or
- (r) for the purpose of obtaining a privilege or benefit with regard to his official position or duties or to the detriment or damage of the Administration or a member of it, make a false or incorrect declaration knowing it to be false or incorrect.

41. *Charge of misconduct.*

- (i) When an employee is charged with misconduct the Secretary may charge the employee concerned in writing with such misconduct and forward the charge by registered post or deliver it by hand to the person charged at his last known address.
- (ii) The written charge shall contain an instruction, or be accompanied by such instruction, calling upon the person charged to forward or deliver, within a reasonable period referred to in the instruction, to a person likewise referred to, an admission or denial of the charge in writing, and if he choose to do so, an explanation in writing of the misconduct with which he is so charged.

42. *Procedure to be followed in Cases of Inquiry into Charges of Misconduct.*

- (1) Should an employee charged with misconduct as provided in regulation 41 admit the misconduct, he shall be deemed to be guilty of the misconduct

- (g) lid van 'n politieke organisasie word of aktief aan politieke aangeleenthede deelneem; of
- (h) probeer om uit politieke of ander buitebronne ingryping in verband met sy posisie en diensvoorwaardes in die Administrasie te verkry: Met dien verstande dat die bepalinge van hierdie paragraaf nie 'n werknemer verhoed om herstel van 'n grief deur bemiddeling van die Uitvoerende Komitee te probeer verkry nie; of
- (i) hom op 'n skandelige, onbehoorlike of onbetaamlike wyse gedra, of, terwyl hy diens doen, hom aan growwe onbeleefdheid teenoor enigiemand skuldig maak; of
- (j) buitensporig gebruik maak van sterk drank of bedwelmende middels, onder die invloed van sterk drank of bedwelmende middels gedurende diensure verkeer of sterk drank of bedwelmende middels gedurende diensure gebruik; of
- (k) insolvent word of 'n akkoord met sy skuldeisers aangaan of as 'n bevel tot siviele gyseling deur 'n geregshof teen hom gegee is, tensy daar bewys word dat sy insolvensie of akkoord of die gee van 'n bevel tot siviele gyseling teen hom deur onvermydelike teenspoed veroorsaak is; of
- (l) in gedlelike moeilikheid raak, tensy daar bewys word dat sy geldelike moeilikheid nie die gevolg is van onversigtigheid of ander laakbare oorsaak nie en nie nadelig is vir getroue uitvoering van sy pligte nie; of
- (m) sonder dat hy eers die toestemming van sy afdelingshoof verkry het, inligting wat hy ingewin of waaraan hy gekom het as gevolg van sy werk in die staatsdiens, openbaar maak anders as in die vervulling van sy ampspligte of sodanige inligting gebruik vir 'n ander doel as vir die vervulling van sy ampspligte, hetsy hy sodanige inligting openbaar maak of nie; of
- (n) sonder die toestemming van die Sekretaris enige kommissie, geld of beloning, geldelik of andersins (wat nie die emolumente is wat ten opsigte van sy pligte aan hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan sy afdelingshoof of, as hy die afdelingshoof is, aan die Sekretaris die aanbod van so 'n kommissie, geld of beloning te rapporteer of
- (o) hom eiendom van die Administrasie wederregtelik toeëien of onbehoorlike gebruik daarvan maak onder sodanige omstandighede dat sy daad nie 'n kriminele misdryf uitmaak nie; of
- (p) 'n strafregtelike misdryf begaan; of
- (q) sonder verlof of geldige rede van sy kantoor of diens wegbly; of
- (r) met die oog op die verkryging van enige voorreg of voordeel met betrekking tot sy amptelike posisie of sy pligte, of op die veroorsaking van enige nadeel of skade aan die Administrasie of 'n lid van die Administrasie, 'n valse of onjuiste verklaring doen, wetende dat dit vals of onjuis is.

41. *Aanklag van Wangedrag.*

- (i) Wanneer 'n werknemer beskuldig word van wangedrag, kan die Sekretaris die betrokke werknemer skriftelik van sodanige wangedrag aankla en die aanklag per aangetekende pos stuur of per hand aan die aangeklaagde by sy jongste bekende adres aflewer.
- (ii) Die aanklagbrief moet 'n opdrag bevat, of van sodanige opdrag vergesel gaan waarby die aangeklaagde aangesê word om binne 'n redelike tydperk, genoem in die opdrag, aan 'n persoon ingelyks genoem, 'n skriftelike erkenning of ontkenning van die aanklag en as hy dit wens 'n skriftelike verduideliking van die wangedrag waarvan hy aldus aangekla is, te stuur of af te lewer.

42. *Prosedure wat gevolg moet word in Gevalle van Ondersoek na Beskuldiging van Wangedrag.*

- (1) As 'n werknemer wat van wangedrag aangekla is soos in regulasie 41 bepaal, die wangedrag erken, word hy skuldig geag aan die wangedrag waarvan

with which he is charged, and steps shall be taken as sub-regulation (7) provides.

- (2) Should an employee be charged with misconduct and deny such misconduct or fail to reply to the charge within the specified time, the Secretary may appoint a competent person with at least the rank of magistrate, to inquire into the charge of misconduct and the person so appointed shall be empowered to summon as witness any person, whose evidence appears to be relevant to the subject of inquiry, to appear before him and to give evidence under oath, and to produce any book, paper, document or thing in his possession or care or under his control.
 - (3) Should the misconduct with which the employee is charged be tantamount to a criminal offence of which he has already been convicted by a court of law, an inquiry will not be necessary and a certified copy of the court proceedings shall be adequate proof that he is guilty of the misconduct, unless such court proceedings have been set aside by a superior court.
 - (4) The Secretary may appoint any person to be present at an inquiry to adduce evidence and arguments in support of the charge and to cross-examine the person appearing as witness for the person charged.
 - (5) The Secretary shall, after consultation with the person appointed by him to make the inquiry, fix the time and place of the inquiry, and shall notify the person charged thereof timeously and also that he may put his case personally or through a representative at the inquiry; may summon any person as witness; cross-examine any witness, and examine any book, paper, document or thing produced in evidence. Failure on the part of the employee concerned to attend the inquiry shall not invalidate the proceedings.
 - (6) The person appointed to make an inquiry shall keep a record in writing of the proceedings and of the evidence given and on completion of the inquiry he shall notify the person charged of his finding and his reasons therefor, and shall further report on the inquiry to the Secretary.
 - (7) Should an employee be guilty of misconduct and not have lodged an appeal against the finding as provided by these regulations, or should he have so lodged an appeal and his appeal be refused, the Administrator may —
 - (a) admonish or reprimand him;
 - (b) impose upon him a fine not exceeding £100, recoverable from his salary by instalments;
 - (c) demote him or reduce his salary, or both demote him and reduce his salary; or
 - (d) dismiss him or request him to resign with effect from a specific date.
43. *Suspension of Employees in their Service.*
- (1) It shall be competent for the Secretary to suspend an employee against whom a charge of misconduct has been preferred, in his service, and such employee shall not be entitled to any remuneration during the period of his suspension, unless he is found not guilty of misconduct, in which case he shall qualify for full remuneration for the period of such suspension, the suspension shall be cancelled and he shall be reinstated in his post: Provided that the Administrator may, if he deems it desirable, direct payment of a part of, or of the whole of, the employee's remuneration in respect of a part or whole of the period of his suspension.
 - (2) It shall be competent for the Secretary to cancel an order for suspension at any time, and to reinstate the employee concerned in his post, and in such case the employee shall not be entitled to any remuneration during the period of his suspension, unless the Secretary at his discretion, specifically
- hy aangekla is en word daar gehandel soos in sub-regulasie (7) bepaal.
- (2) Indien 'n werknemer van wangedrag aangekla is en hy sodanige wangedrag ontken of versuim om binne die bepaalde tyd op die aanklag te antwoord, kan die Sekretaris 'n bevoegde persoon met minstens die rang van landdros benoem om ondersoek na die aanklag van wangedrag in te stel en die persoon aldus aangestel, het die bevoegdheid om enige persoon wie se getuënis ter sake betreffende die onderwerp van die ondersoek blyk, as getuë te dagvaar om voor hom te verskyn en getuënis onder eed af te lê, en enige boek, stuk, dokument of ding in sy besit of bewaring of onder sy beheer voor te lê.
 - (3) Indien die wangedrag waarvan die werknemer beskuldig is, neerkom op 'n strafregtelike misdryf waaraan hy reeds deur 'n geregshof skuldig verklaar is, is 'n ondersoek nie nodig nie en is 'n gewaarmerkte afskrif van die hofverrigtinge genoegsame bewys dat hy aan die wangedrag skuldig is, tensy sodanige hofverrigtinge deur 'n hoër hof ter syde gestel is.
 - (4) Die sekretaris kan enige persoon benoem om by 'n ondersoek teenwoordig te wees om getuënis en argumente ter stawing van die aanklag aan te voer en die aangeklaagde en enige persoon wat as getuë vir die aangeklaagde verskyn onder kruisverhoor te neem.
 - (5) Die Sekretaris, na raadpleging met die persoon deur hom benoem om die ondersoek in te stel, bepaal die tyd en plek van die ondersoek, en verwittig die aangeklaagde tydig daarvan en ook dat hy sy saak persoonlik of deur 'n verteenwoordiger by die ondersoek kan stel, enige persoon as getuë kan dagvaar, enige getuë onder kruisverhoor kan neem en enige boek, stuk, dokumente of ding as getuënis voorgelê, kan inspekteer. Die versuim van die betrokke werknemer om die ondersoek by te woon, maak die verrigtinge nie ongeldig nie.
 - (6) Die persoon benoem om die ondersoek in te stel hou 'n geskrewe rekord van die verrigtinge en van die getuënis afgelê, en by voltooiing van die ondersoek deel hy sy bevinding aan die aangeklaagde mee en sy redes daarvoor en doen verder verslag van die ondersoek aan die Sekretaris.
 - (7) Indien 'n werknemer skuldig is aan wangedrag en hy nie appèl teen die bevinding soos by hierdie regulasies bepaal aangeteken het nie, of as hy aldus appèl aangeteken het en sy appèl afgewys is, kan die Administrateur hom:
 - (a) vermaan of berispe;
 - (b) 'n boete van hoogstens £100 oplê, wat paaiementsgewyse van sy salaris ingevorder kan word;
 - (c) in rang verlaag of sy salaris verminder, of beide sy rang verlaag en sy salaris verminder of
 - (d) ontslaan, of hom versoek om vanaf 'n bepaalde datum te bedank.
43. *Skorsing van Werknemers in hulle Diens.*
- (1) Die Sekretaris is bevoeg om 'n werknemer teen wie 'n beskuldiging van wangedrag gemaak is, in sy diens te skors, en sodanige werknemer is gedurende die tydperk van sy skorsing nie op enige besoldiging geregtig nie, tensy hy onskuldig bevind word aan wangedrag, in welke geval hy vir volle besoldiging vir die tydperk van skorsing bevoeg is, die skorsing opgehef word en hy in sy betrekking herstel word: Met dien verstande dat die Administrateur as hy dit wenslik ag die betaling van 'n gedeelte of die geheel van die werknemer se besoldiging tydens die geheel of 'n gedeelte van sy skorsing kan gelas.
 - (2) Die Sekretaris is bevoeg om te eniger tyd 'n bevel tot skorsing op te hef, en die betrokke werknemer in sy betrekking te herstel en in so 'n geval is die werknemer nie op enige besoldiging gedurende die tydperk van sy skorsing geregtig nie, tensy die Sekretaris na goëddunke uitdruklik die betaling

orders the payment in full or in part of the portion of such employee's remuneration.

44. *Procedure to be followed in Cases of Inquiry into Charge of Liability for Damage to Property of the Administration.*

- (1) Should an employee cause damage to property of the Administration through any unlawful act, negligence or carelessness, the Secretary, or an officer authorised thereto, by him, may charge the employee with liability for such damage in writing. Should the employee admit liability, the Secretary shall have the power to recover the amount of such damage from the employee if necessary by way of deduction from his remuneration.
- (2) Should the employee deny liability, the Secretary shall appoint a competent person, conversant with legal practice, to inquire into the case and the same procedure as provided by sub-regulations (2), (4), (5) and (6) of regulation 42 shall be followed.
- (3) Should the employee, on completion of the inquiry, be found liable for the damage caused, and the employee not have lodged an appeal against the finding as provided by these regulations, or, if he has so lodged an appeal and his appeal is refused, the Secretary shall recover the amount of such damage from the employee, if necessary by way of deduction from his remuneration.

45. *Procedure to be followed in Cases where Employees are charged with Incompetence.*

- (1) Should an employee be reported unsuitable or incompetent for the efficient performance of the official duties attached to his office, the Secretary, or the person authorised thereto by him, may charge the employee with such unsuitability or incompetence in writing and forward the charge by registered post, or deliver it by hand, to the person charged, at his last known address.
- (2) The written charge shall contain an instruction or be accompanied by such instruction calling upon the person charged to forward or deliver, within a reasonable period referred to in the instruction, to a person likewise referred to, an admission or denial of the charge in writing and if he chooses to do so, an explanation in writing of the unsuitability or incompetence with which he is so charged.
- (3) Should an employee so charged with unsuitability or incompetence admit such unsuitability or incompetence, steps shall be taken as provided in sub-regulation (5).
- (4) Should an employee charged with unsuitability or incompetence deny such unsuitability or incompetence or fail to reply to the charge within the specified time, the Secretary may appoint a competent person to inquire into the unsuitability or incompetence of the person charged and report on such inquiry.
- (5) Should the employee concerned be found unsuitable or incompetent for the efficient performance of the official duties attached to his post and the employee not have lodged an appeal against the finding as provided by these regulations, or, if he has so lodged an appeal and his appeal is refused, the Administrator may —
 - (a) demote him or reduce his salary, or both demote him and reduce his salary; or
 - (b) dismiss him from the service; or
 - (c) transfer him.

46. *Appeal against Conviction.*

- (1) Should an employee be found guilty of misconduct or be found liable for damage caused to property of the Administration or be found incompetent

van die geheel of gedeelte van sodanige werknemer se besoldiging gelas.

44. *Prosedure wat gevolg moet word in gevalle van ondersoek na beskuldiging van aanspreeklikheid vir skade aan Administrasie-eiendom.*

- (1) As 'n werknemer deur 'n wederregtelike daad, nalatigheid of onverskilligheid skade berokken aan Administrasie-eiendom, kan die Sekretaris of 'n deur hom daartoe gemagtigde amptenaar die werknemer skriftelik van sodanige skade beskuldig. Indien die werknemer aanspreeklikheid erken, is die Sekretaris gemagtig om die bedrag van sodanige skade op die werknemer te verhaal, indien nodig, by wyse van korting op sy besoldiging.
- (2) Indien die werknemer aanspreeklikheid ontken, benoem die Sekretaris 'n bevoegde persoon, vertrouwd met die regspraktyk, om ondersoek na die geval in te stel en word dieselfde prosedure, soos bepaal by subregulasies (2), (4), (5) en (6) van regulasie 42 gevolg.
- (3) Indien die werknemer by voltooiing van die ondersoek aanspreeklik bevind word vir die skade berokken, en die werknemer nie appèl teen die bevinding soos by hierdie regulasies bepaal, aangeteken het nie, of, as hy aldus appèl aangeteken het en sy appèl afgewys is, moet die Sekretaris die bedrag van sodanige skade op die werknemer verhaal, indien nodig, by wyse van korting op besoldiging.

45. *Prosedure wat gevolg moet word in gevalle waar werknemers van onbevoegdheid aangekla word.*

- (1) Indien daar gerapporteer word dat 'n werknemer ongeskik is of onbekwaam is om die ampspligte van sy betrekking doeltreffend uit te voer, kan die Sekretaris of die deur hom daartoe gemagtigde persoon die werknemer skriftelik van sodanige ongeskiktheid of onbekwaamheid aankla en die aanklag per aangetekende pos stuur of per hand aan die aangeklaagde by sy jongste bekende adres aflewer.
- (2) Die aanklagbrief moet 'n opdrag bevat of van sodanige opdrag vergesel gaan waarby die aangeklaagde aangesê word om binne 'n redelike tydperk, genoem in die opdrag, aan 'n persoon insgeliks genoem, 'n skriftelike erkenning of ontkenning van die aanklag en, as hy dit verlang, 'n skriftelike verduideliking van die ongeskiktheid of onbekwaamheid waarvan hy aldus aangekla is, te stuur of af te lewer.
- (3) Indien 'n werknemer wat aldus van ongeskiktheid of onbekwaamheid aangekla is, sodanige ongeskiktheid of onbekwaamheid erken, word daar gehandel soos in subregulasie (5) bepaal.
- (4) Indien 'n werknemer wat van ongeskiktheid of onbekwaamheid aangekla is, sodanige ongeskiktheid of onbekwaamheid ontken of versuim om binne die bepaalde tyd op die aanklag te antwoord, kan die Sekretaris 'n bevoegde persoon benoem om ondersoek na die aangeklaagde se ongeskiktheid of onbekwaamheid in te stel en verslag te doen ten opsigte van sodanige ondersoek.
- (5) Indien daar bevind word dat die betrokke werknemer ongeskik of onbekwaam is vir die doeltreffende verrigting van die ampspligte aan sy betrekking verbonde en die werknemer nie appèl teen die bevinding soos by hierdie regulasies bepaal, aangeteken het nie, of, as hy aldus appèl aangeteken het en sy appèl afgewys is, kan die Administrateur:
 - (a) sy rang verlaag of sy salaris verminder of beide sy rang verlaag en sy salaris verminder; of
 - (b) hom uit die diens ontslaan; of
 - (c) hom verplaas.

46. *Appèl teen Skuldigbevinding.*

- (1) As 'n werknemer skuldig bevind is aan wangedrag of aanspreeklik bevind is vir skade berokken aan Administrasie-eiendom of onbevoeg bevind is vir

for his post, he may, within seven days of such finding give notice of appeal in writing to the Secretary, setting out in detail the grounds of his appeal and any representations he desires to make in connection therewith. The Secretary shall then submit the notice of appeal and representations together with the report of the person who made the inquiry, to the Administrator with such recommendation as he may deem fit to make.

- (2) The Administrator may grant the appeal in whole or in part or confirm the finding in whole or in part, or order further inquiry to be made.
- (3) The decision of the Administrator shall be final.

CHAPTER V.

LEAVE.

47. Definition:

In this section, unless the context otherwise indicates —

“pay” means the salary or wage normally payable to an employee when on duty and includes allowances which do not form part of salary or wage;

“service” means any continuous full-time government service in any capacity;

“day of rest” means —

- (a) a Sunday or a public holiday in the case of an employee who normally does not work on such a day; or
- (b) in the case of an employee who normally works on a Sunday or a public holiday, such other day on which he is normally relieved from duty in lieu thereof;

“salary or wage” means the annual salary or wage including any allowances and the cash value of any privileges granted in kind, if such allowances and privileges have been declared pensionable.

48. Leave of Absence.

- (1) Leave of absence provided for in these regulations is a privilege and is only granted with due regard to the exigencies of the Administration.
- (2) Leave may not be claimed as a right and when an employee leaves the Administration, for any reason whatsoever, he may not claim payment in respect of the cash value of leave standing to his credit, except, however, as provided by regulation 53(4). These provisions do not preclude the payment of leave gratuities on other conditions provided in these regulations. Except as prescribed in these regulations no employee shall have the right to demand leave when and as he wishes, but leave shall only be granted as permitted by the Administration.
- (3) Notwithstanding anything contained in these regulations all vacation leave earned by employees who are subject to the provisions of the Factories, Machinery and Building Work Ordinance, 1952, shall be deemed a right, and in the granting of such leave the provisions of the said Ordinance shall be complied with.

49. Grant and Withdrawal of Leave, and Leave Application Forms.

- (1) The grant of all leave of absence is subject to the approval of the Secretary.
- (2) Except in the case where an employee has been suspended from duty or where an employee is prevented by his sudden illness or by other circumstances which are acceptable to the Secretary, from remaining on, or reporting for duty, he may not leave or stay away from work, unless he has applied in writing for leave, and has been advised by the head of his office that the leave application has been approved.
- (3) Applications for leave shall be made in writing on a form prescribed by the Secretary. The form of

sy betrekking, kan hy binne 7 dae vanaf sodanige bevinding die Sekretaris skriftelik kennis van appèl gee, waarin hy ten volle die gronde van sy appèl uiteensit en enige verdoë wat hy in verband daarmee wil rig. Die Sekretaris lê dan die kennisgewing van appèl en verdoë tesame met die verslag van die persoon wat die ondersoek ingestel het, aan die Administrateur voor met die aanbeveling wat hy na goeddunke doen.

- (2) Die Administrateur kan die appèl indie geheel of gedeeltelik toestaan, of die bevinding in die geheel of gedeeltelik bekragtig, of gelas dat verdere ondersoek ingestel word.
- (3) Die eindbeslissing berus by die Administrateur.

HOOFSTUK V.

VERLOF.

47. Woordbepaling.

In hierdie afdeling van die regulasies, tensy uit die samehang anders blyk, beteken

„Betaling” die salaris of loon wat gewoonlik aan ’n werknemer betaalbaar is wanneer hy in diens is en sluit dit in toelaes wat nie by salaris of loon inbegrepe is nie.

„diens”, enige onafgebroke voltydse regeringsdiens in enige hoedanigheid;

„rusdag” —

- (a) ’n Sondag of ’n openbare feesdag, in die geval van ’n werknemer wat nie gewoonlik op sodanige dag werk nie; of
- (b) in die geval van ’n werknemer wat gewoonlik op ’n Sondag of ’n openbare feesdag werk, enige ander dag waarop hy gewoonlik in plaas daarvan van diens vrygestel is;

„salaris of loon” die jaarlikse salaris of loon insluitende enige toelaes en die kontantwaarde van enige voorregte wat *in natura* verskaf word, mits sulke toelaes en voorregte as pensioendraend verklaar is.

48. Afwesigheidsverlof.

- (1) Afwesigheidsverlof waarvoor in hierdie regulasie voorsiening gemaak word is ’n vergunning en word alleen toegestaan met inagneming van die behoeftes van die Administrasie.
- (2) Verlof kan nie as ’n reg geëis word nie en wanneer ’n werknemer die Administrasie verlaat, om welke rede ook al, kan hy nie eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie, behalwe egter soos bepaal in regulasie 53(4). Hierdie bepalings verhoed nie die betaling van verlofgratifikasies ingevolge ander voorwaardes soos in hierdie regulasies bepaal nie. Behalwe soos in hierdie regulasies voorgeskryf het geen werknemer die reg om verlof te eis, wanneer en soos hy wil nie, maar verlof word toegestaan al na die Administrasie dit toelaat.
- (3) Nieteenstaande andersluidende bepalings in hierdie regulasies word alle vakansieverlof wat verdien is deur werknemers wat onderhewig is aan die bepalings van die Ordonnansie op Fabriek, Masjinerie en Bouwerk, 1952, as ’n reg erken en moet daar aan die bepalings van genoemde ordonnansie voldoen word.

49. Toestaan en Intrekking van Verlof en Verlofaansoekvorms.

- (1) Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die Sekretaris.
- (2) Behalwe waar ’n werknemer in sy diens geskors is of waar ’n werknemer weens sy skielike siekte of weens ander omstandighede wat vir die Sekretaris aanneemlik is, verhinder word om op sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegbly voordat hy skriftelik om verlof aansoek gedoen het en hy deur die hoof van sy kantoor in kennis gestel is dat die verlofaansoek goedgekeur is nie.
- (3) Aansoeke om verlof moet skriftelik gedoen word op die vorm voorgeskryf deur die Sekretaris. Die

the medical certificate to serve in support of an application for sick leave, shall also be prescribed by the Secretary.

- (4) Leave already granted may at any time be withdrawn by the Secretary.

50. *Lapse of Leave on Retirement.*

- (1) Immediately after an employee has given notice of resignation or immediately after a female employee has given notice of her contemplation of marriage, any leave with pay granted to him/her shall terminate with effect from the date of his/her notice, or, if the notice is undated, from the date the notification is received by the head of his/her office, and any leave applied for or absence from duty thereafter shall be regarded as vacation leave without pay: Provided that the provisions of this paragraph —

(a) shall only apply in respect of absences during an employee's last month of service; and

(b) shall not apply to sick leave.

- (2) When an employee leaves the service his leave of absence shall lapse on the last day of his service or on the date determined upon in terms of sub-regulation (1), if that sub-regulation is applicable to him. An employee's period of service may not be extended in order to enable him to utilise leave which may have been granted to him.

51. *Payment of Allowances, etc., during Leave.*

The continuance or cessation of the payment to an employee of allowances or remuneration other than salary or wage and the liability of an employee for payment due to the Administration in respect of goods or services delivered or rendered by the Administration during periods of leave, shall be subject to the provisions of the rules applicable thereto.

52. *Classification of Leave of Absence.*

- (1) All absences from duty with leave are classified under one or more of the following heads:—

(a) vacation leave (accumulative) with full pay;

(b) non-accumulative vacation leave with full pay;

(c) vacation leave without pay;

(d) sick leave with full pay;

(e) sick leave with half pay;

(f) sick leave without pay;

(g) special sick leave with full or reduced pay;

(h) special leave with full pay; and

(i) special leave with pay conditions as approved by the Secretary.

- (2) The grant of leave under any of the heads mentioned in sub-regulation (1) shall not affect the grant of leave under any of the other heads mentioned except in so far as is specifically provided for elsewhere in these regulations.

- (3) Except as provided for in sub-regulation (3) of regulation 64 all unauthorised absences from duty, shall apart from any other disciplinary steps which may be taken against an employee, be regarded as vacation leave without pay, unless the Secretary approves otherwise; the submission of a written application for leave referred to in sub-regulation (3) of regulation 49 is not required in the case of unauthorised absences.

- (4) An employee shall not be deemed absent from duty if he appears as (a) witness in a criminal case, (b) witness or defendant in a civil court case (including divorce proceedings) and (c) witness or respondent at a Rent Board enquiry. If, however, he is the plaintiff in a civil court case (including divorce proceedings) or the person taking the initiative in a Rent Board inquiry his absence from duty shall be covered by the grant of vacation leave with or without pay, as the case may be.

vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, word ook deur die Sekretaris voorgeskryf.

- (4) Verlof reeds toegestaan kan te eniger tyd deur die Sekretaris ingetrek word.

50. *Verval van Verlof by Uitdienstreding.*

- (1) Sodra 'n werknemer kennis gee van bedanking of sodra 'n vroulike werknemer kennis gee van haar voorneme om in die huwelik te tree, verval enige toegestane verlof met betaling met ingang van die datum van sy/haar kennisgewing, of indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur die hoof van sy/haar kantoor, en enige verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie paragraaf —

(a) net van toepassing is ten opsigte van afwesigheid gedurende die laaste maand van 'n werknemer se diens; en

(b) nie van toepassing is op siekteverlof nie.

- (2) As 'n werknemer uit die diens tree, eindig sy afwesigheidverlof op die laaste dag van sy diens of op die datum wat kragtens subregulasie (1) bepaal word indien gemelde subregulasie op hom van toepassing is. 'n Werknemer se dienstydpark mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat aan hom toegestaan is nie.

51. *Betaling van Toelaes, ens., tydens verlof.*

Die voortsetting of staking van die betaling aan 'n werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreeklikheid van 'n werknemer vir die betaling aan die Administrasie van gelde vir goedere of dienste deur die Administrasie gelewer gedurende tydperke van verlof, is onderhewig aan die bepalings van die reëls wat daarop van toepassing is.

52. *Indeling van Afwesigheidsverlof.*

- (1) Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

(a) Vakansieverlof (oplopend) met vol betaling;

(b) Nie-oplopende vakansieverlof met vol betaling;

(c) Vakansieverlof sonder betaling;

(d) Sieteverlof met vol betaling;

(e) Siekteverlof met halwe betaling;

(f) Siekteverlof sonder betaling;

(g) Spesiale siekteverlof met vol of verminderde betaling;

(h) Spesiale verlof met vol betaling; en

(i) Spesiale verlof met betalingsvoorwaardes soos deur die Sekretaris goedgekeur.

- (2) Die toestaan van verlof onder enige van die hoofde in subregulasie (1) genoem, beïnvloed nie die toestaan van verlof onder enige van die ander genoemde hoofde nie behalwe soos elders in hierdie regulasies uitdruklik bepaal word.

- (3) Behalwe soos in subregulasie (3) van regulasie 64 bepaal word, word alle ongemagtigde afwesigheid van diens, ongeag enige ander tugmaatreëls wat teen 'n werknemer geneem word, geag vakansieverlof sonder betaling te wees, tensy die Sekretaris andersins goedkeur; die indiening van 'n skriftelike verlofaansoek waarna in subregulasie (3) van regulasie 49 verwys word, is nie 'n vereiste in die geval van ongemagtigde afwesighede nie.

- (4) 'n Werknemer word nie beskou as afwesig van diens nie as hy verskyn as (a) getuie by 'n strafsak, (b) getuie of verweerder in 'n siviele hoofsaak (insluitende 'n egskedingsak), en (c) getuie of gedaagde by 'n huurraadsak. Wanneer hy egter die eiser in 'n siviele hoofsaak (insluitende 'n egskedingsak) is of die persoon is wat die inisiatief in 'n huurraadondersoek neem, moet sy afwesigheid van diens gedek word deur die toestaan van vakansieverlof met of sonder betaling, na gelang.

53. (1) For the purpose of granting leave of absence employees are divided into the following groups:—
- (a) employees in the professional division who have completed —
- (i) five years or longer service:
Vacation leave Group I;
Sick leave group A;
- (ii) less than five years service:
Vacation leave group II;
Sick leave group A.
- (b) Employees in the administrative, clerical, technical and general divisions who have completed —
- (i) fifteen years or longer service:
Vacation leave group I;
Sick leave group A;
- (ii) ten years or longer but less than fifteen years service:
Vacation leave group II;
Sick leave group A;
- (iii) less than ten years service:
Vacation leave group III;
Sick leave group A.
- (c) Non-classified and temporary employees, excluding employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements and employees who have specifically been classified under other groups, who have completed —
- (i) fifteen years or longer service:
Vacation leave group II;
Sick leave group B;
- (ii) ten years or longer but less than fifteen years service:
Vacation leave group III;
Sick leave group D;
- (iii) five years or longer but less than ten years service:
Vacation leave group IV;
Sick leave group F;
- (iv) less than five years service:
Vacation leave group V;
Sick leave group H;
- (d) Non-European employees, excluding employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements, who have completed —
- (i) twenty years or longer service:
Vacation leave group III;
Sick leave group C;
- (ii) fifteen years or longer but less than twenty years service:
Vacation leave group IV;
Sick leave group E;
- (iii) ten years or longer but less than fifteen years service:
Vacation leave group V;
Sick leave group G;
- (iv) five years or longer but less than ten years service:
Vacation leave group VI;
Sick leave group H;
- (v) less than five years service:
Vacation leave group VII;
Sick leave group I.
- (e) Nursing staff (European and non-European) of hospitals and institutions:
Vacation leave group VIII;
Sick leave group A.
- (f) Employees engaged in divisions where they are exposed to radiation:
Vacation leave group IX;
Sick leave group A.
- (g) European employees serving in schools, hostels and the Neudam Agricultural College:
53. (1) Werknemers word by die toestaan van afwesighedsverlof in die ondervermelde groepe ingedeel:
- (a) Werknemers in die vakkundige afdeling wat—
- (i) vyf jaar of langer diens voltooi het:
vakansieverlofgroep I;
siekteverlofgroep A;
- (ii) minder as vyf jaar diens voltooi het:
vakansieverlofgroep II;
siekteverlofgroep A;
- (b) Werknemers in die administratiewe, klerklike, tegniese en algemene afdelings wat —
- (i) vyftien jaar of langer diens voltooi het:
vakansieverlofgroep I;
siekteverlofgroep A;
- (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
Vakansieverlofgroep II;
siekteverlofgroep A;
- (iii) Minder as tien jaar diens voltooi het:
vakansieverlofgroep III;
siekteverlofgroep A.
- (c) Nie-geklassifiseerde en tydelike werknemers, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalings van nywerheids- en dergelike ooreenkomste en werknemers wat spesifiek onder ander groepe ingedeel is, wat —
- (i) vyftien jaar of langer diens voltooi het:
vakansieverlofgroep II;
siekteverlofgroep B;
- (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
vakansieverlofgroep III;
siekteverlofgroep D;
- (iii) vyf jaar of langer maar minder as tien jaar diens voltooi het:
vakansieverlofgroep IV;
siekteverlofgroep F;
- (iv) minder as vyf jaar diens voltooi het:
vakansieverlofgroep V;
siekteverlofgroep H.
- (d) Nie-blanke werknemers, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalings van nywerheids- en dergelike ooreenkomste wat —
- (i) twintig jaar of langer diens voltooi het:
vakansieverlofgroep III;
siekteverlofgroep C;
- (ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het:
vakansieverlofgroep IV;
siekteverlofgroep E;
- (iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
vakansieverlofgroep V;
siekteverlofgroep G;
- (iv) vyf jaar of langer maar minder as tien jaar diens voltooi het:
vakansieverlofgroep VI;
siekteverlofgroep H;
- (v) minder as vyf jaar diens voltooi het:
vakansieverlofgroep VII;
siekteverlofgroep I.
- (e) Verpleegspersoneel (blank en nie-blank) van hospitale en inrigtings
vakansieverlofgroep VIII;
siekteverlofgroep A;
- (f) Werknemers in afdelings waar hulle aan uitstraling blootgestel is:
vakansieverlofgroep IX;
siekteverlofgroep A;
- (g) Blanke werknemers in diens by skole, koshuise en die Landboukollege Neudam:

Vacation leave group X;
Sick leave group J;
Non-accumulative vacation leave group;
Non-accumulative special vacation leave group;

- (h) Non-European employees and temporary employees serving at schools and hostels:
Non-accumulative vacation leave group;
Sick leave: Employees who have completed
- (i) twenty years or longer service:
Sick leave group C;
 - (ii) fifteen years or longer but less than twenty years service:
Sick leave group E;
 - (iii) ten years or longer but less than fifteen years service:
Sick leave group G;
 - (iv) five years or longer but less than ten years service:
Sick leave group H;
 - (v) less than five years service:
Sick leave group I.

- (2) A person serving under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations, and his grouping for leave purposes shall be determined in the same manner as that of a comparable employee in the Administration.
- (3) Where an employee who has retired or resigned for any reason whatsoever, is re-appointed, with or without a break in service, in a temporary capacity, such re-appointment shall be regarded as a new appointment for all purposes of this regulation; previous service shall not count as service for leave purposes; accumulated leave shall lapse when the appointment terminates, except in so far as is otherwise provided in sub-regulation (4) hereof. The sick leave cycle under the new leave grouping shall begin on the date of re-appointment.
- (4) On the termination of service of an employee subject to the provisions of the Factories, Machinery and Building Work Ordinance, 1952, his case shall be treated in terms of that Ordinance.

54. Leave Provision.

- (1) Employees may be granted leave in accordance with the following scale, having regard to their classification in regulation 53:

(a) Vacation leave:

Group	Number of days per annum
I	38
II	34
III	30
IV	26
V	22
VI	18
VII	14
VIII	44 but 30 days for untrained and auxiliary nurses.
IX	48
X	As provided in sub-regulation (3) of this regulation.

(b) Sick leave.

Group	Number of days in each cycle	
	With full pay	With half pay
A	120	120
B	90	90
C	80	80
D	70	70
E	60	60
F	50	50
G	40	40
H	30	30
I	15	15

vakansieverlofgroep X;
siekteverlofgroep E;
Nie-oplopende vakansieverlofgroep.
Nie-oplopende spesiale vakansieverlofgroep.

- (h) Nie-blanke werknemers en tydelike werknemers in diens by skole en koshuise:
Nie-oplopende vakansieverlofgroep;
siekteverlof; Werknemers wat —
- (i) twintig jaar of langer diens voltooi het:
siekteverlofgroep C;
 - (ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het:
siekteverlofgroep E;
 - (iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
siekteverlofgroep G;
 - (iv) vyf jaar of langer maar minder as tien jaar diens voltooi het:
siekteverlofgroep H;
 - (v) minder as vyf jaar diens voltooi het:
siekteverlofgroep I.

- (2) Aan 'n persoon wat onder kontrak dien, word, tensy sy dienskontrak anders bepaal, verlof toegestaan kragtens hierdie regulasies en sy groepering vir verlofdoeleindes word net so bepaal soos dië van 'n vergelykbare werknemer in die Administrasie.
- (3) As 'n werknemer wat afgetree het of wat 'n betrekking neergelê het om watter rede ook al, met of sonder onderbreking van diens opnuut aangesel word in 'n tydelike hoedanigheid, word so 'n her-aanstelling vir alle doeleindes van hierdie regulasie as 'n nuwe aanstelling beskou: vorige diens tel nie as diens vir verlofdoeleindes nie; verlof wat opgehoop het verval by beëindiging van die aanstelling, behalwe in sover subregulasie (4) hiervan 'n uitsondering maak. Die siekteverlofkringloop onder die nuwe verlofgroepering begin op die datum van heraanstelling.
- (4) By diensbeëindiging van 'n werknemer wat onder die Ordonnansie op Fabriek, Masjinerie en Bouwerk, 1952, val, word sy geval ingevolge daardie Ordonnansie behandel.

54. Verlofvoorsiening.

- (1) Aan werknemers kan verlof volgens die onderstaande skaal toegestaan word met inagneming van hul groepeeringsingevolge regulasie 53:

(a) Vakansieverlof

Groep	Getal dae per jaar
I	38
II	34
III	30
IV	26
V	22
VI	18
VII	14
VIII	44 maar 30 dae vir onopgeleides en hulpverpleegsters.
IX	48
X	Soos bepaal in subregulasie (3) van hierdie regulasie.

(b) Siekteverlof.

Groep	Getal dae in elke tydkring	
	Met volle betaling.	Met halwe betaling.
A	120	120
B	90	90
C	80	80
D	70	70
E	60	60
F	50	50
G	40	40
H	30	30
I	15	15

(c) *Non-accumulative vacation leave:*
Not exceeding in the aggregate 70 days in each year ending on the 31st December during the periods for which instruction is suspended.

(d) Non-accumulative special leave.
12 days per annum.

(2) Non-accumulative leave in terms of paragraph (c) of sub-regulation (1) shall accrue from two days after the beginning, until two days before the end of the first school vacation after appointment and thereafter from two days after the beginning until two days before the end of each succeeding school vacation.

(3) During any period of school vacation the Secretary may in his discretion require an employee referred to in paragraph (g) of sub-regulation (1) of regulation 53 to remain on duty: Provided that where an employee is thus required to remain on duty, he shall be credited with accumulative vacation leave equal to one half the number of days which he remained on duty during periods of school vacation. This provision is subject to the condition that an employee shall not be credited with more than 21 days accumulative vacation leave in a calendar year: Provided that such maximum of 21 days shall be reduced, in respect of the calendar year in which the employee is appointed or in which his services terminate, in proportion to the period during which the employee did not work in the relative calendar year.

55. *Overgrant of Leave.*

In the event of an employee being granted leave in excess of that provided for in these regulations, such overgrant may, with the approval of the Administrator, be deducted from leave which subsequently accrues to him, provided the overgrant was made in good faith: Provided that in the event of the employee resigning or his services being terminated before sufficient leave has accrued to him for the purpose of such deduction, that portion of the overgrant which has not yet been set off against his leave accrual on his last day of service shall be regarded as an overpayment of salary which must be recovered or written off under competent authority.

56. *Days of Rest.*

(1) A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that —

(a) a day of rest, or two or more consecutive days of rest, falling within a period of leave shall be regarded as leave falling under the same heading of sub-regulation (1) of regulation 52 as the leave which precedes and succeeds such day or days of rest;

(b) a day of rest, or two or more consecutive days of rest falling between a period of vacation or non-accumulative leave and a period of sick leave (or *vice versa*) shall be regarded as vacation leave unless the employee concerned produces evidence that he was actually ill on such day or days of rest;

(c) in the case of an employee who is called upon to report for duty on a day of rest and who fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he is prevented from reporting for duty by circumstances which are acceptable to the Secretary.

(2) An employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

57. *Vacation leave in Terms of the repealed Regulations or in respect of Persons transferred from Provincial or other Services.*

(1) The promulgation of these regulations and the repeal of the regulations which were in force immediately prior to such promulgation in no way affect the continuity of the accumulative vaca-

(c) Nie-oplopende Vakansieverlof.

In die geheel hoogstens 70 dae in elke jaar eindigende op 31 Desember gedurende tydperke waartydens onderrig opgeskort word

(d) Nie-oplopende spesiale verlof.
12 dae per jaar.

(2) Nie-oplopende verlof ooreenkomstig paragraaf (c) van sub-regulasie (1) kom vanaf twee dae na die begin tot twee dae voor die einde van die eerste skoolvakansie na aanstelling toe en daarna vana twee dae na die begin tot twee dae voor die einde van elke daaropvolgende skoolvakansie.

(3) Gedurende enige skoolvakansietydperk kan die Sekretaris na goeddunke, vereis dat 'n in paragraaf (g) van subregulasie (1) van regulasie 53 bedoelde werknemer gedurende enige skoolvakansie op diens bly: Met dien verstande dat waar 'n werknemer aldus verplig word om op diens te bly, hy gekrediteer moet word met oplopende vakansieverlof gelykstaande aan die helfte van die aantal dae wat hy gedurende skoolvakansietydperk op diens gebly het. Hierdie bepaling is onderhewig aan die voorwaarde dat 'n werknemer nie met meer as 21 dae oplopende vakansieverlof in die kalenderjaar gekrediteer word nie: Met dien verstande dat hierdie maksimum van 21 dae, in die kalenderjaar waarin die werknemer aangestel word of sy dienste eindig, verminder moet word in verhouding tot die tydperk wat die werknemer nie gedurende die betrokke kalenderjaar gewerk het nie.

55. *Oortoekening van Verlof.*

As daar aan 'n werknemer meer verlof toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan so 'n oortoekening met goedkeuring van die Administrateur afgetrek word van verlof wat later aan hom toeval, mits die oortoekening te goeder trou gedoen is: Met dien verstande dat as die werknemer bedank of sy dienste beëindig word voordat voldoende verlof vir die doel van so 'n aftrekking aan hom toegeval het, daardie gedeelte van die oortoekening wat sy verlofaanwas op die laaste dag van sy diens oorskry as 'n oorbetalings van salaris geag word wat of teruggevorder of met bevoegde magtiging afgeskryf moet word.

56. *Rusdae.*

(1) 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sodanig aangeteken nie: Met dien verstande dat —

(a) 'n rusdag, of twee of meer opeenvolgende rusdae wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van sub-regulasie (1) van regulasie 52 val as die verlof wat sodanige rusdag of rusdae voorafgaan of daarop volg;

(b) 'n rusdag, of twee of meer opeenvolgende rusdae wat tussen 'n tydperk van vakansie- of nie-oplopende verlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was;

(c) in die geval waar 'n werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, sodanige rusdag geag word vakansieverlof sonder betaling te wees, tensy hy weens omstandighede wat vir die Sekretaris aanneemlik is, verhinder word om hom vir diens aan te meld.

(2) 'n Werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie tensy hy kragtens sy diensvoorwaardes op betaling vir die dag geregtig is.

57. *Vakansieverlof kragtens die Regulasies wat herroep is of ten opsigte van persone oorgeplaas van Provinsiale of ander diens.*

(1) Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen

tion leave privileges of an employee who was in the service immediately before the coming into force of these regulations, and accumulated vacation leave shall remain to the credit of such employee subject to the provisions of sub-regulation (3).

- (2) A person in the full-time employment of the Public Service, the South African Railways, an educational institution under the control of the Department of Education, Arts and Science, the State Diggings, a provincial education department or a recognised university within the Union and a person appointed under a provincial ordinance in the service of a provincial administration who is transferred or appointed without a break in service, to a post or position in which these leave regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer, subject to the provisions of sub-regulation (3) and the previous service in respect of which the leave credit is carried forward shall count as service for leave purposes. If such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is uncompleted on the date these regulations become applicable to the employee the credit may be calculated in proportion to the portion of the relative period of service which he has completed on the last-mentioned date, and the leave concerned may be granted forthwith.
- (3) In the application of this regulation any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an employee on the date these regulations become effective or become applicable to him.

58. Leave Register.

The Secretary shall keep a leave register in respect of each employee in which all absences from duty shall be recorded in accordance with the classification contained in regulation 53. All applications for leave shall be filed for audit and other purposes in the office where the leave register is kept, for such period as the Secretary may direct.

59. General Provisions — Vacation Leave.

- (1) Accumulative vacation leave, excluding accumulative vacation leave placed to the credit of an employee in terms of sub-regulation (3) of regulation 54 shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an employee in terms of paragraph (a) of sub-regulation (1) of regulation 54.
- (2) If an employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes, or if, for any other reason than his transfer, he passes from one vacation leave group to another —
 - (a) he retains the accumulative vacation leave credit which accrued during his service in the previous group or groups; and
 - (b) the new accumulative vacation leave group shall become applicable to him from the first day of the month during which such transfer becomes effective;

unless the provisions of sub-regulation (3) of regulation 53 are applicable to him.

- (3) The Secretary may at any time require an employee to take the whole or a portion of the vacation leave (accumulative as well as non-accumulative) due to him: Provided that the maximum period of vacation leave prescribed in sub-regulation (4) of this regulation shall not be exceeded.
- (4) Except on the recommendation of the Secretary an employee may not be granted accumulative and

opsig die aaneenlopendheid van die olopende vakansieverlofvoorregte van 'n werknemer wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in die diens was nie, en opgeloopte vakansieverlof bly staan tot die kredit van sodanige werknemer behoudens die bepalings van subregulasie (3).

- (2) 'n Persoon wat voltyds in diens is in die Staatsdiens, Suid-Afrikaanse Spoorweë, 'n onderwysingrigting onder beheer van die Departement van Onderwys, Kuns en Wetenskap, die Staatsdelwerye, 'n provinsiale onderwysdepartement of 'n erkende universiteit binne die Unie en 'n persoon wat in diens van 'n provinsiale administrasie kragtens 'n provinsiale ordonnansie aangestel is en wat sonder 'n onderbreking van diens oorgeplaas word na, of aangestel word in, 'n pos of betrekking waarin hierdie verlofregulasies op hom van toepassing word, behou die olopende vakansieverlof wat tot sy kredit gestaan het op die dag voor sy aanstelling of oorplasing, behoudens die bepalings van subregulasie (3) en die vorige diens ten opsigte waarvan die verlofkredit oorgedra word, tel as diens vir verlofdoeleindes. As sodanige verlof eers na voltooiing van 'n vasgestelde dienstydkerf vir benutting beskikbaar sou geword het, en sodanige dienstydkerf op die datum waarop hierdie regulasies op die werknemer van toepassing word, nog nie voltooi is nie kan die kredit na verhouding tot die gedeelte van bedoelde dienstydkerf wat hy op laasgenoemde datum voltooi het, bereken word en kan die betrokke verlof onmiddellik toegestaan word.
- (3) By die toepassing van hierdie regulasie word enige gedeelte van 'n dag as een dag gereken wanneer die opgeloopte vakansieverlof tot 'n werknemer se kredit geplaas word op die datum waarop hierdie regulasies in werking tree of op hom van toepassing word.

58. Verlofregister.

Die Sekretaris moet ten opsigte van elke werknemer 'n verlofregister hou waarin alle afwesighede van diens aangeteken word volgens die indeling vervat in regulasie 53. Alle verlofaansoeke moet vir audit- en ander doeleindes bewaar word in die kantoor waar die verlofregister gehou word en wel vir die tydperk wat die Sekretaris gelas.

59. Algemene Bepalings — Vakansieverlof.

- (1) Olopende vakansieverlof, uitgesonderd olopende vakansieverlof wat kragtens subregulasie (3) van regulasie 54 tot 'n werknemer se kredit geplaas word, was aan ten opsigte van elke voltooide maand van diens en wel teen een twaalfde van die voorsiening wat kragtens paragraaf (a) van subregulasie (1) van regulasie 54 op 'n werknemer van toepassing is.
 - (2) As 'n werknemer van een betrekking na 'n ander oorgeplaas word en sy oorplasing 'n verandering van sy groepering vir verlofdoeleindes meebring of as hy om enige ander rede as sy oorplasing van die een na die ander vakansieverlofgroep oorgaan —
 - (a) behou hy die olopende vakansieverlofkredit wat gedurende sy dienstydkerf in die vorige groep of groepe aangewas het; en
 - (b) word die nuwe groep met olopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorplasing of oorgang van krag word.
- tensy die bepalings van subregulasie (3) van regulasie 53 op hom van toepassing is.
- (3) Die Sekretaris kan te eniger tyd van 'n werknemer vereis dat hy 'n gedeelte of die geheel van die vakansieverlof (oplopend sowel as nie-oplopend) wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van vakansieverlof wat in subregulasie (4) van hierdie regulasie voorgeskryf word, nie oorskry mag word nie.
 - (4) Behalwe met goedkeuring van die Sekretaris kan daar nie aan 'n werknemer olopende en nie-oplo-

non-accumulative vacation leave with full pay in excess of 92 days in any period of eighteen months, and any absence from duty above this limit shall be covered by the grant of vacation leave without pay with due regard to the provisions of regulation 65. For the purposes of this sub-regulation no account shall be taken of vacation leave granted in terms of sub-regulation (6) of regulation 61.

- (5) The accumulative vacation leave standing to the credit of an employee on the 1st January of each year shall be recorded in the leave register and in recording such credit any portion of a day shall be regarded as one day.

60. *General Provisions — Non-accumulative Vacation Leave.*

- (1) Non-accumulative vacation leave may be granted at any time during the calendar year in which it accrues to the employee: Provided that an employee who has completed less than three months' service may be granted only the number of days' leave which he has earned in proportion to his completed service.
- (2) Any non-accumulative vacation leave which has accrued to an employee during any calendar year and not taken at the end of that year, shall lapse at the end of the relative year and may not be carried forward to the next year: Provided that the Secretary may, in exceptional circumstances authorise the utilisation of the leave during the next succeeding calendar year: Provided further that the same leave credit (as a whole or in part) may not for a second time be carried forward to a following year.

61. *General Provisions — Sick leave.*

- (1) Sick leave accrues to an employee on the first day of the cycle of three years and with effect from that day the full provision of the cycle in question may be granted to him if the other provisions of these regulations are complied with: Provided that no employee may be granted sick leave with full or half pay until he has completed thirty days service which counts as service for leave purposes, and then only in respect of absences subsequent to the completion of such service.
- (2) A sick leave cycle shall begin on the first day of January, 1959 and run for three years. Further sick leave cycles shall be for every succeeding period of three years.
- (3) If an employee during a cycle and without a break in his service (i) passes to a group or sub-group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle retain the sick leave provision formerly applicable to him, or (ii) passes to a group or sub-group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group or sub-group less any paid sick leave already taken by him during the relative cycle.
- (4) Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and may not be carried forward to the next cycle.
- (5) If an employee who has been granted the maximum amount of sick leave provided for in these regulations, is not yet able for health reasons to resume his duties, the Secretary may, on submission to him of a satisfactory certificate by a registered medical practitioner, and if he is satisfied that the employee at that time is not permanently unfit to resume his normal duties, at his discretion grant the employee further sick leave with half pay not exceeding 92 days in any one cycle. This grant may be made irrespective of whether

pende vakansie verlof met volle betaling van meer as 92 dae toegestaan word in enige tydperk van agtien maande nie en enige afwesigheid van diens bo hierdie beperking word gedek deur die toestaan van vakansieverlof sonder betaling ingevolge die bepaling van regulasie 65. By die toepassing van hierdie subregulasie word vakansieverlof wat kragtens subregulasie (6) van regulasie 61 toegestaan word buite rekening gelaat.

- (5) Die oplopende vakansieverlof wat 'n werknemer op 1 Januarie van elke jaar tot sy kredit het, word in die verlofstaat aangeteken, en by die aantekening van sodanige kredit word enige gedeelte van 'n dag as een dag gereken.

60. *Algemene Bepalings — Nie-oplopende Vakansieverlof.*

- (1) Nie-oplopende vakansieverlof kan toegestaan word te eniger tyd gedurende die kalenderjaar waarin dit aan die werknemer toeval: Met dien verstande dat aan 'n werknemer wat minder as drie maande diens voltooi het slegs die aantal dae verlof wat hy na verhouding tot sy voltooide diens verdien het, toegestaan kan word.
- (2) Enige nie-oplopende vakansieverlof wat gedurende enige kalenderjaar aan 'n werknemer toegeval het en wat aan die einde van daardie jaar nie geneem is nie, verval aan die einde van die betrokke jaar en mag nie oorgedra word na die volgende jaar nie: Met dien verstande dat die Sekretaris in buitengewone omstandighede toestemming kan verleen vir die benutting van die verlof gedurende die kalenderjaar wat daarop volg: Met dien verstande verder dat dieselfde verlofkredit (in sy geheel of gedeeltelik) nie vir 'n tweede keer na die volgende jaar oorgeplas mag word nie.

61. *Algemene Bepalings — Siekteverlof.*

- (1) Siekteverlof val toe aan 'n werknemer op die eerste dag van die kringloop van drie jaar en met ingang van daardie dag kan die volle voorsiening vir die betrokke kringloop aan hom toegestaan word mits aan die ander bepalinge van hierdie regulasies voldoen word: Met dien verstande dat aan geen werknemer siekte verlof met volle of halwe betaling toegestaan mag word voordat hy dertig dae diens, wat tel as diens vir verlofdoelendes, voltooi het nie en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.
- (2) 'n Siekteverlofkringloop begin op die eerste dag van Januarie 1959 en duur drie jaar. Verdere siekteverlofkringlope is elke daaropvolgende tydperk van drie jaar.
- (3) As 'n werknemer gedurende 'n kringloop sonder onderbreking van diens (i) oorgaan na 'n groep of subgroep waarin die siekteverlofvergunning minder is as wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke kringloop die siekteverlofvergunning wat voorheen op hom van toepassing was, of (ii) oorgaan na 'n groep of sub-groep waar die siekteverlofvergunning meer is as voorheen, verwerf hy onmiddellik die siekteverlofvergunning van die nuwe groep of subgroep min enige betaalde siekteverlof, wat hy reeds gedurende die betrokke kringloop gebruik het.
- (4) Ongebruikte siekteverlof wat vir 'n bepaalde kringloop voorgeskryf is, verval aan die einde van die betrokke kringloop en kan nie na die volgende kringloop oorgedra word nie.
- (5) As aan 'n werknemer die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasie voorsiening gemaak is, toegestaan is en hy is nog weens gesondheidsredes nie in staat om sy diens te hervat nie, kan die Sekretaris by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer; en as hy oortuig is dat die werknemer op die betrokke tydperk nie permanent ongeskik is vir die hervatting van sy normale pligte nie, na goeë dunde verdere siekteverlof met halwe betaling aan laasgenoemde toeken vir hoogstens 92 dae in enige besondere kring-

the employee has vacation leave to his credit and may be made in respect of separate periods of absence. If after the grant to the employee of this additional sick leave, he is not yet capable of resuming his duties, he shall not be granted further leave under any of the heads mentioned in sub-regulation (1) of regulation 52 in respect of the absence concerned, except with the approval of the Administrator.

- (6) An employee may, on his written application, be granted any vacation leave which he may have to his credit in lieu of sick leave with half pay or sick leave without pay: Provided that once the vacation leave referred to has been granted to him and he has received payment in respect thereof, such leave may not be reconverted into sick leave with half pay.
- (7) If an employee to whom vacation leave has been granted becomes ill after he has left his duties to proceed on vacation leave, that period of his vacation leave during which he was indisposed may be converted into sick leave on the production by the employee to the Secretary of a certificate by a registered medical practitioner (or a registered dentist if sub-regulation (6) of regulation 62 applies to him) which satisfies the requirements stipulated in regulation 62, and provided that the necessary sick leave is available in terms of the regulations. Vacation leave during which an indisposed employee was not confined indoors, and vacation leave without pay, may not be converted into sick leave.

62. Grant of Sick Leave.

- (1) Sick leave shall be granted only in respect of the absence from duty of an employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions. The absence of a female employee owing to her confinement shall not be covered by the grant of sick leave, but by the grant, in the first place of any available vacation leave and thereafter of vacation leave without pay in terms of regulation 65. Sick leave may, however, be granted during a term of pregnancy provided the requirements of the regulations are complied with, but not in respect of any absence immediately preceding and continuous with the absence due to the confinement.
- (2) In respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions sick leave shall be granted only if the Secretary is convinced that the applicant's health condition —
 - (a) incapacitates him from duty;
 - (b) does not arise from his failure to take vacation leave.
- (3) The Secretary may at any time require an employee to submit to an examination by one or more registered medical practitioners nominated by the Secretary. The expenditure connected with such examination shall be from public funds.
- (4) If an employee is absent from duty on account of illness for a continuous period of more than three days he may be granted sick leave only if he furnishes the head of the branch with a certificate by a registered medical practitioner (or a registered dentist if sub-regulation (6) is applicable to him) which states that he is not capable of performing his official duties and in which is indicated the period necessary for his recuperation: Provided that the head of the branch, at his discretion, may require the submission of a similar certificate in respect of periods of three days or less: Provided further that if the head of the branch is convinced that the absence of the employee is *bona fide* due to illness and that there are good reasons for the non-production of a me-

loop. Hierdie toekenning kan gedoen word ongeag of die werknemer vakansieverlof ten goede het en ten opsigte van afsonderlike tydperke van afwesigheid. As die werknemer na die toekenning van hierdie bykomende siekteverlof nog nie in staat is om sy dienste te hervat nie, mag geen verdere verlof onder enigen van dië in subregulasie (1) van regulasie 52 gemelde hoofde ten opsigte van die betrokke afwesigheid, aan hom toegestaan word nie behalwe met die goedkeuring van die Administrateur.

- (6) Aan 'n werknemer kan, op sy skriftelike aansoek enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling: Met dien verstande dat as bedoelde vakansieverlof aan hom toegestaan is en hy ten opsigte daarvan betaling ontvang het dit nie weer in siekteverlof met halwe betaling omgesit mag word nie.
- (7) As 'n werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, word daardie gedeelte van bedoelde vakansieverlof waartydens hy siek was in siekteverlof omgeskep, as die werknemer by die Sekretaris 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as paragraaf (6) van regulasie 62, op hom van toepassing is) indien, wat aan die vereistes neergelê in regulasie 62 voldoen en mits die nodige siekteverlof kragtens regulasie beskikbaar is. Vakansieverlof, waartydens 'n siek werknemer nie binnehuis gebly het nie en vakansieverlof sonder betaling mag nie in siekteverlof omgeskep word nie.

62. Toestaan van Siekteverlof.

- (1) Siekteverlof word alleen toegestaan in verband met 'n werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie. Die afwesigheid van 'n vroulike werknemer as gevolg van haar bevalling mag nie deur die toestaan van siekteverlof gedek word nie maar wel deur die toestaan van eerstens die beskikbare vakansieverlof en tweedens vakansieverlof sonder betaling kragtens regulasie 65. Siekteverlof kan egter gedurende 'n tydperk van swangerskap toegestaan word mits aan die vereistes van die regulasies voldoen word, maar nie ten opsigte van enige afwesigheid wat die bevalling onmiddellik voorafgaan en aaneenloop met die bevallingsafwesigheid nie.
- (2) In verband met senuwee-aandoenings, slaaploosheid, swakheid en dergelike minder goedomskrewe siektes of ongesteldhede word siekteverlof slegs toegeken as die Sekretaris oortuig is dat die applikant se gesondheistoestand:
 - (a) hom ongeskik maak vir sy werk en
 - (b) nie voortvloei uit sy versuim om van vakansieverlof gebruik te maak nie.
- (3) Die Sekretaris kan te eniger tyd eis dat 'n werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer deur die Sekretaris aangewys. Die koste verbonde aan so 'n ondersoek word uit staatsfondse betaal.
- (4) As 'n werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekteverlof aan hom toegeken word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts, as subregulasie (6) op hom van toepassing is) wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat aantoon welke tydperk nodig is vir sy herstel, by sy afdelingshoof indien: Met dien verstande dat die afdelingshoof na goedgeken kan eis dat 'n dergelike sertifikaat ten opsigte van tydperke van drie dae of minder ingedien word: Met dien verstande ook dat, indien die Sekretaris daarvan oortuig is dat die werknemer se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien word nie, hy die werknemer

dical certificate, he may waive the submission of a medical certificate in respect of sick leave not exceeding 14 days. Such exemption shall be endorsed on the leave application.

- (5) Sick leave in respect of which a certificate as defined in sub-regulation (4) is not submitted, may be granted only for an aggregate of 10 days during any calendar year; any further absences shall be covered by the grant of vacation leave and, if the employee has no paid vacation leave to his credit, of vacation leave without pay. The provisions of this sub-regulation are not applicable to periods of absence in respect of which exemption in terms of sub-regulation (4) has been granted, and neither are such periods taken into consideration in the determination of the 10 days.
- (6) If an employee's absence is attributable to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions such as osteomyelitis, osteitis, and secondary haemorrhage, a certificate as defined in sub-regulation (4) and issued by a registered dentist may be accepted for the purpose of that sub-regulation. A similar certificate issued by a registered dentist in respect of other conditions may only be accepted with the concurrence of the Director of Health Services. Notwithstanding the provisions of this sub-regulation the Secretary may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.
- (7) Notwithstanding the submission of a certificate under sub-regulations (4) and (6), the Secretary may at his discretion refuse to grant sick leave with pay in respect of any absence from duty, to which the certificate relates, and such absence shall be regarded as unauthorised and is subject to the provisions of sub-regulation (3) of regulation 52.

63. *Special Sick Leave.*

- (1) An employee who is absent from duty owing to an injury sustained in an accident arising out of, and in the course of his duties or owing to a disease contracted in the course of, and as a result of, his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties, or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, remuneration equal to the difference between full pay and the compensation payable to him in terms of that act.
- (2) Special sick leave in terms of this regulation shall not be granted if the Secretary is of opinion that the accident is attributable to the serious and wilful misconduct of the employee.
- (3) The provisions of sub-regulations (3), (4) and (6) of regulation 62 are applicable *mutatis mutandis* to the grant of special sick leave.

64. *Special Leave with full Pay.*

Special leave with full pay may be granted to an employee —

- (1) when he writes any of the following examinations:
 - (a) any school examination set by or on the authority of an education department in the Union or South West Africa.
 - (b) entrance examinations for translators in the Public Service;
 - (c) examinations set by the Joint Committee for Professional Examinations;
 - (d) examinations set by the Chartered Institute of Secretaries and the Chartered Institute of Accountants;
 - (e) examinations of the Institutes of Mechanical, Civil and Construction Engineers;

van die indiening van die sertifikaat kan kwytskelding ten opsigte van hoogstens 14 dae siekteverlof. Sodanige kwytskelding moet op die verloofaan-soek geëndosseer word.

- (5) Siekteverlof, ten opsigte waarvan 'n sertifikaat soos in subregulasie (4) bepaal, nie ingedien is nie, kan slegs toegestaan word vir altesaam 10 dae gedurende enige kalenderjaar; enige voerdere afwesighede moet gedek word deur die toestaan van vakansieverlof en as die werknemer geen betaalde vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Die bepalinge van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan kwyt-skelding kragtens subregulasie (4) verleen is nie en sodanige tydperke word ook nie ingereken by die vasstelling van die 10 dae nie.
- (6) As 'n werknemer se afwesigheid te wyte is aan tandverswering, 'n kakebeenbreuk, akute Vincent-besmetting van die mond of komplikasies wat voortvloei uit trek van tande soos beenmurgontsteking, beenontsteking en sekondêre bloeiing kan 'n sertifikaat soos in subregulasie (4) bepaal en uitgereik deur 'n geregistreerde tandarts, vir die doel van daardie subregulasie aanvaar word. 'n Dergelike sertifikaat deur 'n geregistreerde tandarts uitgereik in verband met ander ongesteldhede kan alleen aanvaar word met die instemming van die Direkteur van Gesondheidsdienste. Ongeag die bepalinge van hierdie subregulasie kan die Sekretaris vereis dat 'n sertifikaat deur 'n geregistreerde geneesheer ingedien word aler hy siekteverlof toestaan.
- (7) Ondanks die indiening van 'n sertifikaat ingevolge subregulasies (4) en (6) kan die Sekretaris na goedgevoel weier om siekteverlof met betaling toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het. So 'n afwesigheid word as ongemagtig beskou en is aan die bepalinge van subregulasie (3) van regulasie 52 onderworpe.

63. *Spesiale Siekteverlof.*

- (1) Aan 'n werknemer wat van diens afwesig is weens 'n besering wat spruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie, of indien die geval binne die bestek val van die Ongevalwet, 1941, soos gewysig moet besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie wet betaalbaar is, toegeken word.
- (2) Spesiale siekteverlof, kragtens hierdie regulasie word nie toegestaan as die Sekretaris van oordeel is dat die ongeval aan die ernstige opsetlike wangedrag van die werknemer toe te skryf is nie.
- (3) Die bepalinge van subregulasies (3), (4) en (6) van regulasie 62 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

64. *Spesiale verlof met volle Betaling.*

Spesiale verlof met volle betaling kan aan 'n werknemer toegestaan word —

- (1) wanneer hy enige van die volgende eksamens aflê:—
 - (a) Enige skooleksamen wat afgeneem word deur of op gesag van 'n onderwysdepartement in die Unie of Suidwes-Afrika.
 - (b) Toelatingseksamen vir vertalers in die Staatsdiens.
 - (c) Eksamens afgeneem deur die gemeenskaplike komitee vir Professionele Eksamens.
 - (d) Eksamens afgeneem deur die Geoktrooierde Instituut van Sekretarisse en die Geoktrooierde Instituut van Rekenmeesters.
 - (e) Eksamens van die Institute van Werktuigkundige, Siviele en Bouingenieurs.

- (f) examinations of the Royal Sanitary Institute;
- (g) examinations of the Institute of Actuaries;
- (h) Higher and Lower *Taalbond* examinations in Afrikaans;
- (i) Public Service tests in shorthand and typing;
- (j) examinations of the South African Library Association;
- (k) factory inspectors' examinations set by the Department of Education, Arts and Science;
- (l) examination of Conveyancing;
- (m) examination of the Association of Executive Officers;
- (n) examination of the Association of Chartered Accountants (S.A.);
- (o) examination of the Institute of Certified Bookkeepers;
- (p) examination of the Association of Certified and Corporate Accountants;
- (q) examination prescribed by the South African Accountants' Associations' General Examination Board;
- (r) examination of the Institute of Cost and Works Accountants;
- (s) South African Police Entrance Examination;
- (t) South African Railways Apprenticeship Examination;
- (u) Public Service examination A, B and C. For the purpose of his examination special leave with full pay may be granted to employees whose conditions of service have been determined in accordance with industrial and similar agreements.
- (v) The Railways and Harbours Examination (for candidates for appointment as clerks in the Railways).
- (w) examinations for the Institute of Administration and Commerce of South Africa;
- (x) examinations of the Corporation of Certified Secretaries, and any other examination which the Secretary may indicate or require;
- (2) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted, or is suspected of having contracted, an infectious or contagious disease; the grant of special leave under this sub-regulation is subject to the submission of a certificate of a registered medical practitioner indicating the period of, and reason for isolation;
- (3) when he is absent from duty as a result of his arrest on a criminal charge and he is subsequently acquitted or the charge is withdrawn, for the period of detention;
- (4) (a) when, as a member of the Active Citizen Force, he is required, in terms of the South Africa Defence Act, 1912, as amended, or any regulation made thereunder, to undergo continuous or non-continuous training, except when he is undergoing continuous training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or performing whole time service in lieu of peacetime training in terms of section *nineteen* of the South Africa Defence Act, 1912, as amended.
- (b) when, as a member of the Active Citizen Force as defined above, he voluntarily, or in pursuance of a special agreement between him and the Department of Defence relating to his training, undertakes any continuous or non-continuous training or attends an instructional or qualifying course over and above any training to which he is liable in terms of the said act, provided the officer commanding the respective command or South African Air Force group certifies that such training or course is necessary in the interests of the Union Defence Force;
- (c) when, as a member of a rifle commando, he is required in terms of regulations made under the South Africa Defence Act, 1912, as amend-
- (f) Eksamens van die Koninklike Sanitêre Instituut.
- (g) Eksamens van die Instituut van Aktuarisse.
- (h) Hoër en Laer Taalbondeksamen in Afrikaans.
- (i) Staatsdienstoetse in snel- en tikskrif.
- (j) Eksamen van die Suid-Afrikaanse Biblioteekvereniging.
- (k) Fabriekinspekteurseksamens afgeneem deur die Departement van Onderwys, Kuns en Wetenskap.
- (l) Transportbesorgeksamens.
- (m) Eksamen van die Vereniging van Uitvoerende Beamptes.
- (n) Eksamen van die Vereniging van Geoktrooieerde Rekenmeesters (S.A.)
- (o) Eksamen van die Instituut van Gesertifiseerde Boekhouders.
- (p) Eksamen van die „Association of Certified and Corporate Accountants”.
- (q) Eksamen voorgeskryf deur die Suid-Afrikaanse Rekenmeestersvereniging se Algemene Eksamenraad.
- (r) Eksamen van die Instituut van Koste- en Werkerekenmeesters.
- (s) Suid-Afrikaanse Polisie-toelatingseksamens.
- (t) Suid-Afrikaanse Spoorweë Vakleerlingseksamens.
- (u) Staatsdienseksamens A, B en C. Vir die doel van hierdie eksamen kan spesiale verlof met volle betaling ook toegestaan word aan werknemers wie se diensvoorwaardes in ooreenstemming met die nywerheids- en dergelike ooreenkomste vasgestel is.
- (v) Die Spoorweë- en Hawenseksamens (vir kandidate vir aanstelling as klerke in die Spoorwegdiens).
- (w) Eksamens vir die Instituut van Administrasie en Handel van Suid-Afrika.
- (x) Eksamen van die Korporasie van Gesertifiseerde Sekretarisse, en enige ander eksamen wat die Sekretaris aanwys of bepaal;
- (2) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie, kragtens geneeskundige instruksies, waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het. Die toestaan van spesiale verlof onder hierdie subregulasie is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering aandui.
- (3) wanneer hy van diens afwesig is as gevolg van gevangenneming op 'n aanklag van misdaad en later vrygespreek word of die aanklag teruggetrek word vir die tydperk van gevangenneming;
- (4) (a) wanneer hy as 'n lid van die Aktiewe Burgermag kragtens die Zuid Afrika Verdedigings Wet 1912, soos gewysig, of enige regulasie daar kragtens uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe as hy onafgebroke opleiding kragtens artikel *ses bis* van die Zuid Afrika Verdedigings Wet, Wysigings Wet 1922 ondergaan of voltydse diens kragtens artikel *negentien* van die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, in plaas van vredestrydse opleiding verrig;
- (b) wanneer hy as 'n lid van die Aktiewe Burgermag soos hierbo bepaal vrywillig of as gevolg van enige spesifieke ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding bo en behalwe enige opleiding wat hy ooreenkomstig genoemde wet moet ondergaan, enige onafgebroke of afgebroke opleiding ondergaan of 'n instruksie- of kwalifiserende kursus bywoon, mits die bevelvoerder van die betrokke kommandement of Suid-Afrikaanse lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in belang van die Unieverdedigingsmag;
- (c) wanneer hy, as 'n lid van 'n skietkommando kragtens regulasies uitgevaardig ingevolge die Zuid Afrika Verdedigings Wet 1912, soos ge-

ed, to attend an official musketry practice, provided that the officer commanding the respective command certifies that attendance at such musketry practice is in accordance with the provisions of the aforesaid regulations;

- (d) when, as a member of a rifle commando, he attends an instructional or qualifying course, provided that the officer commanding the respective command certifies that attendance at such course is necessary in the interests of the Union Defence Force;
- (e) when, as a member of the Reserve of Officers, he is required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided that the relative army, air or naval and marine chief of staff certifies that such course or training is necessary in the interests of the Union Defence Force;
- (f) when, as a member of any portion of the Union Defence Forces (except a member of the Active Citizen Force who is undergoing continuous training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or performing whole-time service in lieu of peace-time training in terms of section *nineteen* of the South Africa Defence Act, 1912, as amended) he is called out in terms of section *seventy-nine* of the South Africa Defence Act, 1912, as amended, for service in the prevention or suppression of disorder in the Union or South West Africa;
- (5) when he attends a conference of the South African Nursing Association as a delegate;
- (6) when, as a member of a staff association or union which has been officially recognised he is permitted to attend meetings of departmental promotion committees as observer, resulting in his absence from duty for one or more working days;
- (7) where the provisions of sub-regulation (4) hereof are applicable to employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements; Where special leave is granted in terms of sub-regulations (1) to (6) hereof, any period actually and necessarily occupied in travelling for the purpose for which the leave is granted, may be included.

65. *Vacation Leave without Pay.*

If sound reasons exist, the Secretary may, at his discretion, but subject to the limits imposed by sub-regulation (5) of regulation 61, grant an employee who has no vacation leave with pay to his credit, vacation leave without pay, but not exceeding 184 days in the aggregate in any period of eighteen months. In exceptional cases the limitations imposed by this regulation may be waived with the approval of the Administrator.

66. *Sick Leave without Pay.*

If an employee has utilised his paid sick leave and the Secretary is not prepared or not in a position to grant him additional sick leave with half pay in terms of sub-regulation (5) of regulation 61, and notwithstanding the provisions of sub-regulation (6) of regulation 61, he may be granted sick leave without pay for a period not exceeding 92 days upon the submission by him to the Secretary of a satisfactory medical certificate. The grant to such employee of any sick leave without pay over and above that provided for in this regulation, shall be subject to the Administrator's approval.

67. *Leave which counts for Leave Purposes.*

- (1) All leave, of any kind whatsoever, with full or part pay, and vacation and sick leave without pay not exceeding 15 days in a month in the aggregate

wysig, 'n amptelike skietoefening moet bywoon mits die bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van sodanige skietoefening in ooreenstemming met die bepaling van voormelde regulasies is;

- (d) wanneer hy as 'n lid van 'n skietkommando 'n instruksie- of kwalifiserende kursus bywoon mits die bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van so danige kursus nodig is in belang van die Unieverdedigingsmag;
- (e) wanneer hy as lid van die Reserwe van Offisiere 'n herhalingskursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bevoegdheid te behou mits die stafhoof van die betrokke landmag, lugmag of vloot en marinemag sertifiseer dat sodanige kursus of opleiding nodig is in belang van die Unieverdedigingsmag;
- (f) wanneer hy as lid van enige afdeling van die Unieverdedigingsmag (behalwe 'n lid van die Aktiewe Burgermag wat onafgebroke opleiding kragtens artikel *ses bis* van die Zuid Afrika Verdedigings Wet Wysigings Wet 1922 ondergaan of voltydse diens kragtens artikel *negentien* van die Zuid Afrika Verdedigings Wet 1912 soos gewysig, in plaas van vredestrydse opleidings verrig) kragtens artikel *negeen-sewentig* van die Zuid Afrika Verdedigings Wet 1912 soos gewysig, opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste in die Unie of Suidwes-Afrika;
- (5) wanneer hy as afgevaardigde 'n konferensie bywoon van die Suid-Afrikaanse Verpleegstersvereniging;
- (6) wanneer hy as lid van 'n personeelvereniging of vakunie, wat amptelik erken word, toegelaat word om vergaderings van departementele bevorderingskomitees as waarnemer by te woon en hy as gevolg van sodanige bywoning vir een of meer werksdae van diens afwesig is;
- (7) waar die bepaling van subregulasie (4) hiervan van toepassing is op werknemers wie se diensvoorwaardes in ooreenstemming met die bepaling van nywerheids- en dergelike ooreenkomste vasgestel is;

Waar spesiale verlof wat ooreenkomstig subregulasies (1) tot (6) hiervan toegestaan word kan enige tydperk werklik en noodsaaklikerwys deurgebring met reis vir doeleindes waarvoor die verlof toegestaan word, insluit.

65. *Vakansieverlof sonder Betaling.*

As daar gegronde redes daarvoor bestaan kan die Sekretaris na goeddunke, maar onderworpe aan die beperkings wat deur subregulasie (5) van regulasie 61 opgelê word, aan 'n werknemer wat geen vakansieverlof met betaling tot sy kredit het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van agtien maande nie. In uitsonderlike gevalle kan die beperkings opgelê deur hierdie regulasie opgehef word met goedkeuring van die Administrateur.

66. *Siekteverlof sonder Betaling.*

As 'n werknemer sy betaalde siekteverlof opgebruik het en die Sekretaris nie bereid of nie in staat is om aan hom bykomende siekteverlof met halwe betaling kragtens subregulasie (5) van regulasie 61 toe te staan nie, en ondanks die bepaling van subregulasie (6) van regulasie 61, kan siekteverlof sonder betaling aan hom toegestaan word vir 'n tydperk van hoogstens 92 dae, by voorlegging deur hom aan die Sekretaris van 'n bevredigende geneeskundige sertifikaat. Die toestaan aan so 'n werknemer van enige siekteverlof sonder betaling bo en behalwe dié waarvoor daar in hierdie regulasie voorsiening gemaak word, is onderworpe aan die goedkeuring van die Administrateur.

67. *Verlof wat vir Verlofdoeleindes tel.*

- (1) Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie- en siekteverlof sonder betaling van hoogstens altesaam 15

shall count for the purpose of leave accrual. If the leave without pay exceeds the number of days mentioned herein —

- (a) such excess shall not be regarded as service for the purpose of sub-regulation (1) of regulation 59; and
- (b) the provision in respect of sick leave with full pay and sick leave with half pay which is applicable to an employee in terms of paragraph (b) of sub-regulation (1) of regulation 54 shall be reduced by one-thirty-sixth in respect of each such excess, which reduction shall be made from the provision of the cycle in which the excess occurs, or, if the available sick leave for the relative cycle has already been taken, from the provision for the next succeeding cycle.

68. *Paid leave counts for purposes of salary increments and leave.*

Leave of any kind whatsoever, in respect of which an employee receives full or part pay shall count for purposes of increments and leave.

69. *Exceptional cases.*

In the event of circumstances arising which justify departure from the provisions of this chapter, the Secretary may grant leave to an employee or classes of employees on such conditions as the Administrator may approve. The Administrator may also, at his discretion, prescribe special leave privileges for an employee or classes of employees and also approve leave arrangements not provided for in these regulations or which constitute a departure from the provisions of the regulations.

70. *Leave gratuities.*

- (1) (a) Leave gratuity is payable in respect of vacation leave (accumulative) standing to the credit of a full-time employee (including an employee whose period and/or conditions of service are fixed in a contract of service) when his services terminate as a result of —
 - (i) death;
 - (ii) discharge on account of ill-health not caused through his own actions, and discharge on account of decreasing strength;
 - (iii) discharge on superannuation or on account of old age;
 - (iv) discharge on account of redundancy, the abolition of a post or reorganisation;
 - (v) discharge in the case of a contracted employee on expiry of the term of service fixed in his contract;
 - (vi) discharge of an employee on reaching pensionable age in terms of the Union Pension Act (58 of 1955).
- (b) The gratuity shall not be payable if the employee leaves the service for any of the following reasons:—
 - (i) resignation (including transfer to a post outside the Public Service) except in the case of an employee falling under the provisions of the Factories, Machinery and Building Work Ordinance, 1952;
 - (ii) discharge on account of misconduct;
 - (iii) desertion;
 - (iv) discharge on account of ill-health caused through his own actions.
- (c) If an employee leaves the service for any one of the following reasons the payment of leave gratuity shall be subject to the approval of the Secretary. The Secretary shall be informed of the full circumstances of the case, when application for approval is made: —

dae in 'n maand, tel vir die doel van verlofaanwas. Ad die verlof sonder betaling die hierin gemelde getal oorskry, word —

- (a) sodanige oorskryding nie as diens vir die doeleindes van subregulasie (1) van regulasie 59 gereken nie; en
- (b) die voorsiening ten opsigte van siekteverlof met volle betaling en siekteverlof met halwe betaling wat kragtens paragraaf (b) van subregulasie (1) van regulasie 54 op die werknemer van toepassing is, met een ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder, en hierdie vermindering word aangebring aan die voorsiening van die tydkring waarin die oorskryding voorkom, of as die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening van die eersvolgende tydkring.

68. *Betaalde verlof tel vir Salarisverhogings- en Verlofdoeleindes.*

Alle verlof van welke aard ook al, ten opsigte waarvan 'n werknemer vol of gedeeltelike betaling ontvang, tel vir salarisverhoging- en verlofdoeleindes.

69. *Buitengewone Gevalle.*

As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Sekretaris aan 'n werknemer of klasse werknemers verlof toestaan op voorwaardes wat die Administrateur goedkeur. Die Administrateur kan ook, na goeddunke, spesiale verlofvoorregte vir 'n werknemer of klasse werknemers voorskryf asook goedkeuring verleen in verband met verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van die regulasies meebring.

70. *Verlofgratifikasie.*

- (1) (a) 'n Verlofgratifikasie is betaalbaar ten opsigte van vakansieverlof (oplopend) wat tot die kredit staan van 'n voltydse werknemer (insluitende 'n werknemer wie se diensvoorwaardes en/of dienstermyn in 'n dienskontrak bepaal is) wanneer sy dienste eindig ten gevolg van —
 - (i) dood;
 - (ii) ontslag as gevolg van swak gesondheid nie deur eie toedoen veroorsaak nie en ontslag as gevolg van afnemende kragte;
 - (iii) ontslag as gevolg van bereiking van die leeftydsgrens of op grond van hoë ouderdom;
 - (iv) ontslag as gevolg van oortolligheid, afskaffing van pos of reorganisasies;
 - (v) diensbeëindiging van 'n kontrakwerknemer as gevolg van verstryking van die dienstermyn in sy kontrak neergelê;
 - (vi) ontslag van 'n werknemer by bereiking van die pensioenleeftyd kragtens die Unie se Pensioenwet (58 van 1955).
- (b) Die gratifikasie is nie betaalbaar as 'n werknemer om die volgende redes uit diens tree nie —
 - (i) bedanking (insluitende oorplasing na 'n betrekking buite die staatsdiens) behalwe in die geval van 'n werknemer wat onder die bepalings van die Ordonnansie op Fabriek, Masjinerie en Bouwerk 1952, val;
 - (ii) ontslag as gevolg van wangedrag;
 - (iii) drosting;
 - (iv) ontslag as gevolg van swak gesondheid deur eie toedoen veroorsaak.
- (c) As 'n werknemer om een van die volgende redes uit diens tree is die betaling van 'n verlofgratifikasie onderworpe aan die goedkeuring van die Sekretaris. Die Sekretaris moet van die volledige omstandighede van die geval verwittig word wanneer aansoek om goedkeuring gedoen word —

- (i) discharge on account of inefficiency (as against misconduct);
 - (ii) discharge in order to promote efficiency or economy;
 - (iii) discharge of an employee without tendering any specific reasons: Provided that an employee with less than ten years service, shall be given one month's notice, and an employee with more than ten years service, three months notice.
- (d) An employee shall only qualify for the payment of gratuity if he, on the date on which his services terminate, has completed at least five years continuous and satisfactory service; such five year period of satisfactory service need not immediately precede the date of termination of service. In calculating the period of service any period of military service, declared calculable for pension purposes, shall be included, as well as any period of full-time temporary service continuous with service in a permanent capacity. The provisions of this regulation shall not apply in the case of an employee whose services terminate on account of his death.

(2) *Calculation of Maximum convertible Leave Credit.*

- (a) The maximum leave in respect of which gratuity may be paid shall be 184 days, except in the case of employees falling under the terms of the Factories, Machinery and Building Work Ordinance, 1952, where there is no limit.
- (b) The appropriate maximum leave mentioned in the above paragraph, shall, in the case of an employee who is dismissed on reaching pensionable age, be reduced by the number of days of vacation leave in excess of 92, which the employee utilised during the last year of his service.

(3) *General Provisions.*

- (a) Except in the case of death the leave gratuity shall be payable to the employee in question.
- (b) Where an employee's services terminate on account of his death the gratuity may be paid out in full without any further authorisation to the widow, or, in default of a widow, in equal portions to, or in favour of the minor children of the deceased, who were at the time of his death wholly dependent on him, or in default of any dependents, to the estate.

(4) The payment of leave gratuities, in any form whatsoever, shall be subject to the approval of the Secretary.

(5) *Calculation of the Cash Value of Leave.*

- (a) The amount of the leave gratuity is calculated by employing the following formula:

$$\frac{A \times B}{365}$$

where A represents the sum of the basic annual salary of the employee plus the annual equivalent of those allowances which have been specifically approved by the Secretary for leave gratuity purposes and which apply to the employee on his last day of service; and where B represents the employee's commutable leave credit, subject to the maximum or reduced maximum determined in accordance with sub-regulation (2).

- (b) An adjustment in the amount of leave gratuity may be made when an increase in salary or allowances is approved subsequent to the termination of the services of an employee, with retrospective effect from a date prior

- (i) ontslag weens onbekwaamheid (in teenstelling met wangedrag);
- (ii) ontslag met die oorgmerk om bekwaamheid of besuïning te bevorder;
- (iii) ontslag van 'n werknemer sonder enige spesifieke redes: Met dien verstande dat 'n werknemer met minder as tien jaar diens een maand kennis gegee moet word, en met meer as tien jaar diens drie maande kennis gegee moet word.

(d) 'n Werknemer verwerf slegs bevoegdheid vir die betaling van die gratifikasie as hy, op die datum waarop sy dienste eindig, minstens vyf jaar aaneenlopende bevredigende diens voltooi het; die bevredigende diens van vyf jaar hoef nie noodwendig die uitdienstredingsdatum onmiddellik vooraf te gaan nie. Vir die berekening van die dienstydperk moet enige tydperk van militêre diens wat as rekenbaar verklaar is vir pensioendoelindes, ingesluit word, asook enige tydperk van voltydse tydelike diens wat aaneenloop met diens in 'n permanente hoedanigheid. Die bepalings van hierdie regulasie is nie van toepassing in die geval waar 'n werknemer se dienste eindig as gevolg van sy dood nie.

(2) *Berekening van die maksimum omsetbare Verlofkredit.*

- (a) Die maksimum verlof ten opsigte waarvan 'n gratifikasie betaal kan word is 184 dae behalwe in die geval van werknemers wat onder die bepalings van die Ordonnansie op Fabriek, Masjinerie en Bouwerk 1952 ressorteer waar geen beperkings is nie.
- (b) Die toepaslike maksimum verlof in die voorafgaande paragraaf vermeld, moet verminderd word in die geval van 'n werknemer wat ontslaan word by bereiking van die pensioenleeftyd, met die aantal dae vakansieverlof bo 92 dae wat die werknemer gedurende die laaste jaar van sy diens geneem het.

(3) *Algemene Voorskrifte.*

- (a) Behalwe in die geval van dood is die verlofgratifikasie betaalbaar aan die betrokke werknemer.
- (b) Waar 'n werknemer se dienste eindig as gevolg van sy dood kan die gratifikasie sonder verdere magtiging ten volle aan die weduwee of, in geval daar geen weduwee is nie, in gelyke dele aan of ten voordele van die minderjarige kinders van die oorledene wat ten tye van sy oorlye geheel en al van hom afhanklik was, betaal word, of as daar geen afhanklikes was nie, in die boedel betaal word.

(4) Die betaling van verlofgratifikasies van watter aard ook al is onderworpe aan die goedkeuring van die Sekretaris.

(5) *Berekening van kontantwaarde van verlof.*

- (a) Die onderstaande formule word gebruik by die berekening van die bedrag van die verlofgratifikasie —

$$\frac{A \times B}{365}$$

met A gelyk aan die totaal van die werknemer se basiese jaarlikse salaris plus die jaarlikse ekwivalent van daardie toelaes wat die Sekretaris spesifiek met die oog op verlofgratifikasie goedgekeur het en waarvoor die werknemer op die laaste dag van sy diens in aanmerking kom; en met B gelyk aan die werknemer se omsetbare verlofkredit onderhewig aan die maksimum of verminderde maksimum wat ooreenkomstig subregulasie (2) gestel word.

- (b) Die bedrag van die verlofgratifikasie kan aangesuiwer word wanneer 'n salaris- of toelaagverhoging na beëindiging van die werknemer se diens goedgekeur word met terug-

to the termination of his services, provided that the relative authority contains approval for the payment to the employee of the relative increase notwithstanding the fact that he has left the service.

CHAPTER VI.

HOURS OF ATTENDANCE — OFFICE HOURS.

71. *Hours of attendance and overtime remuneration.*
- (1) Unless the Secretary determines otherwise Administration offices and institutions in the Territory shall be open all the year round at least during the following hours:—
- (a) *Summer months:* (From 1st October to 31st March)
 Week days from 8 a.m. to 1 p.m.
 2.30 p.m. to 4.30 p.m.
 Saturdays from 8 a.m. to 12 noon.
- (b) *Winter months:* (from 1st April to 30th September)
 Week days from 8.30 p.m. to 1 p.m.
 2 p.m. to 4.30 p.m.
 Saturdays from 8.30 a.m. to 12.30 p.m.
72. (a) Except as provided in paragraphs (a) and (b) of regulation 71 the standard weekly hours of attendance in the Territory shall be as follows:—
- (i) Work shops: 46 hours
- (ii) Field staff:
- (a) Roads 46 hours
 (b) Works 46 hours
 (c) Water Affairs 46 hours
 (d) Game Wardens 39 hours
 (e) Bush rangers 46 hours
- (iii) Nursing staff 50 hours
- (iv) Hostel staff 50 hours
- (v) All non-Europeans except hospital and hostel staff 46 hours.
- (b) The Secretary shall have the power to determine other hours where geographical, climatic or other local circumstances require it. The Secretary shall also determine which public feast days shall be deemed to be holidays.
73. *Attendance records.*
- (1) The head of an office shall be responsible for the observance by the staff under his control of the prescribed hours of attendance.
- (2) (a) A record of attendance shall be kept in which an employee shall personally record the time of his arrival at, and departure from, his place of work: Provided that these provisions shall not apply to an employee whose salary is equal to, or higher than, the £810 per annum salary notch.
- (b) If such employee is serving under circumstances which, in the opinion of the head of the branch, render the keeping of a record of his attendance impracticable, the head of the branch shall make such other arrangements as he may consider suitable to ensure that the prescribed hours of attendance are observed.
- (3) The record of attendance shall be entrusted by the head of the office to the personal custody of an employee whose duty it shall be —
- (a) to ensure that the record of attendance is accessible to members of the staff for the purpose mentioned in sub-regulation (2) and then only during such limited periods at the beginning and conclusion of the day's duties as may be determined by the head of the office;
- (b) to examine the entries in the record of attendance and submit it daily for inspection to the head of the office or to an employee delegated for the purpose;
- (c) to report any irregularity to the employee whose duty it is to inspect the record of attendance in terms of paragraph (b);

werkende krag vanaf 'n datum voor die beëindiging van sy dienste mits die betrokke goedkeuring ook die uitbetaling van die betrokke verhoging aan die werknemer magtig hoewel hy reeds die diens verlaat het.

HOOFSTUK VI.

DIENSURE — KANTOORURE.

71. *Diensure en Oortydbesoldiging.*
- Tensy die Sekretaris anders bepaal moet die Administrasiekantore en -inrigtings die hele jaar deur in die Gebied minstens gedurende onderstaande diensure oop wees:—
- (a) *Sommermaande:* (Van 1 Oktober tot 31 Maart)
 Weeksdag van 8 v.m. tot 1 n.m.
 2.30 n.m. tot 4.30 n.m.
 Saterdag van 8 v.m. tot 12 smiddags.
- (b) *Wintermaande:* (Van 1 April tot 30 September)
 Weeksdag van 8.30 v.m. tot 1 n.m.
 2 n.m. tot 4.30 n.m.
 Saterdag van 8.30 v.m. tot 12.30 n.m.
72. (a) Behalwe soos bepaal in paragraaf (a) en (b) van regulasie 71, is die weeklikse standaarddiensure in die Gebied soos volg:—
- (i) Werkwinkels: 46 uur.
- (ii) Veldpersoneel
- (a) Paaie 46 uur
 (b) Werke 46 uur
 (c) Waterwese 46 uur
 (d) Wildbewaarders 39 uur
 (e) Veldwagters 46 uur
- (iii) Verpleegpersoneel 50 uur maksimum
- (iv) Koshuispersoneel 50 uur
- (v) Alle nie-blankes uitgesonderd hospitaal- en koshuispersoneel 46 uur.
- (b) Die Sekretaris is bevoeg om ander tye te bepaal waar geografies, weers- of ander plaaslike omstandighede dit vereis. Die Sekretaris bepaal ook watter openbare feesdae as vakansiedae beskou moet word.
73. *Diensuurboeke.*
- (1) Die hoof van 'n kantoor is verantwoordelik vir die nakoming deur die personeel onder sy beheer van voorgeskrewe diensure.
- (2) (a) 'n Bywoningsregister moet gehou word waarin 'n werknemer persoonlik die tyd van sy aankoms by, en vertrek van sy werkplek moet aantekene: Met dien verstande dat die voorskryfte nie van toepassing is op 'n werknemer as sy salaris gelyk aan of hoër is as die £810 p.j. salariskerf nie.
- (b) As sodanige werknemer onder omstandighede dien wat na die afdelingshoof se mening die hou van 'n register van sy bywoning onprakties maak, moet die afdelingshoof die ander reëlins tref wat hy geskik ag ten einde te verseker dat die voorgeskrewe diensure nagekom word.
- (3) Die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n werknemer wie se plig dit is om:
- (a) sorg te dra dat die bywoningsregister beskikbaar is vir lede van die personeel vir die doel in subregulasie (2) genoem en dan slegs gedurende die beperkte tye aan die begin en einde van die dagtaak wat deur die hoof van die kantoor aangedui word.
- (b) die aantekeninge in die bywoningsregister na te gaan en die register daagliks vir inspeksiedoeleindes aan die hoof van die kantoor of aan 'n werknemer wat vir die doel aangewys is, voor te lê.
- (c) verslag te doen van enige onreëlmatigheid aan die werknemer wie se plig dit kragtens paragraaf (b) is om die bywoningsregister te inspekteer.

- (d) to ensure that only authentic recordings of arrival and departure are made by the employees mentioned in sub-regulation (2); and
- (e) to ensure that recorded cases of absence are covered by leave granted in terms of Chapter V of these regulations.

74. Overtime Remuneration.

- (a) Unless where otherwise provided for in these regulations every employee shall, when required to do so by a competent authority, attend for duty in excess of the standard weekly attendances prescribed in regulation 71, and shall have no claim to overtime remuneration for any such attendance or part thereof.

Employees' Time entirely at the Disposal of the Administration.

- (b) Every employee shall, irrespective of the rank held by him, place his time entirely at the disposal of the Administration and any employee may be required to be on duty in case of emergency or in accordance with the exigencies of the service, irrespective of the day of the year or week or the time of day.
- (c) Notwithstanding anything to the contrary contained in these regulations the payment of overtime remuneration to employees, who are subject to the provisions of the Factories, Machinery and Building Work Ordinance, 1952, shall be deemed a right and in the payment of overtime remuneration the provisions of the said Ordinance shall be complied with.
- (d) Notwithstanding anything to the contrary contained in these regulations and unless it is otherwise provided for therein, an employee may with the approval of the Secretary be paid overtime remuneration as follows:—

Applicable to employees with salaries of £ per annum.	For extra attendance on week days and public holidays in respect of employees with a working week of		For attendance on Sundays in respect of employees with a working week of	
	Up to 44 hours	Longer than 44 hours	Up to 44 hours	Longer than 44 hours
	s. d.	s. d.	s. d.	s. d.
Up to 52	0 7	0 6	0 8	0 7
Over 52 to 60	0 8	0 7	0 9	0 8
Over 60 to 68	0 9	0 8	0 10	0 9
Over 68 to 76	0 10	0 9	1 0	0 10
Over 76 to 88	1 0	0 10	1 2	1 0
Over 88 to 100	1 1	1 0	1 3	1 1
Over 100 to 120	1 4	1 2	1 6	1 4
Over 120 to 140	1 6	1 4	1 9	1 7
Over 140 to 160	1 9	1 6	2 1	1 9
Over 160 to 180	2 0	1 9	2 4	2 0
Over 180 to 210	2 4	2 0	2 8	2 4
Over 210 to 240	2 8	2 4	3 1	2 8
Over 240 to 270	3 0	2 7	3 5	3 0
Over 270 to 300	3 3	2 11	3 10	3 4
Over 300 to 330	3 7	3 2	4 3	3 8
Over 330 to 360	3 11	3 5	4 7	4 0
Over 360 to 390	4 3	3 9	5 0	4 4
Over 390 to 420	4 7	4 0	5 4	4 8
Over 420 to 450	4 11	4 4	5 9	5 0
Over 450 to 500	5 6	4 10	6 5	5 7
Over 500 to 550	6 0	5 3	7 0	6 2
Over 550 to 600	6 7	5 9	7 8	6 9
Over 600 to 650	7 1	6 3	8 4	7 3
Over 650 to 700	7 8	6 9	8 11	7 10
Over 700 to 750	8 3	7 2	9 7	8 5
Over 750 to 800	8 9	7 8	10 3	8 11
Over 800	9 0	7 11	10 7	9 3

CHAPTER VII

TRAVEL AND SUBSISTENCE EXPENSES AND CAMP ALLOWANCES

75. Rates of Subsistence Allowances.

- (1) Subject to the provisions of regulation 77 and save where other special provision is made in this chap-

- (d) Sorg te dra dat slegs outentieke aantekeninge van aankoms en vertrek gemaak word deur werknemers in subregulasie (2) genoem; en
- (e) sorg te dra dat aangetekende gevalle van afwesigheid gedek word deur verlof toegestaan kragtens hoofstuk V van hierdie regulasies.

74. Oortydbesoldiging.

- (a) Behalwe waar hierdie regulasies anders bepaal, moet elke werknemer wanneer dit op bevoegde gesag van hom vereis word, ekstra diens verrig bo die weeklikse standaarddiens wat in regulasie 71 voorgeskryf is en kan hy geen oortydbesoldiging vir sodanige diens of gedeelte daarvan eis nie.

AL DIE TYD VAN WERKNEMERS TOT BESKIKKING VAN DIE ADMINISTRASIE.

- (b) Elke werknemer, ongeag die rang wat hy beklee, moet al sy tyd tot die beskikking van die Administrasie stel en dit kan van enige werknemer vereis word om in die geval van nood of waar die behoeftes van die diens dit vereis, diens te verrig, ongeag die dag van die jaar of week of die tyd van die dag.
- (c) Nieteenstaande andersluidende bepalings in hierdie regulasies word die betaling van oortydbesoldiging aan werknemers wat onderhewig is aan die bepalings van die Ordonnansie op Fabrieke, Masjinerie en Bouwerk 1952 as 'n reg erken en moet daar aan die bepalings van genoemde ordonnansie voldoen word.
- (d) Ondanks andersluidende bepalings van hierdie regulasies en tensy anders daarin bepaal word, kan daar aan 'n werknemer met goedkeuring van die Sekretaris oortydbesoldiging betaal word as volg:—

Van toepassing op werknemers wat salarisse trek van £ per jaar	Vir ekstra diens op weksdae en diens op openbare vaksiedae ten opsigte van werknemers met werksweke van		Vir dien op Sondae ten opsigte van werknemers met werksweke van	
	Tot 44 uur	Langer as 44 uur	Tot 44 uur	Langer as 44 uur
	s. d.	s. d.	s. d.	s. d.
Tot 52	0 7	0 6	0 8	0 7
Oor 52 tot 60	0 8	0 7	0 9	0 8
Oor 60 tot 68	0 9	0 8	0 10	0 9
Oor 68 tot 76	0 10	0 9	1 0	0 10
Oor 76 tot 88	1 0	0 10	1 2	1 0
Oor 88 tot 100	1 1	1 0	1 3	1 1
Oor 100 tot 120	1 4	1 2	1 6	1 4
Oor 120 tot 140	1 6	1 4	1 9	1 7
Oor 140 tot 160	1 9	1 6	2 1	1 9
Oor 160 tot 180	2 0	1 9	2 4	2 0
Oor 180 tot 210	2 4	2 0	2 8	2 4
Oor 210 tot 240	2 8	2 4	3 1	2 8
Oor 240 tot 270	3 0	2 7	3 5	3 0
Oor 270 tot 300	3 3	2 11	3 10	3 4
Oor 300 tot 330	3 7	3 2	4 3	3 8
Oor 330 tot 360	3 11	3 5	4 7	4 0
Oor 360 tot 390	4 3	3 9	5 0	4 4
Oor 390 tot 420	4 7	4 0	5 4	4 8
Oor 420 tot 450	4 11	4 4	5 9	5 0
Oor 450 tot 500	5 6	4 10	6 5	5 7
Oor 500 tot 550	6 0	5 3	7 0	6 2
Oor 550 tot 600	6 7	5 9	7 8	6 9
Oor 600 tot 650	7 1	6 3	8 4	7 3
Oor 650 tot 700	7 8	6 9	8 11	7 10
Oor 700 tot 750	8 3	7 2	9 7	8 5
Oor 750 tot 800	8 9	7 8	10 3	8 11
Oor 800	9 0	7 11	10 7	9 3

HOOFSTUK VII.

REIS- EN VERBLYFKOSTE EN KAMPTOELAES

75. Tariewe vir Verblyftoelaes.

- (1) Behoudens die bepalings van regulasie 77 en uitgesonderd die omstandighede waarvoor in hierdie

ter or unless accomodation or subsistence allowance is otherwise provided or paid by the Government, or where an employee during his absence from his headquarters stays at his home, the head of a branch may pay to an employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Union, in the Territory, in Southern Rhodesian or the Protectorates, including the travelling time, subsistence allowance at the following rates:—

- (a) To a European employee if his annual salary or wage, including pensionable allowances and the cash value of pensionable privileges granted in kind —
 - (i) is higher than the maximum notch of the scale attaching to a post of principal administrative officer in the Public Service: Not more than 35s. a day;
 - (ii) is equal to or higher than the minimum notch of the scale attaching to a post of administrative officer in the Public Service but not higher than the maximum notch of the scale attaching to a post of principal administrative officer in the Public Service: Not more than 31s. a day;
 - (iii) is equal to or higher than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the Public Service but lower than the minimum notch of the scale attaching to a post of administrative officer in the Public Service: Not more than 27s. a day.
- (b) To a non-European employee within the Police Zone: Not more than 7s. a day.
- (c) (i) To a non-European employee, travelling on official duty outside the police zone, or who travels from his headquarters within the police zone to a place outside the police zone on official duty, 4/6 per day from the moment he crosses the police zone boundary until he returns.

6. Except where accomodation or subsistence allowance is provided or paid by the Administration in another way, an employee who is necessarily absent from his headquarters on official duty for a period of less than 24 hours may be reimbursed reasonable expenditure actually and necessarily incurred by him on accomodation, provided that it does not exceed a full day's subsistence allowance.

7. *Payment of Subsistence Allowances.*

- (1) Except where otherwise provided for in this chapter of the regulations, the subsistence allowances prescribed in regulation 75 (1) may be paid to an European employee during periods of absence from his headquarters for a continuous period not exceeding 180 days in the same town or place. In calculating the period of 180 days the time occupied by an employee's journey, to and from, his destination shall be disregarded. For the purposes of this sub-regulation the continuity of any period of sojourn at the same town or place shall not be regarded as having been interrupted by an absence, for any reason whatsoever, of less than one month.
- (2) Subsistence allowance at the following rates may be paid to an employee in respect of every hour of absence in excess of 24 hours or a multiple of 24 hours:
 - (a) If the daily tariff of subsistence allowance does not exceed 35/-: Not exceeding 1/6 per hour.
 - (b) If the daily tariff of subsistence allowance does not exceed 31/-: Not exceeding 1/4 per hour.
 - (c) If the daily tariff of subsistence allowance does not exceed 27/-: Not exceeding 1/2 per hour.

hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van regeringsweë op 'n ander manier verskaf of betaal word, of waar 'n werknemer tydens sy afwesigheid van sy hoofkwartier by sy huis tuisgaan, kan die afdelingshoof aan 'n werknemer wat vir 'n tydperk van 24 uur of langer onvermydelik van sy hoofkwartier in amptelike diens in die Unie, in die gebied, in Suid-Rhodesië of in die Protektorate afwesig is, insluitende die reistyd, verblyftoelae teen die onderstaande tariewe betaal:—

- (a) Aan 'n blanke werknemer as sy jaarlikse salaris of loon, insluitende pensioendraende toeslaes en die kontantwaarde van pensioendraende voorregte wat in natura verskaf word —
 - (i) hoër is as die maksimum kerf van die skaal verbonde aan 'n pos van eerste administratiewe beampte in die staatsdiens: Hoogstens 35s. per dag;
 - (ii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van administratiewe beampte in die staatsdiens maar nie hoër is nie as die maksimum kerf van die skaal verbonde aan 'n pos van eerste administratiewe beampte in die staatsdiens: Hoogstens 31s. per dag;
 - (iii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die staatsdiens maar laer is as die minimum kerf van die skaal verbonde aan 'n pos van administratiewe beampte in die staatsdiens: Hoogstens 27s. per dag.
- (b) Aan 'n nie-blanke werknemer binne die polisiezone: Hoogstens 7s. per dag.
- (c) Aan 'n nie-blanke werknemer wat buite die polisiezone reis of wat van sy hoofkwartier binne die polisiezone na 'n plek buite die polisiezone op amptelike diens reis 4/6 per dag vanaf die oomblik wat hy die polisiezone oorstek totdat hy weer terugkeer.

76. Buiten waar die Administrasie andersins herberg verskaf of verblyftoelae betaal, kan aan 'n werknemer wat vir 'n tydperk van minder as 24 uur in amptelike diens onvermydelik van sy hoofkwartier afwesig is, redelike uitgawe wat hy werklik en noodsaaklik aan herberg aangegaan het, terugbetaal word mits dit nie 'n volle dag se verblyftoelae oorskry nie.

77. *Betaling van Verblyftoelaes.*

- (1) Behoudens omstandighede waarvoor daar in hierdie hoofstuk van die regulasies ander voorsiening gemaak word, kan die verblyftoelae wat in regulasie 75 (1) voorgeskryf is, aan 'n blanke werknemer betaal word tydens tydperke van afwesigheid van sy hoofkwartier vir 'n deurlopende tydperk van hoogstens 180 dae in dieselfde dorp of plek. By die berekening van die tydperk van 180 dae word die tydsduur van die werknemer se reis na en van sy bestemming nie in aanmerking geneem nie. By die toepassing van hierdie subregulasie word die deurlopendheid van 'n tydperk van verblyf in dieselfde dorp of plek deur afwesigheid, om watter rede ook al, van minder as een maand nie as 'n onderbreking beskou nie.
- (2) Verblyftoelae teen die onderstaande tariewe kan aan 'n werknemer betaal word ten opsigte van elke uur van afwesigheid bo 24 uur of 'n veelvoud van 24 uur:—
 - (a) waar die daaglikse tarief van verblyftoelae tot op 35/- beloop: Hoogstens 1/6 per uur;
 - (b) waar die daaglikse tarief van verblyftoelae tot op 31/- beloop: Hoogstens 1/4 per uur;
 - (c) waar die daaglikse tarief van verblyftoelae tot op 27/- beloop: Hoogstens 1/2 per uur;

- (d) If the daily tariff of subsistence allowance does not exceed 23/-: Not exceeding 1/- per hour.
- (e) If the daily tariff of subsistence allowance does not exceed 7/-: Not exceeding 3d. per hour.
- (f) If the daily tariff of subsistence allowance does not exceed 4/6: Not exceeding 2d. per hour.
- (3) An employee shall not be paid subsistence allowance in respect of a period spent on board ship. No expenditure in respect of extras or liquor may be refunded to him. An employee who travels by air within the area embracing the Union of South Africa, South West Africa, Southern Rhodesia and the Protectorates, may be paid subsistence allowances as prescribed in these regulations. In respect of other air journeys no subsistence allowances shall be payable, but an employee may be reimbursed any reasonable expenditure actually and necessarily incurred by him on accommodation during such journeys.

78. *Stewards' and Porters' Fees.*

(1) *Stewards' Fees.*

An employee undertaking a sea voyage on official duty may be reimbursed the actual expenditure on stewards' fees on board ship, except fees to bar stewards, provided the following amounts are not exceeded:—

- (i) in respect of the employee: £7.10.0 per sea voyage;
- (ii) in respect of the employee and members of his household travelling with him at Government expense £10. 0. 0 per sea voyage.

(2) *Porters' fees.*

An employee entering, or leaving, a train or arriving at, or leaving, an hotel or boarding house, who makes use of the services of a porter, may be reimbursed the cost of porters' fees, provided such expenditure does not exceed the maximum given below. These provisions are also applicable to air and sea travel):—

- (1) Employees on official duty: 2/-.
- (2) Employees on transfer (Married, or, if married, with dependents);
- (a) when accompanied by family or dependents: 4/-;
- (b) when not accompanied by family or dependents: 2/-;
- (c) family or dependents not accompanied by employee: 2/-;
- (3) Single employees (without dependents) on transfer: 2/-;
- (4) when changing from one train to another a uniform rate of 2/- for transferring baggage into a compartment.

79. *Salary Increments with retrospective Effect.*

An employee's salary or wage increment having retrospective effect does not entitle him to the payment of a higher rate of subsistence allowance in respect of claims settled before notification of such increment.

80. *Inadequate subsistence Allowance.*

In cases where the subsistence allowance proves to be inadequate the difference between the amount payable in subsistence allowance in respect of the whole continuous period of the employee's absence from his headquarters and the reasonable expenses actually and necessarily incurred by him for accommodation in respect of such period may be refunded to him, on condition that —

- (a) he satisfies the Secretary that the accommodation used by him is comparable to his status;
- (b) the relative claim is supported by receipts or other documents of proof, or in cases where such proof is not available, by written declaration;

- (d) waar die daaglikse tarief van verblyftoelae tot op 23/- beloop: Hoogstens 1/- per uur;
- (e) waar die daaglikse tarief van verblyftoelae tot op 7/- beloop: Hoogstens 3d per uur;
- (f) waar die daaglikse tarief van verblyftoelae tot op 4/6 beloop: Hoogstens 2d. per uur.

- (3) Verblyftoelae word nie aan 'n werknemer betaald ten opsigte van 'n tydperk wat hy aan boord skoen bring nie. Geen uitgawes t.o.v. ekstras drank kan aan hom terugbetaal word nie. Aan werknemer wat per vliegtuig binne die gebied van die Unie van Suid-Afrika, Suidwes-Afrika, Suid-Rhodesië en die Protektorate reis, kan verblyftoelae soos in hierdie regulasies voorgeskryf, betaal word.

Ten opsigte van ander lugreise is verblyftoelae nie betaalbaar nie, dog redelike uitgawes wat werklik en noodsaaklik aan herberg gedurende sodanige reise aangegaan het, kan aan hom terugbetaal word.

78. *Hofmeesters-Kruiersfooie.*

(1) *Hofmeestersfooie.*

Aan 'n werknemer wat in amptelike diens 'n seereis onderneem, kan die werklike uitgawe aan hofmeestersfooie aan boord skip aangegaan, behalwe fooie aan drankkelners, terugbetaal word mits die onderstaande bedrae nie oorskry word —

- (i) ten opsigte van die werknemer: £7.10. 0 per seereis;
- (ii) ten opsigte van die werknemer en lede van sy huishouding wat op staatskoste met hom saamreis: £10. 0. 0 per seereis.

(2) *Kruiersfooie.*

Waar 'n werknemer wat op 'n trein klim of aan klim of by 'n hotel of losieshuis aankom of vertrek van die dienste van 'n kruier gebruik moet maak, kan die koste aan kruiersfooie aan hom terugbetaal word mits die uitgawe nie die onderstaande maksimum oorskry nie. (Hierdie bepaling is ook op lug- en seereise van toepassing).

- (1) Werknemers in amptelike diens: 2/-.
- (2) Werknemers met oorplasing (getroud, of in dien ongetroud met afhanklikes).
- (a) wanneer van gesin of afhanklikes vergees: 4/-.
- (b) wanneer nie van gesin of afhanklikes vergees: 2/-.
- (c) gesin of afhanklikes nie van die werknemer vergees: 2/-.
- (3) Ongetroude werknemers (sonder afhanklikes met oorplasing 2/-.
- (4) Wanneer daar van een trein na 'n ander oorgestap word, 'n eenvormige tarief van 2/- vir oorplasing van bagasie in 'n kompartement.

79. *Salarisverhogings met terugwerkende Krag.*

Die verhoging, met terugwerkende krag, van salaris of loon van 'n werknemer bring nie die betaling van 'n hoër tarief van verblyftoelae mee ten opsigte van eis wat reeds vereffen is voordat sodanige verhoging bekend gemaak is nie.

80. *Ontoereikende Verblyftoelae.*

In gevalle waar die verblyftoelae ontoereikend blyk te wees, kan die verskil tussen die bedrag wat aan verblyftoelae betaalbaar is ten opsigte van die hele deurlopende tydperk van die werknemer se afwesigheid van sy hoofkwartier en die redelike uitgawes wat hy werklik en noodsaaklik aan herberg vir sodanige tydperk aangegaan, aan hom terugbetaal word, op voorwaarde dat —

- (a) hy die Sekretaris oortuig dat herberg waarvan die werknemer gebruik gemaak het, vergelykbaar met sy status is.
- (b) die betrokke eis deur kwitansies of ander bewysstukke of, in gevalle waar sodanige bewyse nie beskikbaar is nie deur 'n skriftelike verklaring gestaaf word;

- (c) items like liquor, newspapers, telephone calls, tips, laundry, etc., which are not normally covered by subsistence allowances, are excluded from the calculation of the amount which may be refunded;
- (d) particulars of such claims are submitted to the Secretary for approval.

81. *Accommodation in Government Institution.*

An employee who during a period of absence from his headquarters finds accommodation in a Government institution shall not be entitled to claim normal subsistence allowance for the period of such accommodation. In such cases —

- (a) the fees usually charged by the institution for accommodation provided to visitors, may be refunded to the employee if he has paid such charges, or may be claimed by the institution from the visiting employee's branch; and
- (b) an allowance of 2/6 per day (calculated on pro rata basis for a portion of a day) may be paid to him to cover extra expenses: Provided that if accommodation is provided partly by a private person or staff member of the institution, the fees charged by such host shall also be refunded in accordance with paragraph (a).

82. *Camp Allowance.*

When the Government provides an employee with camping equipment he may not be paid subsistence allowance in respect of the period during which he stays in camp, but in lieu thereof a camp allowance may be paid at the following rates:—

- (a) to a European employee: £126 per annum;
- (b) to a non-European employee, irrespective of race, no camp allowance shall be payable.

83. *Payment of Subsistence and Camp Allowances during Periods of Leave and Week-ends.*

- (1) Subject to the provisions of sub-regulation (2) of this regulation no subsistence or camp allowance shall be paid out to an employee during periods of leave unless the Secretary's approval has been obtained.
- (2) Subsistence or camp allowance may be paid to an employee in respect of any period of sick leave not exceeding 14 days including special sick leave granted in terms of regulation 63 (1), provided the employee does not return to his headquarters.
- (3) When an employee is absent from his headquarters on official duty, the following provisions shall apply in connection with the payment of subsistence or camp allowance where such employee leaves the place where he is temporarily on duty for week-ends:—
 - (i) if the employee returns to his headquarters at Government expense, the allowance may not be paid in respect of the period of such week-end;
 - (ii) if the employee leaves the place where he is temporarily on duty at his own expense and his expenditure and accommodation at such place continue, the payment of subsistence or camp allowance for the week-end may be continued.
 - (iii) the head of the branch may at his own discretion and with proper regard to the most economic arrangement decide whether an employee should return to his headquarters for a week-end or not.

84. (1) An employee shall be deemed to be on official duty if he has to appear as —

- (a) a witness in criminal proceedings;
- (b) a witness or defendant in civil proceedings (including divorce proceedings);
- (c) a witness or respondent at a rent board investigation;
- (d) a witness before a court-martial; and such an employee may be paid subsistence allowance in accordance with the appropriate pre-

- (c) items soos drank, koerante, telefoonoproep, gratifikasiefooi, was van wasgoed, ens., wat nie normaalweg deur verblyftoelae gedek word nie uitgesluit word by die berekening van die bedrag wat terugbetaal kan word;
- (d) besonderhede van sodanige eise aan die Sekretaris voorgelê word vir goedkeuring.

81. *Verblyf by 'n Staatsinrigting.*

'n Werknemer wat gedurende 'n tydperk van afwesigheid van sy hoofkwartier by 'n staatsinrigting tuisgaan, kan nie vir die tydskuur van sy verblyf op betaling van normale verblyftoelae aanspraak maak nie. In sulke gevalle kan:—

- (a) die gelde wat normaalweg ten opsigte van besoekers deur die inrigting vir herberg gehê word of aan die werknemer terugbetaal word indien hy sodanige gelde betaal het, of die inrigting kan betaling van die gelde van die besoekende werknemer se afdeling eis; en
- (b) 'n toelae van 2/6 per dag (berekende op 'n pro rata grondslag vir 'n gedeelte van 'n dag) aan hom betaal word om bykomstige uitgawes te dek: Met dien verstande dat, indien herberg gedeeltelik deur 'n private persoon of 'n personeelid van die inrigting verskaf word, die gelde wat deur sodanige gasheer gehê word, ook ooreenkomstig paragraaf (a) terug betaal word.

82. *Kamptoelae.*

Wanneer kampuitrusting van regeringsweë aan 'n werknemer verskaf word, kan aan hom geen verblyftoelae betaal word vir 'n tydperk wat hy in 'n kamp woon nie, maar in plaas daarvan kan 'n kamptolae teen die onderstaande tariewe betaal word:

- (a) Aan 'n blanke werknemer £126 per jaar;
- (b) aan 'n nie-blanke werknemer, ongeag sy ras, is geen kamptolae betaalbaar nie.

83. *Betaling van Verblyf- en Kamptoelae gedurende Tydperke van Verlof en Naweke.*

- (1) Behoudens die bepalings van subregulasie (2) van hierdie regulasie word 'n verblyf- of kamptolae nie aan 'n werknemer gedurende tydperke van verlof uitbetaal nie, tensy die goedkeuring van die Sekretaris verkry is.
- (2) 'n Verblyf- of kamptolae kan aan 'n werknemer betaal word ten opsigte van 'n tydperk van siekteverlof van hoogstens 14 dae, insluitende spesiale siekteverlof wat kragtens regulasie 63(1) toegeestaan is, mits die werknemer nie na sy hoofkwartier terugkeer nie.
- (3) As 'n werknemer in amptelike diens van sy hoofkwartier afwesig is, is die volgende voorskrifte in verband met die betaling van verblyf- of kamptolae van toepassing as hy die plek waar hy tydelik op diens is, gedurende 'n naweek verlaat:—
 - (i) As die werknemer op staatskoste na sy hoofkwartier terugkeer, word die toelae nie ten opsigte van die tydskuur van die naweek betaal nie;
 - (ii) As die werknemer die plek waar hy tydelik op diens is, op eie koste verlaat, en sy uitgawe en sy herberg by sodanige plek voortduur, kan voortgegaan word met die betaling van verblyf- of kamptolae vir die naweek.
 - (iii) Die afdelingshoof kan na goeë dunde besluit of 'n werknemer vir 'n naweek na sy hoofkwartier moet terugkeer, al dan nie, met behoorlike inagneming van watter reëling die goedkoopste mag wees.

84. (1) 'n Werknemer word geag in amptelike diens te wees as hy as:

- (a) getuie in 'n strafsak;
- (b) getuie of verweerder in 'n siviele geding (insluitende 'n egskeidingsak);
- (c) getuie of gedaagde by 'n huurraad ondersoek;
- (d) getuie voor 'n krygsraad moet verskyn; en aan so 'n werknemer kan verblyftoelae volgens die toepaslike voorgeskrewe tarief betaal word

scribed rate in respect of absence from his headquarters.

- (2) Where the employee is the plaintiff in civil proceedings including divorce proceedings), or the person taking the initiative in a rent board investigation he shall not be deemed to be on official duty.
- (3) The provisions of sub-regulation (1) of this regulation shall not apply to an employee whose conditions of service have been laid down by an industrial or other agreement.

85. *Witnesses' Fees.*

If witnesses' fees or any refund of expenses are paid out to an employee such fees or compensation shall be paid by him into revenue, and the revenue receipt handed in at the office of his immediate head together with his claim for payment of subsistence costs at the prescribed rate.

86. *Permanent Transfer and Employees travelling by Car.*

- (1) An employee who is transferred permanently from one headquarters to another may be paid subsistence allowance and an additional subsistence allowance at the full rate applicable to himself in respect of every member of his household over the age of 12 years, and at half that rate in respect of every other member, for the periods necessarily spent in travelling from one headquarters to another, but with the exception of household servants in respect of whom reasonable living expenses actually and necessarily incurred, may be paid.
- (2) An employee who makes use of motor transport in lieu of railway transport, may be paid subsistence allowance in respect of the period spent in travelling between his old headquarters and his new headquarters, provided that such period shall not be longer than a train journey would ordinarily have taken.

87. *Rates are Maximum Rates.*

The rates according to which subsistence and camp allowances are paid in terms of these regulations shall be maximum rates and the Secretary may approve payment at a lower rate if the circumstances in a particular case are in his opinion such that payment of the full rate is not justified.

88. *Casualties.*

If the Workmen's Compensation Commissioner lays down that subsistence costs incurred by an employee in connection with the treatment of an injury received as a result of an accident arising from his employment and taking place in the course of it, shall be deemed to be medical treatment costs, the expenditure actually and necessarily incurred for accommodation, shall be refunded. In such a case subsistence allowance shall not be paid at the prescribed rate.

89. *Subsistence Allowance on first Appointment.*

A person shall not be paid subsistence allowance on his first appointment to the Administration in respect of his journey to the place where he is required to assume duty: Provided that a person who is resident outside South West Africa and who is appointed in that Territory, may be paid subsistence allowance in respect of himself and his household in terms of the provisions of regulation 75 for the period occupied by his train journey from De Aar to his destination.

90. *Exceptional Cases.*

If circumstances arise which justify a departure from the provisions of this chapter of the regulations or in a case not covered by these regulations, a subsistence or camp allowance may be paid to an employee on such conditions as the Administrator may determine.

ten opsigte van 'n afwesigheid van sy hoofkwartier.

- (2) As 'n werknemer egter die eiser in 'n siviele geding (insluitende 'n egskeidingsaak) is, of die persoon wat die inisiatief in 'n huurraadondersoek neem, word nie geag dat hy in amptelike diens is nie.
- (3) Die bepalings van subregulasie (1) van hierdie regulasie is nie van toepassing op 'n werknemer wie se diensvoorwaardes deur 'n nywerheids- of ander ooreenkoms bepaal word nie.

85. *Getuiegelde.*

Indien getuiegelde of enige terugbetaling van onkoste aan 'n werknemer betaal word moet sodanige gelde of vergoeding deur die werknemer by inkomste inbetaal word en die inkomstekwitasie by die kantoor van sy onmiddellike hoof ingegee word tesame met sy eis om betaling van verblyf-koste teen die voorgeskrewe tarief.

86. *Permanente Oorplasing en Werknemers wat per Motor reis.*

- (1) Aan 'n werknemer wat permanent van een standplaas na 'n ander oorgeplaas word, kan verblyf-toelae en 'n addisionele verblyf-toelae, teen die volle tarief op homself van toepassing, betaal word vir elke lid van sy huishouding wat oor die ouderdom van 12 jaar is, en teen die helfte van die tarief vir elke ander lid vir die tydperk wat die reise van een hoofkwartier na 'n ander noodwendig in beslag geneem het, maar uitgesonderd huisbedienendes vir wie redelike bestaansuitgawes wat werklik en noodsaaklik aangegaan is, betaal kan word.
- (2) Aan 'n werknemer wat van motorvervoer in plaas van treinvervoer gebruik maak, kan ten opsigte van die tydskuur van die reis tussen die ou standplaas en die nuwe standplaas, verblyf-toelae betaal word: Met dien verstande dat sodanige tydskuur nie langer is as wat 'n treinreis normaalweg sou neem nie.

87. *Tariewe is Maksimum Tariewe.*

Die tariewe waarvolgens verblyf- en kamptoeelae volgens hierdie regulasies betaal word is maksimum tariewe, en die Sekretaris kan betaling teen 'n laer tarief goedkeur indien die omstandighede van 'n besondere geval na sy oordeel sodanig is dat betaling teen die volle tarief nie geregtig is nie.

88. *Ongevalle.*

As die Ongevallekommissaris bepaal dat verblyf-koste wat deur 'n werknemer aangegaan word in verband met die behandeling van 'n besering opgedoen as gevolg van 'n ongeval wat uit sy diens voortspruit en in die loop daarvan plaasvind, as koste vir geneeskundige behandeling beskou moet word, kan die uitgawe wat werklik en noodsaaklik aan herberg aangegaan is, terugbetaal word. In so 'n geval word verblyf-toelae nie teen die voorgeskrewe tarief betaal nie.

89. *Verblyf-toelae by Eerste Aanstelling.*

'n Verblyf-toelae word nie aan 'n persoon by sy eerste aanstelling in die Administrasie ten opsigte van sy reis na die plek waar hy diens moet aanvaar, betaal nie: Met dien verstande dat aan 'n persoon wat buite Suidwest-Afrika woonagtig is en wat in die Gebied aangestel word, 'n verblyf-toelae ten opsigte van homself en sy huishouding ooreenkomstig die bepalings van regulasie 75 betaalkan word ten opsigte van die tydskuur van sy treinreis vanaf De Aar na sy bestemming.

90. *Buitengewone Gevalle.*

As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk van die regulasies geregtig of in die geval wat nie deur hierdie regulasies gedek word nie, kan 'n verblyf-toelae of kamptoeelae aan 'n werknemer betaal word op die voorwaardes wat die Administrateur bepaal.

CHAPTER VIII.

OFFICIAL TRAVELLING AND TRANSPORT.

91. *Use of Economical Means.*

- (a) All official journeys shall be approved by the Secretary who shall ensure that they are necessary and in the interests of the Administration and performed as economically as possible.
- (b) An employee shall travel by the most economical means, as expeditiously as circumstances allow and, subject to the provisions of regulation 93, by the shortest route.
- (c) If an employee has travelled in a manner involving greater expenditure on transport than was necessary the head of the branch shall limit the amount payable to him in reimbursement of his travelling costs to what it would have cost had he observed the requirements of sub-regulation (b); and if he has so travelled on a Government warrant or by means of Government transport, he shall refund the expenditure unnecessarily incurred.

92. *Transport Expenses.*

Subject to the provisions of this chapter an employee required to travel on duty shall be reimbursed the cost of conveying himself and his necessary luggage, and all reasonable expenditure incurred in connection with taxi hire (where Government transport is not available), portage, shipping or loading fees and other incidental services.

93. *Means of Transport to be used.*

- (a) An employee required to travel on duty in the Union or South West Africa shall perform his journey by train or railway bus (including luxury bus where such service operates and is more economical). If the journey cannot be performed by train or railway bus, the employee shall travel by means of the cheapest public transport available. No official journey shall be performed by air unless the approval of the Secretary has been obtained.
- (b) If public transport is not available he shall make the best and most economical arrangements for the hire of the necessary transport unless a Government vehicle from a Government garage is available.
- (c) In exceptional cases the Secretary may authorise an employee to perform an official journey by means of privately owned transport if the Secretary is satisfied that the public interest will be better served thereby, whether or not it is possible to perform the journey by Government or public transport.

94. *Class in which Employees are entitled to travel by Train.*

An employee authorised to travel at State expense by train may travel in the classes indicated hereunder:—

(a) *Europeans:*

In the Union and South West Africa all European employees shall travel in the second class, except employees in the professional, administrative, clerical and technical divisions and all female personnel who may travel in the first class.

(b) *Non-Europeans:*

All non-European and coloured employees shall travel in the third class, except where such employees' basic salaries exceed £180 per annum, in which case such employees may travel in the second class.

95. *Transport on first Appointment.*

On conditions relating to means of transport and classes of travel similar to those prescribed for employees in this chapter of the regulations —

- (1) a person residing in the Union or South West Africa who is appointed as an employee of the Administration may be granted free transport for himself and his household and personal effects

HOOFSTUK VIII.

AMPTELIKE REISE EN VERVOER

91. *Gebruik van ekonomiese Middels.*

- (a) Alle amptelike reise moet deur die Sekretaris goedgekeur word wat moet sorg dra dat hulle noodsaaklik en in belang van die Administrasie is en so ekonomies moontlik afgelê word.
- (b) 'n Werknemer moet met die mees ekonomiese middels, met so min versuim as wat omstandighede toelaat, en behoudens die bepalings van regulasie 93 met die kortste roete reis.
- (c) Indien 'n werknemer op 'n wyse gereis het wat groter vervoeruitgawes meebring as wat nodig was, moet die afdelingshoof die bedrag wat ter vereffening van sy reiskoste aan hom betaalbaar is, beperk tot wat dit sou gekos het as hy die vereistes van subregulasie (b) nagekom het; en as die werknemer aldus op 'n regeringsorder of met 'n regeringsvervoermiddel gereis het, moet hy die uitgawes wat onnodig aangegaan is, terugbetaal.

92. *Vervoeruitgawes.*

Behoudens die bepalings van hierdie hoofstuk moet aan 'n werknemer van wie dit vereis word dat hy op diens moet reis, die onkoste verbonde aan die vervoer van homself en sy noodsaaklike bagasie, asook alle redelike uitgawes wat in verband met huurmotors (waar regeringsvervoer nie beskikbaar is nie), kruiersloon, inskeping, uitskeping en ander bykomende uitgawes aangegaan is, terugbetaal word.

93. *Vervoermiddels wat gebruik moet word.*

- (a) 'n Werknemer van wie verwag word dat hy in die Unie of Suidwes-Afrika in amptelike diens moet reis, moet sy reis per trein of spoorwegbus (insluitende 'n luukse-bus waar so 'n diens bestaan en dit meer ekonomies is) aflê. Indien die reis nie per trein of per spoorwegbus afgelê kan word nie, moet die werknemer met die goedkoopste openbare vervoer reis. Geen amptelike reis mag per vliegtuig afgelê word nie tensy die goedkeuring van die Sekretaris verkry is.
- (b) As openbare vervoermiddels nie beskikbaar is nie, moet hy die beste en mees ekonomiese reëlings vir die huur van die nodige vervoer tref tensy 'n regeringsvoertuig van 'n regeringsgarage beskikbaar is.
- (c) In 'n buitengewone geval kan die Sekretaris 'n werknemer magtig om 'n amptelike reis met private vervoer af te lê as die Sekretaris oortuig is dat die openbare belang beter daardeur bevorder sal word ongeag of dit moontlik is om die reis met regerings- of openbare vervoer af te lê, al dan nie.

94. *Klas waarin Werknemers geregtig is om per Trein te reis.*

'n Werknemer wat gemagtig is om op staatskoste per trein te reis kan in die hieronder aangeduide klasse reis:

(a) *Blankes.*

In die Unie en Suidwes-Afrika moet alle blanke werknemers in die tweede klas ry behalwe bekleërs van poste in die vakkundige, administratiewe, klerklike en tegniese afdelings en alle vroulike personeel, wat eerste klas kan reis.

(b) *Nie-blankes:*

Alle nie-blanke en kleurlinge moet in die derde klas ry behalwe wanneer sulke werknemers se basiese salaris meer as £180 per jaar beloop, in welke geval sodanige werknemers in die tweede klas kan reis.

95. *Vervoer by eerste Aanstelling.*

Op voorwaardes betreffende vervoermiddels en reisklasse ooreenkomstig dié wat vir werknemers in hierdie hoofstuk van die regulasies voorgeskryf is, kan —

- (a) aan 'n persoon wat in die Unie of Suidwes-Afrika woon en wat as werknemer van die Administrasie aangestel word kostelose vervoer vir homself en sy huishouding en persoonlike besittings toege-

from the place where he is recruited to the place where he has been instructed to assume duty. (Transport shall include conveyance by taxi between the residence and the public conveyance by which the journey is undertaken). Such free transport is granted on condition that if such employee should resign, or if his employment should be terminated, within twelve months from the date of his having assumed duty, because of unsatisfactory service, he shall refund the expenses incurred in this connection in respect of the transport of his household and personal effects. For the purpose of these regulations transport shall include the cost of packing and unpacking.

96. *Government Transport.*

- (a) If the head of a branch is satisfied that it would serve the Administration's interests best, he may require an employee whose duties necessitate frequent or regular travelling, to use such Government transport as may be deemed necessary for the efficient performance of his duties.
- (b) If an employee who is required to operate Government transport in terms of sub-regulation (a) of this regulation, is not the holder of the appropriate driver's licence, he shall be provided at Government expense with the necessary tuition and be refunded any examination or driver's licence fees.

97. *Allowances for the Use of private Transport.*

An employee who has been authorised in terms of regulation 93 (c) to use his privately owned transport for the performance of an official journey, may be paid the following:—

- (a) in the case of motor transport, the relative mileage and passenger allowances approved by the Administrator;
- (b) in the case of other means of transport, such allowances as may be approved by the Administrator;

provided that the final expenditure for the use of such private means of transport shall not be more than it would have cost the Administration if the usual public means of transport has been used.

98. *Transport of personal Requirements to a Camp.*

An employee who for the purpose of carrying out his official duties is required to live in camp, may, subject to the approval of the Secretary, be granted free conveyance for his personal requirements including provisions, from the nearest railway station or trading store to the camp, provided that the most economical transport arrangements are made.

99. *Exceptional Cases.*

If circumstances arise for which no provision is made in this chapter, or which justify a departure from the provisions of this chapter, the Secretary may authorise official travelling by such manner or means, or the payment of such expenditure or allowances, as he may deem fit.

CHAPTER IX.

TRANSFER EXPENDITURE.

100. *Definitions.*

In this chapter of the regulations, unless it is inconsistent with the context —

“household” shall mean (a) the wife of an employee and any child (including an adopted child) who lives with him permanently and is of necessity dependent upon him;

- (b) a relative of an employee who lives with him permanently and who is of necessity dependent upon him and whose income does not exceed the maximum of £150 per annum in the case of a European, and in the case of a non-European, irrespective of race, as the Secretary determines;

staan word vanaf die plek waar hy gewerf is tot by die plek waar hy aangesê is om diens te aanvaar. (Vervoer sluit in vervoer per huurmotor tussen die woning en die openbare vervoermiddel waarmee die reis onderneem word). Sulke kostelose vervoer word toegestaan op die voorwaarde dat as die persoon bedank of sy dienste weens onbevredigende diens beëindig word binne twaalf maande vanaf die datum van sy diensaanvaarding, hy die koste wat ten opsigte van die vervoer van sy huishouding en persoonlike besittings in hierdie verband aangegaan is, terugbetaal. By die toepassing van hierdie regulasies sluit vervoer ook koste van verpakking en uitpak in.

96. *Regeringsvervoer.*

- (a) As 'n afdelingshoof oortuig is dat dit in die Administrasie se belang is, kan daar van 'n werknemer wie se dienste dit noodsaaklik maak dat hy dikwels of gereeld reis, vereis word dat hy die regeringsvervoer wat vir doeltreffende verrigting van sy pligte nodig geag word, gebruik moet maak.
- (b) Indien 'n werknemer van wie daar kragtens sub-regulasie (a) van hierdie regulasie vereis word dat hy regeringsvervoer moet bestuur, nie 'n gepaste bestuurderslisensie besit nie, word hy op staatskoste van die nodige onderrig voorsien en word alle eksamen- of bestuurderslisensiegelde aan hom terugbetaal.

97. *Toelaes vir Gebruik van private Vervoer.*

Aan 'n werknemer wat kragtens regulasie 93(c) gemagtig is om sy private vervoer vir die aflê van 'n amptelike reis te gebruik, kan die volgende betaal word:

- (a) in die geval van motorvervoer, die betrokke myl en passasierstoelaes wat deur die Administrateur goedgekeur is;
- (b) in die geval van ander vervoermiddels, die toelaes wat deur die Administrateur goedgekeur is;

mits die uiteindelijke uitgawes vir die gebruik van sulke private vervoermiddels nie meer is as wat dit die Administrasie sou gekos het indien van die gebruiklike openbare vervoermiddels gebruik gemaak is nie.

98. *Vervoer van persoonlike Benodigdhede na 'n Kamp.*

Aan 'n werknemer van wie dit vir die uitvoering van sy amptelike pligte vereis word dat hy in 'n kamp moet woon, kan, behoudens goedkeuring van die Sekretaris kostelose vervoer van die naaste spoorwegstasie of winkel na die kamp vir sy persoonlike benodigdhede, in sluitende voedselvoorraade, toegestaan word, mits die goedkoopste vervoerreëlings getref word.

99. *Buitengewone Gevalle.*

As daar omstandighede ontstaan waarvoor geen voorsiening in hierdie hoofstuk gemaak is nie, of wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Sekretaris amptelike reise op die wyse of met die middels, of die betaling van die uitgawes of toelaes wat hy goed vind, goedkeur.

HOOFSTUK IX.

OORPLASINGSKOSTE.

100. *Woordbegelying.*

In hierdie hoofstuk van die regulasies, tensy dit met die samehang onbestaanbaar is, beteken —

„huishouding” (a) die vrou van 'n werknemer en 'n kind (insluitende 'n aangename kind wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is;

- (b) 'n familielid van 'n werknemer wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is en wie se inkomste nie die maksimum van £150 per jaar, in die geval van 'n blanke oorskry nie en in die geval van 'n nie-blanke ongeag sy ras, soos bepaal deur die Sekretaris.

Personal effects" shall mean the movable property of an employee and that of his household, including one motor vehicle, but excluding livestock.

01. *Employees subject to Transfer.*

Every employee is according to the exigencies of the Administration subject to transfer from one place, office or post to another place, office or post in the Administration, whether such transfer is to a post in a lower rank or not: Provided that no employee may be transferred without his own permission if such transfer should result in a reduction of such employee's basic salary or wage, unless the transfer takes place as a result of demotion in terms of Chapter IV of these regulations, and provided further that no transfer involving costs may take place without the Secretary's approval.

02. *Transfer at own Request.*

Unless the Secretary decides otherwise the transfer of an employee at his own request shall be effected in his own time and at his own expense.

03. *Abnormal living Expenses on Transfer.*

The Secretary may refund to an employee who has been transferred, the following:—

- (a) the amount actually and necessarily expended on rent or board and lodging and servants' wages at the original headquarters and forfeited in consequences of short notice of transfer, provided expenditure on rent or board and lodging and servants' wages is concurrently incurred at the headquarters to which the employee is transferred.
- (b) The amount actually and necessarily expended on board and lodging or hotel accommodation at the original headquarters for a period not exceeding 7 days because of the employee's being compelled to reside at a boarding house or hotel while his furniture and effects are being packed or transported to his new headquarters.
- (c) The amount actually and necessarily expended on board and lodging or hotel accommodation at the new headquarters because of the employee's being compelled to reside in a boarding house or hotel for a period not exceeding seven days while his furniture and effects are being unpacked, or transported from the old headquarters or while he is in search of a house or flat.
- (d) The difference between normal living expenses comprising rent, rates, water, light, fuel, food and servants' wages and the abnormal expenses actually and necessarily incurred by the employee at his new headquarters through being compelled to reside in a boarding-house or hotel for a period of longer than seven days while his furniture and effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat: Provided that no claim for abnormal living expenses in respect of a period in excess of two calendar months shall be entertained.

04. *Transport of Personal Effects on Transfer.*

- (a) When an employee is transferred to another place his effects shall be transported at the Administration's expense.
- (b) The packing of personal effects shall be done at the Administration's expense and the cost of disconnecting, connecting and altering electrical domestic appliances shall be compensated by the Administration on the same basis as laid down in the Public Service Regulations.
- (c) The employee shall be responsible for ensuring that his personal effects are properly packed, and his effects shall be packed and unpacked under his or his representative's supervision.
- (d) Refrigerators may only be packed, and it shall be the responsibility of employees to ensure that valves are closed and motors bolted down before packing starts.
- (e) The Administration does not assume any liability

„persoonlike besittings" die roerende goed van 'n werknemer en van sy huishouding, met inbegrip van een motovoertuig, maar nie lewende hawe nie.

101. *Werknemers onderhewig aan Oorplasing.*

Elke werknemer is na gelang van die vereistes van die Administrasie onderhewig aan oorplasing van een plek, kantoor of betrekking na 'n ander plek, kantoor of betrekking in die Administrasie, hetsy sodanige oorplasing na 'n pos in 'n laer rang is, al dan nie: Met dien verstande dat geen oorplasing wat 'n vermindering in die basiese salaris of loon van die werknemer meebring, sonder sy toestemming geskied nie tensy die oorplasing geskied as gevolg van verlagings in rang opgelê ingevolge hoofstuk IV van hierdie regulasies: Met dien verstande verder dat geen oorplasing waaraan koste verbonde is, mag geskied sonder goedkeuring van die Sekretaris nie.

102. *Oorplasing op eie versoek.*

Tensy die Sekretaris andersins besluit, vind die oorplasing van 'n werknemer wat op eie versoek oorgeplaas word, in sy eie tyd en op sy eie koste plaas.

103. *Abnormale Bestaansuitgawes by Oorplasing.*

Die Sekretaris kan die volgende aan 'n werknemer wat oorgeplaas is, terugbetaal:—

- (a) Die bedrag wat werklik en noodsaaklik aan huur of losies en bediendeloon by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van oorplasing, mits daar ook uitgawes aan huur of losies en bediendeloon by die hoofkwartier waarheen die werknemer oorgeplaas is, gelyktydig aangegaan word.
- (b) die bedrag wat werklik en noodsaaklik aan losies of hotelakkommodasie by die oorspronklike hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die werknemer verplig is om in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings ingepak of na die nuwe hoofkwartier vervoer word.
- (c) Die bedrag wat werklik en noodsaaklik aan losies of hotelakkommodasie by die nuwe hoofkwartier uitgegee is deurdat die werknemer verplig is om vir tydperk van hoogstens sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is.
- (d) Die verskil tussen die normale bestaansuitgawes bestaande uit huur, belastinge, water, ligte, brandstof, voedsel en bediendeloon en die abnormale uitgawes, werklik en noodsaaklik deur 'n werknemer by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om vir 'n tydperk van langer as sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is: Met dien verstande dat geen eis vir abnormale bestaansuitgawes ten opsigte van 'n tydperk van langer as twee kalendermaande oorweeg kan word nie.

104. *Vervoer van persoonlike Besittings by Oorplasing.*

- (a) Indien 'n werknemer na 'n ander plek verplaas word, word sy besittings op Administrasiekoste vervoer.
- (b) Die verpakking van persoonlike besittings word op Administrasiekoste gedoen en koste van ont-koppeling, aankoppeling en verandering van huishoudelike elektriese benodighede word deur die Administrasie vergoed op dieselfde grondslag as wat in die Staatsdiensregulasies neergelê is.
- (c) Die verantwoordelikheid om toe te sien dat persoonlike besittings behoorlik verpak is berus by die werknemer en besittings moet onder sy toesig of dié van sy verteenwoordiger verpak en uitgepak word.
- (d) Yskaste word slegs verpak en werknemers moet self sorg dra dat kleppe gesluit en motore vasgebout word, voor verpakking geskied.
- (e) Die Administrasie aanvaar geen aanspreeklikheid vir gloeilampe van radiostelle wat gebreek is of

for broken radio valves, or damaged musical instruments or works of art.

- (f) The cost of loading and unloading a motor vehicle shall be borne by the employee and the Administration shall pay the railage on only one motor vehicle.
- (g) The maximum weight of personal effects, including one motor vehicle, which may be transported at the Administration's expense, shall be 14,000 lbs.

105. *Transport of Employee and his Household.*

Any employee who is transferred shall receive a rail warrant for tickets for himself and his household in the class prescribed in regulation 94 for the journey to his new headquarters, or where a journey by rail is impossible the most economic means of available transport may be used.

106. *Use of private Transport.*

Notwithstanding anything to the contrary contained herein, an employee, when transferred to new headquarters, may with the prior approval of the Secretary, transport his household in his private motor vehicle subject to the following conditions:—

- (a) the employee shall travel by such transport at his own risk in so far as these provisions are not inconsistent with the provisions of the Workmen's Compensation Act, 1941, as amended;
- (b) he shall be entitled to the prescribed mileage and passenger allowances for the journey actually performed, provided that he travels by the shortest satisfactory road route; the amount payable to him may, however, not exceed —
 - (i) the cost of railway tickets for the journey along the cheapest route by rail; plus
 - (ii) the prescribed mileage and passenger allowance (where he is stationed or will be stationed, away from a railway station) for the journey by car from his old headquarters to the appropriate railway station and/or from the appropriate railway station to his new headquarters; plus
 - (iii) incidental transport expenses (e.g. porters' fees) which would have been necessarily incurred had he travelled by train, etc., as indicated in (i) and (ii) above;
- (c) the railage on the motor vehicle which would have been payable had the employee travelled by rail, shall not be taken into consideration in calculating the maximum mileage allowance mentioned in paragraph (b) above;
- (d) he shall be entitled to transfer luggage by rail to his new headquarters at Government expense within the weight limit prescribed for excess-weight baggage.

107. *Depreciation of Furniture.*

The Secretary may pay an employee who occupied a house or flat wholly or partly furnished by himself at his old headquarters and who sets up house in a house or flat at his new headquarters, an amount of twenty-five pounds in respect of depreciation of personal effects, losses incurred through the dismantling and remounting of fixed accessories and electrical equipment and to defray expenditure arising from his transfer, other than that for which provision is made elsewhere in these regulations: Provided that the Secretary may in his discretion pay a lesser amount if he considers that the circumstances do not justify the payment of an amount of twenty-five pounds.

CHAPTER X.

GROUNDS FOR DISCHARGE.

- 108. (1) Any employee may be discharged from the Administration's service
 - (a) on account of continued ill-health or physical defect;

enige musiekinstrumente en kunswerke wat beskadig word nie.

- (f) Die koste van laai en aflaai van 'n motorvoertuig moet deur die werknemer gedra word en die Administrasie betaal slegs die spoorvrug op een motorvoertuig.
- (g) Die maksimum gewig van persoonlike besitting insluitende een motorvoertuig, wat op Administrasiekoste vervoer kan word, is 14,000 lbs.

105. *Vervoer van Werknemer en sy Huishouding.*

Aan elke werknemer wat verplaas word, word spoorwegorder vir reiskaartjies vir homself en sy huishouding in die klas soos neergelê in regulasie 94, geggee vir die reis na sy nuwe standplaas, of waar die reisper trein onmoontlik is kan van vervoer met die mees ekonomiese vervoermiddels, gebruik gemaak word.

106. *Gebruik van Privaatvervoer.*

Met die oorplasing van 'n werknemer na 'n nuwe standplaas kan, ondanks andersluidende bepalings, met die vooraf verkreeë goedkeuring van die Sekretaris die werknemer sy huishouding met sy private motorvoertuig na sy nuwe standplaas vervoer onderhewig aan die volgende voorwaardes:—

- (a) Die amptenaar reis met sodanige vervoer op sy eie risiko vir sover hierdie bepalings nie strijdig met die bepalings van die Ongevallewet 1941 soos gewysig, is nie;
- (b) hy is geregtig op die voorgeskrewe myl- en passasierstoelae vir die reis werklik afgelê, mits hy met die kortste bevredigende padroete reis; die bedrag aan hom betaalbaar mag egter nie meer wees nie as —
 - (i) die koste van spoorwegkaartjies vir die reis met die goedkoopste roete per spoor; plus
 - (ii) die voorgeskrewe myl- en passasierstoelae (as hy weg van 'n spoorwegstasie gestasioneer of sal wees) vir die reis per motor van sy hoofkwartier na die geskikte spoorwegstasie en/of vir die reis per motor van die geskikte spoorwegstasie na sy nuwe hoofkwartier; plus
 - (iii) bykomstige vervoeruitgawes (bv. kruierloon) wat noodwendig aangegaan sou gewees het as hy per trein, ens., gereis het soos aangedui in (i) en (ii) hierbo;
- (c) Die spoorgeld op die motorvoertuig wat betaalbaar sou gewees het as die amptenaar per trein gereis het, mag nie in aanmerking geneem word nie by die berekening van die maksimum myltoelaag in paragraaf (b) hierbo genoem;
- (d) hy is daarop geregtig om bagasie na sy nuwe hoofkwartier teen staatskoste per spoor te vervoer binne die gewigsbeperking wat vir oorgewigsbagasie voorgeskryf is.

107. *Waardevermindering van Meubels.*

Die Sekretaris kan aan 'n werknemer wat 'n huis of 'n woonstel wat hy self ten volle of gedeeltelik gmeubileer het, by sy ou hoofkwartier bewoon het en wat hy huis opsit in 'n huis of woonstel by sy nuwe hoofkwartier, 'n bedrag van vyf-en-twintig pond betaal ten opsigte van waardevermindering van persoonlike besitting verliese wat deur die de- en hermontering van vas toebehore en elektriese toebehore veroorsaak word (vir dekking van uitgawes wat uit sy oorplasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word: Met dien verstande dat die Sekretaris na goedgeskonde 'n kleinere bedrag kan betaal indien die omstandighede na sy mening nie die betaling van 'n bedrag van vyf-en-twintig pond regverdig nie.

HOOFSTUK X.

GRONDE VIR ONTSLAG.

- 108. (1) Elke werknemer kan uit die diens van die Administrasie ontslaan word —
 - (a) weens voortdurende swak gesondheid of fisiese gebrek;

- (b) on account of the abolition of his post or the reduction or reorganisation of a branch's establishment;
- (c) if, for reasons other than his own unfitness or incapacity, his discharge would promote efficiency or economy in the branch in which he is employed;
- (d) on account of his unfitness for his duties or incapacity to carry them out efficiently, or on account of unsatisfactory service;
- (e) on account of misconduct;
- (f) if, in the case of an employee appointed on probation, his appointment is not confirmed;
- (g) on superannuation;
- (h) on account of unauthorised absence from duty as prescribed by regulation 30(4);
- (i) without any statement of reasons and notwithstanding the absence of any reasons for discharge, if he occupies a post in the non-classified section of the Administration service, if the Secretary approves and the employee is given written notice.

Such notice shall, in the case of an employee with less than five years unbroken service, be given at least a fortnight in advance; in the case of an employee with more than five years unbroken service at least one calendar month in advance; and in the case of an employee with ten years and more unbroken service at least three calendar months in advance.

- (2) The power to discharge an employee shall vest in the Secretary except in the following cases where the head of a branch has the power to discharge an employee, which power he may delegate further:—
 - (a) a non-European with less than five years service;
 - (b) an employee on probation who is guilty of an act defined as misconduct in these regulations but who does not have to be charged with misconduct;
 - (c) an employee on probation whose appointment is not confirmed;
 - (d) An employee who absents himself without authority as defined in regulation 30(4);
 - (e) Administration assistants in the Postal Branch.

99. *Retiring age.*

- (a) An employee reaches the retiring age as soon as he is 65 years old, and on reaching that age he shall be discharged, unless it is in the Administration's interest that he should be retained after that age, in which case the Secretary may approve the retention of his services from time to time for periods of not longer than a year at a time, until he reaches the age of 70 years.
- (b) If an employee is retained after reaching the age of 70 years, the retention of his services after that age shall be subject to the approval of the Administrator.
- (c) Employees shall have the right to retire from service on reaching the retiring age, and no employee shall have the right to demand further retention of his services after reaching the retiring age.

CHAPTER XI.

TRANSPORT RIGHTS ON TERMINATION OF SERVICES OR DEATH.

- 10. (1) An employee who is retired because of superannuation and an employee whose services terminate on grounds approved by the Secretary for the purpose of these regulations and who has completed at least ten years' continuous fulltime Government service in any capacity, may be granted conveyance at State expense for himself, his house-

- (b) weens die afskaffing van sy pos of vermindering of reorganisasie van die diensstaat van 'n afdeling;
- (c) as, om ander redes as sy eie ongeskiktheid of onvermoë, sy ontslag doeltreffendheid of besuiniging in die afdeling waarin hy in diens is, sal bevorder;
- (d) weens ongeskiktheid vir sy pligte of onvermoë om hulle op bekwame wyse uit te voer, of onbevredigende diens;
- (e) weens wangedrag;
- (f) as in die geval van 'n werknemer wat op proef aangestel is, sy aanstelling nie bekragtig word nie;
- (g) weens die bereiking van die ouderdomsgrens;
- (h) weens ongemagtigde afwesigheid van diens soos bepaal by regulasie 30(4);
- (i) sonder aangif van redes en ondanks die afwesigheid van enige rede vir ontslag, indien hy 'n pos beklee in die nie-geklassifiseerde afdeling van die Administrasiediens, mits die Sekretaris dit goedkeur en hy skriftelik kennis gegee word.

Sodanige kennisgewing moet, in die geval van 'n werknemer met minder as vyf jaar ononderbroke diens, minstens veertien dae, in die geval van 'n werknemer met meer as vyf jaar ononderbroke diens, minstens een kalendermaand en in die geval van 'n werknemer met tien jaar en meer ononderbroke diens, minstens drie kalendermaande wees.

- (2) Die bevoegdheid om 'n werknemer te ontslaan berus by die Sekretaris behalwe in die volgende gevalle waar die afdelingshoof sodanige bevoegdheid het, wat hy verder kan deleger:
 - (a) 'n nie-blanke met minder as vyf jaar diens;
 - (b) 'n werknemer nog op proef as hy hom skuldig maak aan 'n daad wat as wangedrag in hierdie regulasies bepaal word, sonder dat hy van wangedrag aangekla moet word;
 - (c) 'n werknemer wie se proefaanstelling nie bekragtig word nie;
 - (d) weens ongemagtigde afwesigheid soos bepaal by regulasie 30(4);
 - (e) administrasie-assistente in die Afdeling Posewe.

109. *Uitdienstredingsouderdom.*

- (a) 'n Werknemer bereik die uitdienstredingsouderdom sodra hy die ouderdom van 65 jaar bereik en by bereiking van daardie ouderdom word hy afgedank, tensy dit in belang van die Administrasie is dat hy na daardie ouderdom in diens gehou word, in welke geval die Sekretaris sy indienshouding van tyd tot tyd kan goedkeur vir tydperke van hoogstens een jaar op 'n keer, tot bereiking van die ouderdom van 70 jaar.
- (b) Indien 'n werknemer in diens gehou word na bereiking van die ouderdom van 70 jaar, is sy verdere indienshouding na daardie ouderdom onderhewig aan die goedkeuring van die Administrateur.
- (c) Werknemers het die reg om by bereiking van die uitdienstredingsouderdom uit diens te tree en geen werknemer het die reg om na bereiking van die uitdienstredingsouderdom verdere indienshouding te eis nie.

HOOFSTUK XI.

VERVOERREGTE BY UITDIENSTREDING OF DOOD.

- 110. (1) Aan 'n werknemer wat weens bereiking van die ouderdomsgrens aftree en aan 'n werknemer wie se dienste eindig op gronde wat vir die toepassing van hierdie regulasies deur die Sekretaris goedgekeur is en wat minstens tien jaar onafgebroke voltydse regeringsdiens in enige hoedanigheid voltooi het, kan vervoer vir homself, sy huishouding en persoonlike besittings na 'n plek in die Unie

hold and personal effects to a place in the Union, or South West Africa, where he wishes to live.

- (2) The household and personal effects of an employee who has completed not less than ten years' continuous Government service in any capacity and who dies while in Government service, may be conveyed at State expense to any place in the Union or South West Africa subject to the provisions of sub-regulation (1) of this regulation, which shall apply *mutatis mutandis* to such conveyance.
 - (3) The provisions of this regulation shall not apply in cases involving transport between places which are situated less than twenty miles apart.
 - (4) The provisions of these regulations shall apply to the household and personal effects of an employee who dies while in temporary service which is continuous with his permanent service. For the purposes of this paragraph all continuous service i.e. service rendered before and after the retiring date shall count as service for completing the qualifying period of ten years.
 - (5) To an employee who is discharged on reaching superannuation and who is re-employed in a temporary capacity without a break in service, the privileges prescribed by this regulation may be granted when his services are finally terminated or when he resigns from such a temporary post.
 - (6) The expenditure on the privileges provided for in these regulations may only be defrayed out of State moneys if incurred not earlier than 90 days before, and not later than 90 days after, the employee's last day of service, unless the Secretary's prior approval of a deviation has been obtained.
111. (a) The provisions of regulation 110 shall not apply if the employee should leave the service for one of the following reasons:—
- (i) resignation;
 - (ii) discharge on account of misconduct;
 - (iii) desertion;
 - (iv) discharge as a result of self-caused ill-health.
- (b) The granting of the privileges mentioned in regulation 110 to a person whose services are terminated on any of the following grounds is subject to the Secretary's prior approval:—
- (i) discharge on account of inefficiency (as against misconduct);
 - (ii) discharge to promote efficiency or economy;
 - (iii) discharge of an employee under regulation 108(1)(i).

112. *Withdrawal of Regulations.*

The Administration Employees Regulations published under Government Notice 156 of the 22nd June, 1957, and all the amendments thereto are hereby withdrawn.

113. *Short Title.*

These regulations shall be called the Administration Employees Regulations, 1960.

of Suidwes-Afrika waar hy begerig is om te woon op staatskoste toegestaan word.

- (2) Die huishouding en persoonlike besittings van 'n werknemer wat minstens tien jaar onafgebroke voltydse regeringsdiens in enige hoedanigheid voltooi het en wat te sterwe kom terwyl hy in regeringsdiens is, kan op staatskoste na enige plek in die Unie of Suidwes-Afrika vervoer word, behoudens die bepalings van subregulasie (1) van hierdie regulasie wat *mutatis mutandis* op sodanige vervoer van toepassing is.
 - (3) Die voorskrifte van hierdie regulasie is nie van toepassing nie in 'n geval waar vervoer tussen plekke wat minder as twintig myl van mekaar geleë is, moet geskied.
 - (4) Die bepalings van hierdie regulasie is van toepassing op die huishouding en persoonlike besittings van 'n oudwerknemer wat te sterwe kom terwyl hy in tydelike diens is wat aaneenlopend met sy permanente diens is. Vir die doeleindes van hierdie paragraaf sal alle aaneenlopende diens, d.w.s. diens wat voor en na aftredingsdatum verrig is, as diens tel vir voltooiing van die kwalifiserende tydperk van tien jaar.
 - (5) As 'n werknemer wat weens bereiking van die pensioenleefyd ontslaan is en wat sonder 'n onderbreking in diens in 'n tydelike hoedanigheid weer in diens geneem word, kan die voorregte wat kragtens hierdie regulasie voorgeskryf is, toegestaan word wanneer sy dienste uiteindelik beëindig word of wanneer hy uit so 'n tydelike betrekking bedank.
 - (6) Die uitgawes aan die voorregte neergelê in hierdie regulasie kan slegs uit staatsgelde gedek word indien dit nie vroeër as 90 dae voor en nie later as 90 dae na die werknemer se laaste dag van diens aangegaan is nie, tensy die Sekretaris se voorafgoedkeuring vir 'n afwyking verkry is.
111. (a) Die bepalings van regulasie 110 is nie van toepassing as 'n werknemer die diens om een van die volgende redes verlaat nie:—
- (i) Bedanking.
 - (ii) Ontslag as gevolg van wangedrag.
 - (iii) Drostring.
 - (iv) Ontslag weens swak gesondheid deur eie toedoen veroorsaak.
- (b) Die toestaan van die voordele genoem in regulasie 110 aan 'n persoon wie se dienste beëindig word om een van die volgende redes is onderhewig aan die vooraf verkreeë goedkeuring van die Sekretaris:—
- (i) Ontslag weens onbekwaamheid (in teenstelling met wangedrag).
 - (ii) Ontslag om doeltreffendheid of besuiniging te bevorder.
 - (iii) Ontslag van 'n werknemer ooreenkomstig regulasie 108(1)(i).

112. *Intrekking van Regulasies.*

Die Administrasiewerknemersregulasies gepubliseer by Goewermentskennisgewing 156 van 22 Junie 1957 met al die wysigings daarvan word hierby ingetrek.

113. *Kort Titel.*

Hierdie regulasies heet die Administrasiewerknemersregulasies 1960.

No. 140.]

[1st July, 1960.

PRICES OF DAIRY PRODUCTS.

The Administrator has been pleased under and by virtue of the powers in him vested by section eight of the Dairy Industry Control Ordinance, 1931, (Ordinance No. 16 of 1931), as amended, to approve, with effect from the first day of July, 1960, of the prices of the creamery butter, factory cream and industrial milk fixed by the Dairy Industry Control Board, as set out in the

No. 140.]

[1 Julie 1960.

PRYSE VAN SUIWELPRODUKTE.

Dit het die Administrator behaag om, kragtens en ingevolge die bevoegdheid hom verleen by artikel agt van die Ordonnansie op die Beheer van die Suiwelywerheid 1931 (Ordonnansie 16 van 1931), soos gewysig, met ingang van die eerste dag van Julie 1960 die pryse van fabriekbotter, fabrieksroom en industriële melk deur die Raad van Toesig op die Suiwelywerheid vasgestel, soos in

Schedule hereto, in substitution for the prices fixed in Government Notices Nos. 30 of the 1st February, 1960 and 49 of the 1st March, 1960, respectively.

SCHEDULE.

CREAMERY BUTTER PRICES.

1. (1) No butter manufacturer shall sell creamery butter at a price other than —
 - (a) three shillings and three and a half pence per pound in the case of choice butter; or
 - (b) three shillings one and a half penny per pound in the case of table butter; or
 - (c) two shillings eleven and a half pence per pound in the case of household butter.
- (2) No person other than a butter manufacturer shall sell creamery butter at a price other than —
 - (a) three shillings and six pence per pound in the case of choice butter; or
 - (b) three shillings and four pence per pound in the case of table butter; or
 - (c) three shillings and two pence per pound in the case of household butter.
- Provided that —
 - (a) at places which are situated beyond a radius of ten miles from a butter manufacturer or his recognised selling agents in Windhoek and Walvis Bay the actual cost of transport of such butter may be added calculated to the nearest half-penny greater than such price;
 - (b) at places which are more than fifty miles from the nearest railway station or siding a further one penny per pound may be added to the prices fixed.

FACTORY CREAM PRICES.

2. No person shall acquire, sell or dispose of factory cream otherwise than on the basis of its butterfat content and at a price other than —
 - (a) three shillings and three pence per pound choice grade butterfat contained therein; or
 - (b) three shillings and one penny per pound table grade butterfat contained therein; or
 - (c) two shillings and eleven pence per pound household grade butterfat contained therein.

PRICE OF INDUSTRIAL MILK.

3. No person shall acquire, sell or dispose of industrial milk otherwise than on the basis of its butterfat content and at a price other than —
 - (a) (i) three shillings and three pence per pound choice grade butterfat contained therein; or
 - (ii) three shillings and one penny per pound table grade butterfat contained therein; or
 - (iii) two shillings and eleven pence per pound household grade butterfat contained therein; and
 - (b) an amount of forty-four pennies per 100 pounds full milk.

No. R. 417 (Union).]

[25th March, 1960.

**THE SOUTH AFRICAN NURSING COUNCIL.
KEEPING OF ROLLS FOR STUDENT AUXILIARY NURSES AND STUDENT AUXILIARY MIDWIVES.**

Under the powers vested in me by sub-section (1) of section fifteen of the Nursing Act, 1957 (Act No. 69 of 1957), I, ALBERT HERTZOG, Minister of Health, hereby fix the twenty-fifth day of March, 1960, as the date from which the South African Nursing Council shall keep rolls for student auxiliary nurses and student auxiliary midwives.

A. HERTZOG,
Minister of Health.

die bylae aangegee, goed te keur ter vervanging van die pryse vasgestel by Goewermentskennissgewings 30 van 1 Februarie 1960 en 49 van 1 Maart 1960 onderskeidelik.

BYLAE.

FABRIEKSBOTTERPRYSE.

1. (1) Elke bottervervaardiger mag fabrieksbotter verkoop slegs teen —
 - (a) drie sjielings drie en 'n half pennies per pond in die geval van keurbotter; of
 - (b) drie sjielings een en 'n half pennie per pond in die geval van tafelbotter; of
 - (c) twee sjielings elf en 'n half pennies per pond in die geval van huisbotter.
- (2) Elkeen buiten 'n bottervervaardiger mag fabrieksbotter verkoop slegs teen —
 - (a) drie sjielings en ses pennies per pond in die geval van keurbotter; of
 - (b) drie sjielings en vier pennies per pond in die geval van tafelbotter; of
 - (c) drie sjielings en twee pennies per pond in die geval van huisbotter.
- Met dien verstande dat —
 - (a) op plekke geleë buite 'n straal van 10 myl vanaf 'n bottervervaardiger of sy erkende verkoopsagente te Windhoek en Walvisbaai die werklike koste van vervoer van sodanige botter, bereken tot op die naaste halfpennie bo sodanige prys, bygevoeg mag word;
 - (b) op plekke verder as 50 myl vanaf die naaste spoorwegstasie of -halte, nog een pennie per pond by die vasgestelde pryse gevoeg mag word.

FABRIEKSRROOMPRYSE.

2. Niemand mag fabrieksroom verkry, verkoop of verhandel behalwe op grond van die bottervetgehalte daarvan nie en dan slegs teen
 - (a) drie sjielings en drie pennies per pond keurgraadbottervet wat dit bevat; of
 - (b) drie sjielings en een pennie per pond tafelgraadbottervet wat dit bevat; of
 - (c) twee sjielings en elf pennies per pond huisgraadbottervet wat dit bevat.

PRYS VAN INDUSTRIËLE MELK.

3. Niemand mag industriële melk verkry, verkoop of van die hand sit behalwe op 'n gehaltebasis wat betref die bottervetinhoud daarvan en dan slegs teen —
 - (a) (i) drie sjielings en drie pennies per pond keurgraadbottervet wat dit bevat; of
 - (ii) drie sjielings en een pennie per pond tafelgraadbottervet wat dit bevat; of
 - (iii) twee sjielings en elf pennies per pond huisgraadbottervet wat dit bevat; en
 - (b) 'n bedrag van vier-en-veertig pennies per 100 pond volmelk.

No. R. 417 (Unie).]

[25 Maart 1960.

**DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.
HOU VAN ROLLE VIR LEERLING-HULPVERPLEEGSTERS EN LEERLING-HULPvroedvroue.**

Ingevolge die bevoegdheid my verleen by subartikel (1) van artikel vyftien van die Wet op Verpleging, 1957 (Wet No. 69 van 1957) bepaal ek, ALBERT HERTZOG, Minister van Gesondheid, hierby die vyf-en-twintigste dag van Maart 1960 as die datum waarop die Suid-Afrikaanse Verpleegstersraad die hou van rolle vir leerling-hulpverpleegsters en leerling-hulpvroedvroue moet instel.

A. HERTZOG,
Minister van Gesondheid.

No. R. 418 (Union).]

[25th March, 1960.

THE SOUTH AFRICAN NURSING COUNCIL.

REGULATIONS REGARDING THE ROLLS FOR STUDENT AUXILIARY NURSES AND STUDENT AUXILIARY MIDWIVES.

The Minister of Health, in exercise of the powers conferred on him by sub-section (1) of section *eleven* of the Nursing Act, 1957 (Act No. 69 of 1957), has approved of the following regulations regarding the rolls for student auxiliary nurses and student auxiliary midwives, made by the South African Nursing Council:—

KEEPING OF ROLLS.

1. The following particulars shall be entered in the roll concerned in respect of each enrolled student:—
 - (a) Full names;
 - (b) male or female;
 - (c) the date of commencement of training;
 - (d) the training school.

CHANGE OF NAME.

2. An enrolled student shall *forthwith* notify the council in writing of any change of name, whether by marriage or other process of law. A reference to the change shall be entered in the roll concerned. The council may demand such documentary or other proof of the change as it may deem fit.

ADMISSION TO THE ROLLS.

3. (1) An application for enrolment in the form of Annexure A, together with the applicant's birth certificate and a fee of two pounds (£2) shall be lodged with the council within two (2) months of the date of commencement of training as a student auxiliary nurse or as a student auxiliary midwife as the case may be; provided that Coloured and Native applicants need not lodge birth certificates.

- (2) A certificate of enrolment in the form of Annexure B shall be issued.

REMOVAL OF NAMES FROM THE ROLLS.

4. The name of an enrolled student shall be removed from the roll concerned —

- (1) on death;
- (2) on the termination of training at a training school for any reason whatsoever other than completion of training. The person in charge of the training school shall *forthwith* submit a notice of termination of training to the council in the form of Annexure C;
- (3) on completion of training. The person in charge of the training school shall *forthwith* submit a notice of completion of training to the council in the form of Annexure D;
- (4) by resolution of the council in terms of the Act.

RESTORATION OF NAMES TO THE ROLLS.

5. (1) An application for the restoration of name to a roll shall be lodged with the council in the form of Annexure A within one (1) month of the date of resumption of training.

- (2) A certificate of restoration in the form of Annexure E shall be issued.

APPLICATION TO THE TERRITORY OF SOUTH WEST AFRICA.

6. These regulations shall apply in the territory.

ANNEXURE A.

THE SOUTH AFRICAN NURSING COUNCIL.

APPLICATION FOR ENROLMENT OR RE-ENROLMENT AS A STUDENT AUXILIARY NURSE OR STUDENT AUXILIARY MIDWIFE.

Surname

Maiden surname in the case of a married woman

.....

First names in full

No. R. 418 (Union).]

[25 Maart 1960.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.

REGULASIES BETREFFENDE DIE ROLLE VIR LEERLING-HULPVERPLEEGSTERS EN LEERLING-HULPVOEDVROU.

Die Minister van Gesondheid het, in uitoefening van die bevoegdheid hom verleen by subartikel (1) van artikel *elf* van die Wet op Verpleging, 1957 (Wet No. 69 van 1957), sy goedkeuring geheg aan die volgende regulasies betreffende die rolle vir leerling-hulpverpleegsters en leerling-hulpvoedvroue wat deur die Suid-Afrikaanse Verpleegstersraad gemaak is:—

HOU VAN ROLLE.

1. Die volgende besonderhede word in die betrokke rol ten opsigte van elke ingeskrewe leerling ingeskryf:—
 - (a) Volle naam;
 - (b) manlik of vroulik;
 - (c) die datum van aanvangs van opleiding;
 - (d) die opleidingskool.

VERANDERING VAN NAAM.

2. 'n Ingeskrewe leerling moet die raad *onmiddellik* van enige naamsverandering, hetsy deur huwelik, hetsy deur enige ander regsproses, skriftelik in kennis stel. 'n Verwysing na die verandering word in die betrokke rol ingeskryf. Die raad kan sodanige dokumentêre of ander bewys van die verandering eis as wat hy nodig mag ag

INSKRYWING OP DIE ROLLE.

3. (1) 'n Aansoek om inkskrywing in die vorm van bylae A, saam met die applikant se geboortesertifikaat en 'n bedrag van twee pond (£2), moet binne twee (2) maande na die datum van aanvangs van opleiding as 'n leerling-hulpverpleegster of as 'n leerling-hulpvoedvrou na gelang van die geval, by die raad ingedien word; mer dien verstande dat Gekleurde en Naturelle applikante nie geboortesertifikate hoef in te dien nie.

- (2) 'n Inskrywingsertifikaat in die vorm van bylae B word uitgereik.

SKRAPPING VAN NAME UIT DIE ROLLE.

4. Die naam van 'n ingeskrewe leerling word uit die betrokke rol geskrap—

- (1) by sy afsterwe;
- (2) by staking van opleiding by 'n opleidingskool onwatter rede ook al, behalwe voltooiing van opleiding. Die persoon in beheer van die opleidingskool moet *onmiddellik* 'n kennisgewing van staking van opleiding in die vorm van bylae C by die raad indien;
- (3) by voltooiing van opleiding. Die persoon in beheer van die opleidingskool moet *onmiddellik* 'n kennisgewing van voltooiing van opleiding in die vorm van bylae D by die raad indien;
- (4) na 'n raadsbesluit ingevolge die Wet.

WEERINSKRYWING VAN NAME OP DIE ROLLE.

5. (1) 'n Aansoek om weerinskrywing van 'n naam op die rol moet binne een (1) maand na die datum van hervatting van opleiding in die vorm van bylae A by die raad ingedien word.

- (2) 'n Weerinskrywingsertifikaat in die vorm van bylae E word uitgereik.

TOEPASSING OP DIE GEBIED SUIDWES-AFRIKA.

6. Hierdie regulasies is in die gebied van toepassing

BYLAE A.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.

AANSOEK OM INSKRYWING OF WEERINSKRYWING AS 'N LEERLING-HULPVERPLEEGSTER OF 'N LEERLING-HULPVOEDVROU.

Van

Nooiensvan in die geval van 'n getroude vrou

.....

Voorname voluit

Male or female
 Date of birth
 Race classification under the Population Registration Act, 1950 (1)
 Identity number assigned under the Population Registration Act, 1950
 Education standard
 Date of commencement/resumption(2) of training
 Training to be undergone (2)

Manlik of vroulik
 Geboorte datum
 Rasse-indeling ingevolge die Bevolkingsregistrasiewet, 1950 (1)
 Persoonsnommer ingevolge die Bevolkingsregistrasiewet, 1950, toegesê
 Onderwyspeil
 Datum van aanvang/hervatting (2) van opleiding
 Opleiding wat deurloop gaan word (2)

I certify that the information set out above is correct.

Ek verklaar dat bostaande inligting korrek is.

Signature of Student.

Naamtekening van Leerling.

I certify that the information set out above is, to the best of my knowledge and belief, correct.

Ek verklaar dat bostaande inligting na die beste van my wete en oortuiging korrek is.

Remarks

Opmerkings

Signature of Person in Charge of Training School.

Naamtekening van die Persoon in beheer van die Opleidingskool

Training School
Date

Opleidingskool
Datum

- (1) State whether a white person, coloured person or native.
- (2) Delete what does not apply.
- (3) State "auxiliary nursing" or "auxiliary midwifery".

- (1) Vul in blank, gekleurd of naturel.
- (2) Skrap wat nie van toepassing is nie.
- (3) Vul in „hulpverpleging" of „hulpverloskunde".

ANNEXURE B.

BYLAE B.

THE SOUTH AFRICAN NURSING COUNCIL.
ENROLMENT CERTIFICATE.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.
INSKRYWINGSERTIFIKAAT.

This is to certify that under the provisions of Act No. 69 of 1957

Hiermee word gesertifiseer dat, ingevolge die bepalings van Wet No. 69 van 1957

.....
 was admitted to the roll for (1)
 as a student (2)
 at (3)

.....
 op by(1)
 op die rol vir (2)
 as 'n leerling (3) ingeskryf is.

Given at Pretoria under the Seal of the Council this day of 19.....

Uitgereik te Pretoria onder die Seël van die Raad hierdie dag van 19.....

Registrar.

Registrateur.

- (1) Insert "White persons", "Coloured persons" or "Natives".
- (2) Insert "auxiliary nurse" or "auxiliary midwife".
- (3) Insert name of training school.

- (1) Vul in die naam van die opleidingskool.
- (2) Vul in „Blankes", „Gekleurdes" of „Naturelle".
- (3) Vul in „hulpverpleegster" of „hulpvroedvrou".

ANNEXURE C.

BYLAE C.

THE SOUTH AFRICAN NURSING COUNCIL.
NOTIFICATION OF TERMINATION OF TRAINING.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.
KENNISGEWING VAN STAKING VAN OPLEIDING.

Surname
 Full christian names
 Date of termination
 Reasons

Van
 Volle voorname
 Datum van staking
 Redes

If the student intends to resume training at another school, give the name of the school

Indien die leerling van voorneme is om by 'n ander skool opleiding te hervat, verstrek die naam van die skool

Period of training completed:—
 From to

Opleidingstydperk voltooi:—
 Van tot

Leave granted:—
 Type of leave (e.g., sick, vacation, etc.).

	From	To	Period

Verlof toegestaan:—
 Soort verlof (bv. siekte-, vakansie, ens.).

	Van	Tot	Tydperk

Signature of Person in Charge of Training School.

Naamtekening van die Persoon in beheer van die Opleidingskool.

Training School
Date

Opleidingskool
Datum

ANNEXURE D.

BYLAE D.

THE SOUTH AFRICAN NURSING COUNCIL.
NOTIFICATION OF COMPLETION OF TRAINING.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.
KENNISGEWING VAN VOLTOOIING VAN OPLEIDING.

Surname
 Full christian names
 Date of completion

Van
 Volle voorname
 Datum van voltooiing
 Verlof toegestaan:—

Leave granted:—
 Type of leave (e.g., sick, vacation, etc.).

	From	To	Period

Soort verlof (bv. siekte-, vakansie, ens.).

	Van	Tot	Tydperk

Signature of Person in
Charge of Training School.

Naamtekening van die
Persoon in beheer van die
Opleidingskool

Training School
Date

Opleidingskool
Datum

ANNEXURE E.

THE SOUTH AFRICAN NURSING COUNCIL.
RESTORATION CERTIFICATE.

This is to certify that under the provisions of Act No. 69 of 1957 the name of _____ was restored to the roll for (1) _____ as a student (2) _____ on the _____ at (3) _____

Given at Pretoria under the Seal of the Council this _____ day of _____ 19_____

Registrar.

(1) Insert "White persons", "Coloured persons" or "Natives".

(2) Insert "auxiliary nurse" or "auxiliary midwife".

(3) Insert name of training school.

BYLAE E.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.
WEERINSKRYWINGSERTIFIKAAT.

Hiermee word gesertifiseer dat, ingevolge die bepalings van Wet No. 69 van 1957, die naam van _____

op _____ by (1) _____
weer op die rol vir (2) _____
as 'n leerling- (3) _____
ingeskryf is.

Uitgereik te Pretoria onder die Seël van die Raad hierdie
dag van _____ 19_____

Registrateur.

(1) Vul in die naam van die opleidingskool.

(2) Vul in „Blankes”, „Gekleurdes” of „Naturelle”.

(3) Vul in „hulpverpleegster” of „hulpvoedvrou”.

No. R. 419 (Union).]

[25th March, 1960.

THE SOUTH AFRICAN NURSING COUNCIL.

REGULATIONS FOR THE TRAINING AND EXAMINATION FOR THE CERTIFICATE IN PSYCHIATRIC AND NEUROLOGICAL NURSING.

The Minister of Health, in exercise of the powers conferred on him by sub-section (1) of section eleven of the Nursing Act, 1957 (Act No. 69 of 1957), has approved of the following regulations for the training and examination for the certificate in psychiatric and neurological nursing, made by the South African Nursing Council in substitution for the regulations published under Government Notice No. 1797 of the 15th August, 1952, as amended by Notices Nos. 166 of the 23rd January, 1953, 2568 of the 27th November, 1953 and 100 of the 21st January, 1955:

1. ADMISSION TO TRAINING.

(1) A candidate for admission to training shall submit to the person in charge of the training school proof of current registration under the Act as a general nurse, or general nurse (male), or mental nurse. The registration applicable shall be maintained throughout the prescribed period of training and until the results of the examination concerned are published.

(2) Male students shall not be trained on female patients and children.

NOTE. — In terms of Government Notice No. 1129 of the 8th August, 1958, a student shall apply to the council for registration within six (6) weeks of the date of commencement of training.

2. TRAINING SCHOOLS.

(1) A hospital, or group of hospitals, shall not be approved of as a training schools unless—

- (a) proof is furnished to the satisfaction of the council that in the hospital or group of hospitals facilities exist for the medical and nursing care of patients requiring hospitalisation for neurological neurosurgical or non-certifiable psychiatric conditions;
- (b) facilities are provided for a psychiatric out-patient service;
- (c) facilities are available for students to visit departments and social agencies concerned with —
 - (i) the promotion of mental health, such as a community centre;
 - (ii) the prevention of mental illness, such as child guidance clinics, youth clubs;

No. R. 419 (Unie).]

[25 Maart 1960.

DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.

REGULASIES VIR DIE OPLEIDING EN EKSAMINEER VIR DIE SERTIFIKAAT IN PSIGIATRIESE EN NEUROLOGIESE VERPLEGING.

Die Minister van Gesondheid het, in die uitoefening van die bevoegdheid hom verleen by subartikel (1) van artikel elf van die Wet op Verpleging, 1957 (Wet No. 69 van 1957), sy goedkeuring geheg aan die volgende regulasies vir die opleiding en eksamineer vir die sertifikaat in psigiatriese en neurologiese verpleging wat deur die Suid-Afrikaanse Verpleegstersraad gemaak is ter vervanging van die regulasies wat by Goewermentskennisgewing No. 1797 van 15 Augustus 1952, soos gewysig by Kennisgewings Nos. 166 van 23 Januarie 1953, 2568 van 27 November 1953 en 100 van 21 Januarie 1955, uitgevaardig is:

1. TOELATING TOT OPLEIDING.

(1) 'n Kandidaat vir toelating tot opleiding moet aan die persoon in beheer van die opleidingskool bewys van lopende registrasie ingevolge die Wet as 'n algemene verpleegster, of 'n algemene verpleger, of 'n verpleegster/verpleger vir sielsiekes voorlê. Die toepaslike registrasie moet, dwarsdeur die voorgeskrewe opleidingstydperk en totdat die uitslae van die betrokke eksamen gepubliseer is, in stand gehou word.

(2) Leerlingverplegers word nie op vroulike pasiënte en kinders opgelei nie.

L.W. — Ingevolge Goewermentskennisgewing No. 1129 van 8 Augustus 1958, moet 'n leerling binne ses (6) weke van die datum van aanvangs van opleiding af by die raad om registrasie aansoek doen.

2. OPLEIDINGSKOLE.

(1) 'n Hospitaal of 'n groep hospitale word nie as 'n opleidingskool goedgekeur nie, tensy —

- (a) bewys gelewer word tot tevredenheid van die raad dat daar in die hospitaal of groep hospitale fasiliteite bestaan vir die geneeskundige en verpleegkundige versorging van pasiënte wat hospitalisasie vir neurologiese, neurochirurgiese of nie-verklaarbare psigiatriese toestande benodig;
- (b) fasiliteite beskikbaar is vir 'n psigiatriese buite-pasiëntdiens;
- (c) fasiliteite beskikbaar is vir leerlinge om departemente en maatskaplike dienste te besoek wat gemeoid is met —
 - (i) die bevordering van geestesgesondheid, soos 'n gemeenskapsentrum;
 - (ii) die voorkoming van geestesiekte, soos kindervoortligtingsklinieke en jeugklubs;

- (iii) the care of socially, psychiatrically or neurologically handicapped persons, such as an institution for mental defectives, for the deaf, for delinquents, for sheltered employment, for the aged;
 - (iv) the treatment and/or rehabilitation or after-care of psychiatric and neurological patients, such as neurological rehabilitative units, psychiatric social clubs, clubs for the aged;
- (d) a general nurse, against whose name an additional qualification on psychiatric and neurological nursing is registered, is designated as the person in charge of the training school; provided that in the case of a training school for male students only, a registered general nurse (male) against whose name a certificate in psychiatric and neurological nursing is registered, may be designated. The person designated shall be responsible to and shall satisfy the council that every student receives adequate instruction in the theoretical and practical aspects of the syllabus, as prescribed in these regulations;
- (e) all members of the nursing staff who take part in the training of students are registered general nurses, or registered general nurses (males), or registered mental nurses, against whose names additional qualifications in psychiatric and neurological nursing are registered;
- (f) students are allowed at least one day off-duty per week when in training on day duty and at least one night off-duty per week when in training on night duty;
- (g) students are required to be on night duty for at least twenty (20) nights (excluding nights off-duty) and for not more than sixty (60) nights (excluding nights off-duty) during the prescribed period of training. These periods need not be continuous.;
- (h) students are medically examined on admission to training;
- (i) the council or any person deputed thereto by the council shall have the right to inspect the training school at any time and to call for such information as may be deemed necessary;
- (j) the council shall at all times have the right to call for such information from the training school as it may deem fit and to point out any matter in which the requirements appear to be insufficiently met, or any matter which in its opinion adversely affects the training of students, and to withhold, suspend or withdraw approval in any case which remains unsatisfactory.

(2) Notwithstanding the conditions and requirements set out in paragraph (1), the council may, in its discretion, approve of a hospital, or of a group of hospitals, as a training school although one or more of the conditions or requirements cannot be complied with. Any such approval may be granted for such period and upon such conditions as the council may determine.

(3) Any approval granted by the council may, at its discretion, be varied or amended.

3. PERIOD OF TRAINING.

(1) The period of training shall be two hundred and fifty (250) days and nights (excluding days and nights off) of at least eight (8) hours duration each and shall be completed within a period of not more than fifteen (15) months, unless the council determines otherwise.

(2) In the case of transfer from one training school to another, training undergone at the first training school shall not be recognised, unless the council determines otherwise.

4. LECTURES, DEMONSTRATIONS AND PRACTICAL TRAINING.

(1) Every student shall attend a complete course of lectures, discussion and demonstrations covering the subjects of the prescribed syllabus. All lecturers and de-

- (iii) die versorging van maatskaplik, psigiatries en neurologies belemmerde persone, soos 'n inrigting vir swaksinniges, vir dowes, vir jeugmisdadigers, vir beskutte arbeid of vir oues van dae; of
 - (iv) die behandeling en/of rehabilitasie of nasorg van psigiatriese en neurologiese pasiënte, soos neurologiese rehabilitatiewe eenhede, psigiatriese sosiale klubs of klubs vir oues van dae;
- (d) 'n algemene verpleegster teenoor wie se naam 'n addisionele kwalifikasie in psigiatriese en neurologiese verpleging geregistreer is, aangedui staan as die persoon in beheer van die opleidingskool; met dien verstande dat, in die geval van 'n opleidingskool slegs vir leerlingsverplegers, 'n geregistreerde algemene verpleger teenoor wie se naam 'n sertifikaat in psigiatriese en neurologiese verpleging geregistreer is, aangedui mag word. Die aangewese persoon is aan die raad verantwoordelik en moet die raad tevrede stel dat elke leerling behoorlike onderrig in die teoretiese en praktiese aspekte van die leerplan, soos voorgeskryf by hierdie regulasies, ontvang;
- (e) al die lede van die verpleegpersoneel wat aan die opleiding van leerlinge deelneem, geregistreerde algemene verpleegsters, of geregistreerde algemene verplegers, of geregistreerde verpleegsters/verplegers vir sielsiekes, is, teenoor wie se name addisionele kwalifikasies in psigiatriese en neurologiese verpleging geregistreer is;
- (f) leerlinge minstens een dag per week af kry wanneer opleiding op dagdiens deurloop word, en minstens een nag per week wanneer opleiding op nagdiens deurloop word;
- (g) van leerlinge vereis word om vir minstens twintig (20) nagte (uitgesonderd nagte van diens af) en vir nie meer as sestig (60) nagte nie (uitgesonderd nagte van diens af) gedurende die voorgeskrewe opleidingstydperk op nagdiens te wees. Hierdie tydperke hoef nie aaneenlopend te wees nie;
- (h) leerlinge by toelating tot opleiding geneeskundig ondersoek word;
- (i) die raad, of enige persoon deur die raad daartoe afgevaardig, die reg het om te eniger tyd 'n opleidingskool te inspekteer en om sodanige inligting te vra as wat nodig geag word;
- (j) die raad te eniger tyd die reg het om sodanige inligting van 'n opleidingskool te vra as wat nodig geag word en om op enige saak waar sy vereistes blykbaar nie behoorlik nagekom word nie, of op enige saak wat na sy mening die opleiding van leerlinge benadeel, te wys, en om in enige geval wat onbevredigend bly, sy goedkeuring te weerhou, op te hef of in te trek.

(2) Nieteenstaande die voorwaardes en vereistes ver- vat in paragraaf (1), kan die raad, na goeëddunke, 'n hospitaal, of 'n groep hospitale, as 'n opleidingskool goed- keur, al kan daar nie aan een of meer van die vereistes voldoen word nie. Sodanige goedkeuring kan vir sodanige tydperk en op sodanige voorwaardes as wat die raad mag besluit, verleen word.

(3) Goedkeuring deur die raad verleen, kan na sy goeëddunke verander of gewysig word.

3. OPLEIDINGSTYDPERK.

(1) Die opleidingstydperk is tweehonderd-en-vyftig (250) dae en nagte (uitgesonderd dae en nagte af) wat elk minstens agt (8) uur duur, en wat binne 'n tydperk van nie langer nie as vyftien (15) maande voltooi moet word, tensy die raad anders bepaal.

(2) In die geval van 'n oorplasing van een oplei- dingskool na 'n ander, word opleiding wat by die eerste opleidingskool deurloop is, nie erken nie, tensy die raad anders bepaal.

4. LESINGS, DEMONSTRASIES EN PRAKTIESE OPLEIDING.

(1) Elke leerling moet 'n volledige kursus voorle- sings, besprekings en demonstrasies oor die onderwerpe in die leerplan voorgeskryf, bywoon. Alle dosente en de-

monstrators shall hold qualifications approved of by the council.

(2) Every student shall undergo practical training in the wards and departments of the school. The practical training shall include instruction in the following subjects for at least the following periods (the periods need not be continuous):—

Neurology	10 weeks.
Neurosurgery	4 weeks.
Psychiatry	16 weeks, including 4 weeks in a mental hospital.
Occupational therapy	2 weeks.
Social Services	2 weeks.
Physiotherapy	1 week.
Outdoor recreation therapy	} 2 weeks.
Physical education	
Relaxation	

5. SYLLABUS.

NOTE: — Throughout the lectures and demonstrations on the matters referred to in this syllabus, emphasis must be laid on the part which the student can play in the promotion of mental health and the prevention of mental ill-health. Every effort must be made to emphasise the relationship between mental and physical ill-health and the relationship of both to social factors. The student must recognise rehabilitation as an essential part of treatment.

Section A.

- (1) *Elementary Anatomy and Physiology of the Nervous System.*
 - (a) *Origins, functions and patterns of the nervous system.*
 - (b) *Gross Anatomy:—*
 - Central nervous system.
 - Peripheral nervous system.
 - (c) *Microscopic Anatomy and Physiology:—*
 - Neuron.
 - Neuroglia.
 - Nerve conduction.
 - (d) *System and Functions of the Nervous System:—*
 - Motor system.
 - Sensory System.
 - Autonomic nervous system.
 - Circulatory system.
 - Cortical areas.
 - Cranial nerves.
 - Spinal cord.
 - Peripheral nerves.
- (2) *Neurology and Neurological Nursing.*

To be taught in relation to the anatomy and physiology of the nervous system.

 - (a) A short description of disease; the mode and production of signs and symptoms; their nursing care in relation to —
 - Developmental diseases, e.g. spina bifida.
 - Trauma.
 - Infections.
 - Tumours.
 - Toxins.
 - Degenerations and Demyelinations.
 - Blood Disorders and Vascular Diseases.
 - Muscular diseases.
 - Endocrine disorders.
 - Psychogenic disorders.
 - Symptom complexes, e.g. epilepsy, chorea
 - Parkinsonism.
 - (b) Preparation for and the care of patients in relation to neurological investigations.
 - (c) Rehabilitation.
- (3) *Neurosurgery and Neurosurgical Nursing.*
 - (a) Pre- and post-operative nursing care of patients undergoing operation for —
 - the cures or alleviation of diseases of the nervous system;
 - relief of pain;
 - epilepsy and involuntary movements;
 - psychiatric disorders.

monstrateurs moet in besit wees van kwalifikasies deur die raad goedgekeur.

(2) Elke leerling moet praktiese opleiding in die sale en afdelings van die skool deurloop. Die praktiese onderlig sluit onderrig in die volgende onderwerpe vir minstens die volgende tydperke (wat nie aaneenlopend hoef te wees nie) in:—

Neurologie	10 weke.
Neurochirurgie	4 weke.
Psigiatrie	16 weke, met inbegrip van 4 weke in 'n hospitaal vir siel siektes.
Arbeidsterapie	2 weke.
Maatskaplike Dienste	2 weke.
Fisioterapie	1 week.
Buitenhuisrekreasieterapie	} 2 weke.
Liggaamlike Opvoeding	
Ontspanning	

5. DIE LEERPLAN.

L.W. — Daar moet deurgaans by die lesings en demonstrasies oor die sake waarna in hierdie leerplan verwys word, klem gelê word op die rol wat die leerling in die bevordering van geestesgesondheid en die voorkoming van geestesiekte kan speel. Elke moontlike poging moet aangewend word om die verwantskap tussen geestelike en fisiese siekte, en die verwantskap tussen geestelike en fisiese siekte, en maatskaplike faktore te beklemtoon. Die leerling moet beseft dat rehabilitasie 'n essensiële deel van die behandeling is.

Afdeling A.

- (1) *Elementêre anatomie en fisiologie van die senuweestelsel.*
 - (a) *Oorsprong, funksies en patroon van die senuweestelsel.*
 - (b) *Geheel-anatomie:—*
 - Sentrale senuweestelsel.
 - Perifere senuweestelsel.
 - (c) *Mikroskopiese Anatomie en Fisiologie:—*
 - Neuron.
 - neuroglia.
 - Senuweegeleiding.
 - (d) *Stelsel en funksies van die senuweestelsel:—*
 - Motoriese stelsel.
 - Sensoriese stelsel.
 - Autonome senuweestelsel.
 - Bloedsomloopstelsel.
 - Kortikaalstreke.
 - skedelsenuwees.
 - Rugmurg.
 - Perifere senuwees.
- (2) *Neurologie en neurologiese verpleging.*

Moet met betrekking tot die anatomie en fisiologie van die senuweestelsel geleer word.

 - (a) 'n Kort beskrywing van siekte; die manier en ontstaan van tekens en simptome; die verplegingsversorging daarvan met betrekking tot—
 - Ontwikkelingsiektes, bv. spina bifida.
 - Trouma.
 - Infeksies.
 - Gewasse.
 - Toksiene.
 - Ontaardings en Demiëlinasies.
 - Bloedsteurings en bloedvatsiektes.
 - Spiersiektes.
 - Endokriensteurings.
 - Psigogeniese steurings.
 - Simptoomkomplekse, bv. epilepsie, chorea, Parkinsonisme.
 - (b) Voorbereiding en versorging van pasiënte met betrekking tot neurologiese ondersoeke.
 - (c) Rehabilitasie.
- (3) *Neurochirurgie en neurochirurgiese verpleging.*
 - (a) Versorging voor en na 'n operasie van 'n pasiënt wat geopereer moet word vir —
 - die herstel of verligting van siektes van die senuweestelsel;
 - verligting van pyn;
 - epilepsie en onwillekeurige bewegings;
 - psigiatriese verstourings.

- (b) Nursing duties in relation to —
aneesthesia;
traumatic head and spine injuries;
long term paraplegic cases;
the unconscious patient;
neurosurgical investigations;
rehabilitation.

Section B. — Psychology and Psychiatric Nursing.

- (1) *General Psychology.*
 - (a) An elementary study of the human organism in relation to its environment.
 - (b) Developmental psychology.
- (2) *Abnormal Psychology.*
There shall be special emphasis on promotive, preventive and rehabilitative aspects as well as on the care of the mentally ill.
 - (a) History of mental nursing.
 - (b) Mental disease:—
Childhood disorders.
Neuroses.
Psychoses.
Disorders of intellect.
 - (c) Methods of treatment:—
Physical.
Psychological.
Child therapies.
Institutional care.
Domiciliary care.

- (3) *Mental Hygiene.*
The preservation of mental health.
 - (a) Social methods.
 - (b) Educational methods.
 - (c) Occupational methods.
 - (d) Social factors. Problems inherent in a multi-racial society.

- (4) *Psychiatric Nursing.*
The nursing requirements in mental illness. Emphasis shall be given to the development of skill in:
 - (a) Interpersonal relationships.
 - (b) Participant observation.
 - (c) Group techniques.
 - (d) Encouraging patient participation.

Section C. — Materia Medica.

The dose, action and toxicity of drugs commonly used in psychiatry and neurology.

Section D. — Ancillary Services.

The role of the nurse in the ancillary services and the contribution of such services to total patient care to be emphasised.

- (1) *Therapeutic Occupation.*
 - (a) The application of therapeutic occupation in —
psychiatric disorders;
neurological disorders;
neurosurgical disorders;
 - (b) Therapeutic occupation —
diagnostic;
group;
social;
recreational.
 - (c) Vocational assessment and rehabilitation.
- (2) *Social Services.*
 - (a) Sociological introduction.
 - (b) Community facilities for the mentally handicapped.
 - (c) Home visiting and interview techniques.
- (3) *Physiotherapy.*
 - (a) An outline of physical medicine.
 - (b) The application of physical medicine in —
neurology;
neurosurgery;
psychiatry.

- (4) *Outdoor therapeutic Recreation, Physical Education and Relaxation.*
Diagnostic and therapeutic value of recreation, physical education and relaxation.

- (b) Verplegingspligte met betrekking tot —
narkose;
traumatiese kop- en ruggraatbeserings;
langdurige paraplegiese gevalle;
die bewustelose pasiënt;
neurochirurgiese ondersoek;
rehabilitasie.

Afdeling B. — Psigologie en psigologiese verpleging.

- (1) *Algemene psigologie.*
 - (a) 'n Elementêre studie van die menslike organisme met betrekking tot die omgewing.
 - (b) Ontwikkelingspsigologie.
- (2) *Abnormale psigologie.*
Daar moet spesiale klem op die bevorderlike, voorkomende en rehabilitatiewe aspekte, asook op die versorging van geestelike siektes, gelê word.
 - (a) Geskiedenis van sielsiekeverpleging.
 - (b) Geestesiekte:—
Steurings in die kinderjare.
Neuroses.
Psigosos.
Steurings van die intellek.
 - (c) Behandelingsmetodes:—
Fisies.
Psigologies.
Kinderterapie.
Inrigtingsversorging.
Tuisversorging.

- (3) *Geestesgesondheid.*
Die behoud van geestesgesondheid:—
 - (a) Sosiale metodes.
 - (b) Opvoedingsmetodes.
 - (c) Beroepsmetodes.
 - (d) Sosiale faktore. Probleme inherent in 'n veelrassige samelewing.

- (4) *Psigiatriese verpleging.*
Die verplegingsbehoefte by geestesiekte. Klem moet gelê word op die ontwikkeling van bedreweheid in:—
 - (a) Interpersonale verhoudings.
 - (b) Deelnemende waarneming.
 - (c) Groeptegnieke.
 - (d) Aanmoediging van deelname deur die pasiënt.

Afdeling C. — Materia Medica.

Die dosis, werking en toksisiteit van geneesmiddels wat gewoonlik in psigiatrie en neurologie gebruik word.

Afdeling D. — Hulpdienste.

Die rol van die verpleegster in die hulpdienste en die bydrae van sulke dienste tot die versorging van die pasiënt oor die algemeen, moet beklemtoon word.

- (1) *Terapeutiese arbeid.*
 - (a) Die toepassing van terapeutiese arbeid op —
psigiatriese steurings;
neurologiese steurings;
neurochirurgiese steurings.
 - (b) Terapeutiese arbeid —
diagnosties;
groep;
sosiaal;
ontspannend.
 - (c) Beroepsbepaling en rehabilitasie.
- (2) *Maatskaplike dienste.*
 - (a) Sosiologiese inleiding.
 - (b) Gemeenskapsfasiliteite vir geestelik belemmerdes.
 - (c) Tuisbesoeke en ondervra-tegnieke.
- (3) *Fisioterapie.*
 - (a) Fisiese medisyne in breë trekke.
 - (b) Die aanwending van fisiese medisyne vir —
neurologie;
neurochirurgie;
psigiatrie.

- (4) *Buitenshuise terapeutiese rekreasie, liggaamlike opvoeding en ontspanning.*
Diagnostiese en terapeutiese waarde van rekreasie, liggaamlike opvoeding en ontspanning.

(5) Dietary.

Nutrition as the basis of health and security; its cultural and emotional aspects.

6. THE EXAMINATION.

The examination shall consist of three portions, being —

- (1) a written portion of three (3) hours' duration. The questions shall be set on sections A, B and C of the prescribed syllabus;
- (2) a written portion of one (1) hour's duration, set on section D of the prescribed syllabus;
- (3) an oral portion.

7. EXAMINATION MARKS.

(1) Successful candidates shall be shown as having "passed" or "passed with honours".

(2) To pass in the examination, a candidate shall obtain at least fifty (50) per cent of the marks in each portion of the examination. Forty (40) per cent of the aggregate marks shall be allocated to the portion of the examination referred to in regulation 6 (1), twenty-five (25) per cent to the portion of the examination referred to in regulation 6 (2) and thirty-five (35) per cent to the portion of the examination referred to in regulation 6 (3).

(3) To pass with honours a candidate shall obtain at least seventy-five (75) per cent of the aggregate marks of the examination.

(4) Candidates will not be placed in order of merit and no information in regard to marks or places of candidates shall be given, except in connection with a prize or award approved of by the council.

8. ADMISSION TO THE EXAMINATION.

(1) A candidate shall not be admitted to an examination unless —

- (a) a certificate from the person in charge of the training school is lodged, certifying —
 - (i) that by the date of the examination the candidate will have complied with the provisions of regulation 4; and
 - (ii) that the candidate will complete the period of training prescribed in regulation 3 not later than the last day of the month in which the examination is held;
- (b) an application for admission is lodged in terms of regulation 10.

(2) A candidate who does not take the examination within one (1) year of the date of completion of the prescribed period of training, may be called upon to undergo such further training as the council may decide upon before being admitted to the examination.

9. RE-ADMISSION TO THE EXAMINATION.

(1) A candidate who fails in the examination at the second or at a subsequent attempt shall each time be required to undergo such further training as the council may decide upon before re-admission to the examination.

(2) An application for re-admission to the examination shall be lodged in terms of regulation 10.

10. DATES OF EXAMINATIONS AND SPECIAL EXAMINATIONS, APPLICATIONS FOR ADMISSION AND RE-ADMISSION AND EXAMINATION FEES.

(1) The person in charge of a training school shall notify the council *forthwith*, giving reasons, if a candidate becomes ineligible for admission or re-admission to an examination subsequent to the lodging of an application in terms of this regulation.

(2) An examination shall be held once a year during the month of March and applications for admission and re-admission shall be lodged with the council on or before the 7th January.

(3) A special examination shall be held in July of each year and applications for admission shall be lodged

(5) Diëteties.

Voeding as die grondslag van gesondheid en sekuriteit, die kulturele en emosionele aspekte daarvan.

6. DIE EKSAMEN.

Die eksamen bestaan uit drie gedeeltes te wete —

- (1) 'n skriftelike gedeelte wat drie (3) uur duur. Die vrae word oor afdelings A, B en C van die voorgeskrewe leerplan gestel;
- (2) 'n skriftelike gedeelte wat een (1) uur duur, gestel oor afdeling D van die voorgeskrewe leerplan;
- (3) 'n mondelinge gedeelte.

7. EKSAMENPUNTE.

(1) Suksesvolle kandidate word aangedui as „geslaag” of „geslaag met lof”.

(2) Om in die eksamen te slaag, moet 'n kandidaat minstens (50) persent van die punte in elke gedeelte van die eksamen behaal. Veertig (40) persent van die gemiddelde puntetal word aan die gedeelte van die eksamen waarna in regulasie 6 (1) verwys word, toegeken, vyf-en-twintig (25) persent aan die gedeelte van die eksamen waarna in regulasie 6 (2) verwys word, en vyf-en-dertig (35) persent aan die gedeelte van die eksamen waarna in regulasie 6 (3) verwys word.

(3) Om met lof te slaag, moet 'n kandidaat minstens vyf-en-sewentig (75) persent van die gemiddelde puntetal vir die eksamen behaal.

(4) Kandidate word nie in volgorde van verdienste geplaas nie en geen inligting aangaande punte of plekke van kandidate word verstrek nie, behalwe in verband met 'n prys of toekenning deur die raad goedgekeur.

8. TOELATING TOT DIE EKSAMEN.

(1) 'n Kandidaat word nie tot 'n eksamen toegelaat nie tensy —

- (a) 'n sertifikaat deur die persoon in beheer van die opleidingskool ingedien word wat verklaar —
 - (i) dat die kandidaat teen die datum van die eksamen aan die bepalings van regulasie sal voldoen het; en
 - (ii) dat die kandidaat die opleidingstydperk in regulasie 3 voorgeskryf, nie later as die laaste dag van die maand waarin die eksamen gehou word, sal voltooi nie;
- (b) 'n aansoek om toelating ooreenkomstig regulasie 10 ingedien is.

(2) 'n Kandidaat wat nie die eksamen binne een (1) jaar na die datum van voltooiing van die voorgeskrewe opleidingstydperk aflê nie, kan versoek word om sodanige verdere opleiding te deurloop as wat die raad mag besluit, voor toelating tot die eksamen.

9. HERTOELATING TOT DIE EKSAMEN.

(1) 'n Kandidaat wat by die tweede of by 'n daaropvolgende poging in die eksamen druipt, moet elke keer sodanige verdere opleiding deurloop as wat die raad mag besluit voor hertoelating tot die eksamen.

(2) 'n Aansoek om hertoelating tot die eksamen moet ooreenkomstig regulasie 10 ingedien word.

10. DATUMS VAN EKSAMENS EN SPESIALE EKSAMENS, AANSOEKE OM TOELATING EN HERTOELATING EN EKSAMENGELDE.

(1) Die persoon in beheer van die opleidingskool moet die raad *onmiddellik* in kennis stel, en redes verstrek, indien 'n kandidaat nie meer na indiening van 'n aansoek ooreenkomstig hierdie regulasie tot 'n eksamen toegelaat of hertoegelaat kan word nie.

(2) 'n Eksamen word een keer per jaar gedurende Maartmaand gehou, en aansoeke om toelating en hertoelating moet op of voor 7 Januarie by die raad ingedien word.

(3) 'n Spesiale eksamen word in Julie elke jaar gehou, en aansoeke om toelating moet op of voor 7 Mei by

with the council on or before the 7th May. The following candidates shall be eligible for admission:—

- (a) candidates who failed in the examination held during the preceding March, but who obtained at least forty (40) per cent of the aggregate marks;
- (b) candidates who had been eligible for and had been admitted to the examination held during the preceding March, but who had, through illness on the day of the examination, duly proved by a satisfactory medical certificate submitted within fourteen (14) days of the date of the examination, been prevented from taking the examination or any portion thereof; and
- (c) such other candidates as the council may decide to admit.

(4) (a) A fee of three guineas (£3. 3s.) shall be paid to the council upon application for admission to the examination.

(b) A fee of two guineas (£2. 2s.) shall be paid to the council upon each application for re-admission to the examination.

(c) The candidates referred to in paragraph (3) shall pay to the following fees to the council upon application for admission to a special examination:

- (i) under sub-paragraph (a), two guineas (£2. 2s.);
- (ii) under sub-paragraph (b), nil;
- (iii) under sub-paragraph (c), three guineas (£3. 3s.) if the examination has not been taken previously and two guineas (£2. 2s.) if the examination has been taken previously.

(5) An application lodged not more than seven (7) days after the date prescribed for the lodging of applications for admission and re-admission to an examination, shall be accepted only on payment of an additional fee of one guinea (£1. 1s.).

(6) An application lodged more than seven (7) days after the date prescribed for the lodging of applications for admission and re-admission to an examination, shall not be accepted.

(7) An application for admission or re-admission to an examination shall not be deemed to have been lodged in terms of this regulation until an application form, duly completed, such certificates as may be applicable, the examination fee and, where applicable, the fee prescribed in paragraph (5), shall have reached the council.

(8) Examination fees shall not be refunded or carried forward to a succeeding examination in the event of a candidate withdrawing the application for admission or re-admission to an examination or being absent from an examination, unless the council determines otherwise. This paragraph shall also apply to the fee prescribed in paragraph (5).

11. EXAMINATION CENTRES.

Examinations shall be held at such place or places as the council may determine.

12. EXAMINERS AND MODERATORS.

Examiners shall be appointed by the council. The council may appoint moderators for the written portions of the examination.

13. REGISTRASIE VAN ADDISIONELE KWALIFIKASIE EN SERTIFIKAAT VAN VOLTOOIING VAN OPLEIDING.

A candidate who has passed in the examination shall be issued with a certificate of registration of the certificate in psychiatric and neurological nursing as an additional qualification without the payment of a fee; provided that such certificates shall not be issued until the person in charge of the training school has lodged a certificate with the council that the candidate has completed the period of training prescribed in regulation 3.

14. APPLICATION TO THE TERRITORY OF SOUTH WEST AFRICA.

These regulations shall apply in the territory.

die raad ingedien word. Die volgende kandidate sal vir die eksamen mag inskryf:—

- (a) Kandidate wat in die eksamen wat die vorige Maart gehou is, gedruip het, maar wat minstens veertig (40) persent van die gemiddelde puntetal behaal het;
- (b) kandidate wat vir die eksamen wat gedurende die vorige Maart gehou is, mag ingeskryf het en tot die eksamen toegelaat is, maar wat op die dag van die eksamen deur siekte, behoorlik bewys deur 'n bevredigende mediese sertifikaat binne vertien (14) dae na die datum van die eksamen ingedien verhoed is om die eksamen of enige gedeelte daarvan af te lê; en
- (c) sodanige ander kandidate as wat die raad mag besluit om toe te laat.

(4) (a) 'n Bedrag van drie ghienies (£3. 3s.) word by aansoek om toelating tot die eksamen aan die raad betaal.

(b) 'n Bedrag van twee ghienies (£2. 2s.) word by elke aansoek om hertoelating tot die eksamen aan die raad betaal.

(c) Die kandidate na wie in paragraaf (3) verwys word, moet die volgende fooie aan die raad betaal by aansoek om toelating tot 'n spesiale eksamen:—

- (i) Dié in subparagraaf (a), twee ghienies (£2. 2s.);
- (ii) dié in subparagraaf (b), niks;
- (iii) dié in subparagraaf (c), drie ghienies (£3. 3s.) indien die eksamen nie reeds voorheen afgelê is nie, en twee ghienies (£2. 2s.) indien die eksamen reeds voorheen afgelê is.

(5) 'n Aansoek nie langer as sewe (7) dae na die voorgeskrewe datum vir indiening van aansoek om toelating en hertoelating tot 'n eksamen ingedien nie, word slegs by betaling van 'n bykomstige bedrag van een ghienie (£1. 1s.) aangeneem.

(6) 'n Aansoek langer as sewe (7) dae na die voorgeskrewe datum vir indiening van aansoeke om toelating en hertoelating tot 'n eksamen ingedien, word nie aangeneem nie.

(7) 'n Aansoek om toelating of hertoelating tot 'n eksamen word nie as ingedien beskou ooreenkomstig hierdie regulasie nie, tensy 'n aansoekvorm, behoorlik ingevul, sodanige sertifikate as wat van toepassing mag wees die eksamengeld en, waarvan toepassing, die bedrag in paragraaf (5) voorgeskryf, die raad bereik het.

(8) Eksamengelde word nie terugbetaal of op 'n daaropvolgende eksamen oorgedra indien 'n kandidaat die aansoek om toelating of hertoelating tot 'n eksamen kanselleer of van 'n eksamen afwesig is nie, tensy die raad anders bepaal. Hierdie paragraaf is ook op die bedrag in paragraaf (5) voorgeskryf, van toepassing.

11. EKSAMENSENTRUMS.

Eksamens word op sodanige plek of plekke gehou as wat die raad mag besluit.

12. EKSAMINATORE EN MODERATORE.

Eksaminatore word deur die raad aangestel. Die raad kan moderatore vir die skriftelike gedeeltes van die eksamen aanstel.

13. REGISTRASIE VAN ADDISIONELE KWALIFIKASIE EN SERTIFIKAAT VAN VOLTOOIING VAN OPLEIDING.

Aan 'n kandidaat wat in die eksamen geslaag het, word 'n sertifikaat van registrasie van die sertifikaat in psigiatriese en neurologiese verpleging as 'n addisionele kwalifikasie sonder betaling van 'n fooi uitgereik; met dien verstande dat so 'n sertifikaat nie uitgereik word nie alvorens die persoon in beheer van die opleidingskool by die raad 'n sertifikaat ingedien het dat die kandidaat die opleidingstydperk in regulasie 2 voorgeskryf, voltooi het.

14. TOEPASSING OP DIE GEBIED SUIDWES-AFRIKA.

Hierdie regulasies is in die gebied van toepassing.

No. R. 832 (Union)]

[17 Junie 1960.

CUSTOMS ACT, 1955. — AMENDMENT OF THE SECOND SCHEDULE. (NO. 2/31).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of the powers vested in me by section *ninety-eight* of the Customs Act, 1955, hereby amend the Second Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

SCHEDULE.

Item.	Article.	Duty rebated as under.
„834	By adding the following item: <i>Ball point pen manufacturing industry</i> — Parts of ball point pens and ink for use in the manufacture of ball point pens	To the extent of the intermediate duty”.

NOTE: The effect of this notice is that, with effect from the date of publication hereof, the goods mentioned may be imported or taken out of bond under rebate of duty by registered manufacturers for use in the manufacture of ball point pens.

No. R. 891 (Union).]

[24th June, 1960.

CUSTOMS ACT, 1955. — AMENDMENT OF THE FIRST SCHEDULE. (NO. 1/33).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of the powers vested in me by section *sixty-five* of the Customs Act, 1955, hereby amend the First Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

SCHEDULE.

Tariff Item.	Article.	Minimum duty. £. s. d.	Intermediate duty. £. s. d.	Maximum duty. £. s. d.
315	By adding the following paragraph: “(c) Cinematograph screens — (i) portable (ii) other	— —	10% 25%	— —”

NOTE: The effect of this notice is that, as from the date of publication, specific provision is made for cinematograph screens in the Customs Tariff.

No. R. 892 (Union).]

[24th June, 1960.

CUSTOMS ACT, 1955. — AMENDMENT OF THE FIRST SCHEDULE. (NO. 1/34).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of the powers vested in me by section *sixty-five* of the Customs Act, 1955, hereby amend the First Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

No. R. 832 (Unie)]

[17 Junie 1960.

DOEANEWET, 1955. — WYSIGING VAN DIE TWEDE BYLAE. (NO. 2/31).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel *agt-en-negentig* van die Doeane-wet, 1955, wysig hierby die Tweede Bylae van genoemde Wet in die mate in die Bylae hiervan aange-toon.

T. E. DÖNGES,
Minister van Finansies.

BYLAE.

Item.	Artikel.	Korting op reg toegestaan soos hieronder aangedui.
„834	Deur die volgende item by te voeg: <i>Rolpuntpenvervaardigingsnywerheid</i> — Onderdele van rolpuntpenne en ink vir gebruik by die vervaardiging van rolpuntpenne	Tot die bedrag van die intermediêre reg”.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat, met ingang van die datum van publikasie hiervan, genoemde goedere deur geregistreerde vervaardigers onder korting van reg ingevoer of uit entrepot geneem mag word vir gebruik by die vervaardiging van rolpuntpenne.

No. R. 891 (Unie).]

[24 Junie 1960.

DOEANEWET, 1955. — WYSIGING VAN DIE EERSTE BYLAE. (NO. 1/33).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel *vyf-en-sestig* van die Doeane-wet, 1955, wysig hierby die Eerste Bylae van genoemde Wet in die mate in die Bylae hiervan aangetoon.

T. E. DÖNGES,
Minister van Finansies.

BYLAE.

Tarief-item	Artikel.	Minimum reg. £. s. d.	Intermediêre reg. £. s. d.	Maksimum reg. £. s. d.
315	Deur die volgende paragraaf by te voeg: “(c) Kinematografiese skerms — (i) draagbare (ii) ander	— —	10% 25%	— —”

OPMERKING: Die uitwerking van hierdie kennisgewing is dat, met ingang van die datum van publikasie, spesifieke voorsiening vir kinematografiese skerms in die Doeane-tarief gemaak word.

No. R. 892 (Unie).]

[24 Junie 1960.

DOEANEWET, 1955. — WYSIGING VAN DIE EERSTE BYLAE. (NO. 1/34).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel *vyf-en-sestig* van die Doeane-wet, 1955, wysig hierby die Eerste Bylae van genoemde Wet in die mate in die Bylae hiervan aangetoon.

T. E. DÖNGES,
Minister van Finansies.

SCHEDULE.				
Tarief-item	Article	Minimum duty f. s. d.	Inter-mediate duty f. s. d.	Maximum duty f. s. d.
59	By substituting for the rate of duty in sub-paragraph (a) (i) of paragraph (1) the following: per lb. —	—	30% or 0 0 6	—
			whichever duty shall be the greater."	
79	By substituting for the rate of duty in sub-paragraph (a) of paragraph (4) the following: per lb. —	—	30% or 0 0 6	—
			whichever duty shall be the greater."	

NOTE: The abovementioned duties are effective as from the date of publication hereof.

No. R. 893 (Union).] [24th June, 1960.

CUSTOMS ACT, 1955. — AMENDMENT OF SECOND SCHEDULE. (NO. 2/33).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of the powers vested in me by section ninety-eight of the Customs Act, 1955, hereby amend the Second Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

SCHEDULE.	
Article.	Duty rebated as under.
By the substitution for the item of the following item:— 723 Unsupported plastic sheeting, plastic-coated fabric sheeting, plastic-coated felt and rubber-coated fabrics manufacturing industry. — (i) Plasticers	To the extent of the intermediate duty.
(ii) Woven fabric in the piece containing more than 50 per cent by weight of artificial or synthetic fibres or artificial and synthetic fibres mixed, but excluding worsted fabric and fabric containing more than 50 per cent by weight of rayon or cellulose acetate or mixtures thereof and manufactured from more than 50 per cent by weight of staple fibre yarn	To the extent of the intermediate duty.
(iii) Woven fabric in the piece containing more than 50 per cent by weight of rayon or cellulose acetate or mixtures thereof and manufactured from more than 50 per cent by weight of staple fibre yarn, but excluding worsted fabric	The whole duty."

NOTE: The effect of this notice is that, from the date of publication hereof, the rebate is being increased to the extent of the whole duty on woven fabric in the piece containing more than 50 per cent by weight of rayon or cellulose acetate or mixtures thereof and manufactured from more than 50 per cent by weight of staple fibre yarn, when imported or taken out of bond by registered manufacturers for use in the industry specified.

BYLAE.				
Tarief-item	Artikel	Minimum reg f. s. d.	Inter-mediëre reg f. s. d.	Maksimum reg f. s. d.
59	Deur die reg in subparagraaf (a) (i) van paragraaf (1) deur die volgende te vervang:	—	30% of 0 0 6	—
			na gelang van watter reg die hoogste is."	
79	Deur die reg in subparagraaf (a) van paragraaf (4) deur die volgende te vervang:	—	30% of 0 0 6	—
			na gelang van watter reg die hoogste is."	

OPMERKING: Bogemelde regte tree in werking met ingang van die datum van publikasie hiervan.

No. R. 893 (Unie).] [24 Junie 1960.

DOEANEWET, 1955. — WYSIGING VAN TWEDE BYLAE. (NO. 2/33).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel agt-en-negentig van die Doeanewet, 1955, wysig hierby die Tweede Bylae van genoemde Wet in die mate in die Bylae hiervan aangetoon.

T. E. DÖNGES,
Minister van Finansies.

BYLAE.		
Item.	Artikel.	Korting op reg toegestaan soos hieronder aangedui.
723	Deur die item deur die volgende item te vervang:— „723 Onversterkte plastiekplaat, plastiekbestrykte weefselplaat, plastiekbestrykte vilt- en rubberbestrykte weefsel-vervaardigingsnywerheid.— (i) Plastiseerders	Tot die bedrag van die intermediëre reg.
	(ii) Geweefde stukgoedere wat, volgens gewig, meer as 50 persent kuns- of sintetiese vesels of gemengde kuns- en sintetiese vesels bevat, maar uitgesonderd sajetstukgoedere en stukgoedere wat, volgens gewig, meer as 50 persent rayon of sellulose-asetaat of mengsels daarvan bevat en wat, volgens gewig uit meer as 50 persent stapelveselgaredraad vervaardig is	Tot die bedrag van die intermediëre reg.
	(iii) Geweefde stukgoedere wat, volgens gewig, meer as 50 persent rayon of sellulose-asetaat of mengsels daarvan bevat en wat, volgens gewig, uit meer as 50 persent stapelveselgaredraad vervaardig is, maar uitgesonderd sajetstukgoedere	Die hele reg."

OPMERKING: Die uitwerking van hierdie kennisgewing is dat, met ingang van die datum van publikasie hiervan, die korting uitgebrei word tot die bedrag van die hele reg op geweefde stukgoedere wat, volgens gewig, meer as 50 persent rayon of sellulose-asetaat of mengsels daarvan bevat en wat, volgens gewig, uit meer as 50 persent stapelveselgaredraad vervaardig is, wanneer dit ingevoer of uit entrepot geneem word deur geregistreerde vervaardigers vir gebruik in genoemde nywerheid.

No. R. 894 (Union).]

[24th June, 1960.

CUSTOMS ACT, 1955. — AMENDMENT OF THE SECOND SCHEDULE. (NO. 2/34).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of the powers vested in me by section *ninety-eight* of the Customs Act, 1955, hereby amend the Second Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

SCHEDULE.

Item.	Article.
451	By inserting in paragraph (6) before the word "cotton" the word "jute",
503	By inserting in paragraph (3) after the word "extract" the word "felspar".

NOTE: The effect of this notice is that, as from the date of publication hereof, a rebate to the extent of the intermediate duty will be allowed on oils (excluding castor oil) and solidified emulsions of oil, in bulk, for lubricating jute in the process of spinning and weaving and on jute piece goods for the manufacture of bags as containers for felspar, when imported or taken out of bond by registered manufacturers.

No. R. 894 (Unie).]

[24 Junie 1960.

DOEANEWET, 1955. — WYSIGING VAN DIE TWEDE BYLAE. (NO. 2/34).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel *agt-en-negentig* van die Doeane wet, 1955, wysig hierby die Tweede Bylae van genoemde Wet in die mate in die Bylae hiervan aangetoon.

T. E. DÖNGES,
Minister van Finansies.

BYLAE.

Item.	Artikel.
451	Deur in paragraaf (6) die woord „jute," voor die woord „katoen" in te voeg.
503	Deur in paragraaf (3) na die woord „wattelbasekstrak" die woord „veldspaat" in te voeg.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat, met ingang van die datum van publikasie hiervan, 'n korting tot die bedrag van die intermediêre reg toegelaat word op oliesoorte (uitgesonderd kasterolie) en gestolde emulsies van olie, in stortmaat, vir die smeer van jute by die spin- of weefproses en op jutestukgoedere vir die vervaardiging van sakke as houters vir veldspaat, wanneer dit deur geregistreerde vervaardigers ingevoer of uit entrepot geneem word.

General Notices.

(No. 68 of 1960.)

APPLICATION TO HAVE LAND PROCLAIMED A PRIVATE GAME RESERVE.

Notice is hereby given that Mr. Johann Wilhelm Heinrich Giess proposes having his farm Bergland No. 264 and Arovley No. 52, situate in the district of Rehoboth, proclaimed a Private Game Reserve in terms of the Game Parks and Private Game Reserves Ordinance, 1958, and the regulations published thereunder.

Anyone who has objections is invited to lodge his/her complaint in writing with me within three months from the date below.

C. F. MARAIS,
Secretary for South West Africa.

Windhoek, 17/6/60.

(No. 69 of 1960.)

APPLICATION TO HAVE LAND PROCLAIMED A PRIVATE GAME RESERVE.

Notice is hereby given that Mr. Johann Georg Karl Herrmann proposes having his farm Osombahe-Nord No. 127, Rooikraal-Nord No. 128 and Rooikraal No. 111, situate in the district of Gobabis, proclaimed a Private Game Reserve in terms of the Game Parks and Private Game Reserves Ordinance, 1958, and the regulations published thereunder.

Anyone who has objections is invited to lodge his/her complaint in writing with me within three months from the date below.

C. F. MARAIS,
Secretary for South West Africa.

Windhoek, 17/6/60.

Algemene Kennisgewings.

(No. 68 van 1960.)

AANSOEK OM GROND TOT 'N PRIVATE WILDRESERWE TE LAAT PROKLAMEER.

Kennisgewing geskied hiermee dat mnr. Johann Wilhelm Heinrich Giess van voorneme is om, ooreenkomstig die bepalings van die Ordonnansie op Wildtuine en Private Wildreserwes 1958, en die regulasies daaringevolge afgekondig, sy plase Bergland 264 en Arovley 52, geleë in die distrik Rehoboth, tot 'n Private Wildreserwe te laat proklameer.

Enigeen wat beswaar daarteen wil aanteken, word versoek om dit skriftelik by my in te dien binne drie maande na die ondervermelde datum.

C. F. MARAIS,
Sekretaris van Suidwes-Afrika.

Windhoek, 17/6/60.

(No. 69 van 1960.)

AANSOEK OM GROND TOT 'N PRIVATE WILDRESERWE TE LAAT PROKLAMEER.

Kennisgewing geskied hiermee dat mnr. Johan Georg Karl Herrmann van voorneme is om, ooreenkomstig die bepalings van die Ordonnansie op Wildtuine en Private Wildreserwes 1958, en die regulasies daaringevolge afgekondig, sy plase Osombahe-Nord 127, Rooikraal Nord 128 en Rooikraal 111, geleë in die distrik Gobabis tot 'n Private Wildreserwe te laat proklameer.

Enigeen wat beswaar daarteen wil aanteken, word versoek om dit skriftelik by my in te dien binne drie maande na die ondervermelde datum.

C. F. MARAIS,
Sekretaris van Suidwes-Afrika.

Windhoek, 17/6/1960.

(No. 70 of 1960.)

(No. 70 van 1960.)

LEGISLATIVE ASSEMBLY OF SOUTH WEST AFRICA.

WETGEWENDE VERGADERING VAN SUIDWES-AFRIKA.

Pursuant to sections *one hundred and seventy-six* and *one hundred and seventy-five* of the Electoral Consolidation Act, 1946 of the Parliament of the Union of South Africa, as applied to South West Africa in terms of section 34 of the South West Africa Constitution Act of 1925, as amended by Act 23 of 1949, I hereby declare that in account of the death of Dr. W. H. Weder, M.L.A., on 15th May, 1960, a vacancy has occurred in the representation in the Legislative Assembly of the Electoral Division of Windhoek West.

Ingevolge artikels *honderd ses-en-sewentig* en *honderd vyf-en-sewentig* van die Wet tot Konsolidasie van die Kieswette, 1946 van die Parlement van die Unie van Suid-Afrika, soos toegepas in Suidwes-Afrika ooreenkomstig artikel 34 van die Zuidwest-Afrika Konstitusie Wet van 1925 soos gewysig deur Wet 23 van 1949, verklaar ek hiermee dat daar weens die dood van Dr. W. H. Weder, L.W.V., op 7 Mei 1960 'n vakature ontstaan het in die verteenwoordiging in die Wetgewende Vergadering van die kiesafdeling Windhoek-Wes.

D. GREYLING,
Clerk, Legislative Assembly.

D. GREYLING,
Klerk, Wetgewende Vergadering.

Office of the Clerk,
Legislative Assembly,
Windhoek,
23rd June, 1960.

Kantoor van die Klerk,
Wetgewende Vergadering,
Windhoek,
23 Junie 1960.

(No. 384 of 1960 (Union).)

(No. 384 van 1960 (Unie).)

Customs Tariff Guide 1959.

Doeanetariefgids in Engels 1959.

AMENDMENT LIST NO. 12.

WYSIGINGSLYS NO. 12.

Page No. / Lidsy No.	Particulars/Besonderhede	Tariff Item / Tariefitem.
3	AGRICULTURAL MACHINERY, APPARATUS, ETC. Add —/Voeg by — "NOTE — (3) Ploughs and harrows drawn by and operated from a tractor are also classifiable under items 118 (a) (1) and 118 (a) (2), respectively.	
9	Cartridges for automatic pistols or revolvers: Insert after ".380 inch" the following — "(9 millimetres)" Voeg in na „.380 inch" die volgende — "(9 millimetres)"	
29	Tricycles, pedal (excluding delivery tricycles) Insert after "delivery tricycles — / Voeg in na „delivery tricycles" "and tricycles specially constructed and capable of conversion into bicycles". Bicycle and delivery tricycle parts and accessories: Electric lamp bulbs (see bulbs, electric). Add after "bulbs electric" — / Voeg by na „bulbs electric" — "lamp-flashlights".	86(a) (iii)
49	Flashlights (photographic and torch) — Insert before "photographic" — / Voeg in voor „photographic" — "bicycle".	
92	Concentrates, metallic — Add —/Voeg by — Gold or silver concentrates	91(4)
100	CORN AND GRAIN — (Cont.) OTHER, IN THE GRAIN, GROUND OR PREPARED — Barley, buckwheat, kaffircorn and millet etc. For "kaffircorn and millet" substitute "and kaffircorn". Vervang „kaffircorn and millet" deur „and kaffircorn". Add —/Voeg by — Manna Millet n.e.e. in the grain or raw	15(g) 15(g)
121	Delete —/Skrap — "DISINFECTANTS, GERMICIDES AND ANTISEPTICS — NOTE: The term . . . deoderants. In bulk, Minister. All other classifiable under this item". Add —/Voeg by — DISINFECTANTS, GERMICIDES AND ANTISEPTICS — Carbolic acid, solid (phenol) Carbolic acid, liquid (phenol) Hydrogen peroxide, in bulk Hydrogen peroxide, not in bulk Liquid disinfectants, the active ingredients of which are derivatives of coal tar Quaternary ammonium compounds, in bulk Quaternary ammonium compounds, not in bulk Other, n.e.e., excluding medicinal or toilet preparations — in bulk, of a standard approved by the Minister other	223(a) 223(a) 223(a) 223(c) (ii) 223(b) 223(a) 223(c) (ii) 223(c) (i) 223(c) (ii)

- NOTE: (1) For the standard approved by the Minister refer to Government Notice No. 226 of 1956.
 (2) Disinfectants used for bleaching or other industrial purposes remain classifiable under item 223.
- 127 *For —/Vervang —*
 DROSS, METALLIC, INCLUDING LEAD DROSS 335
Substitute —/Deur —
 DROSS, SLAG, SLIME AND OTHER METALLIC RESIDUES —
 Of lead or tin or mixtures thereof 126(g)
 Other 335
- 192 GRAMOPHONES AND PHONOGRAPHS AND PARTS THEREOF, N.E.E.
 Turnable units; and also motors, pick-ups and record changers imported separately 303(1)(c)
Add —/Voeg by —
 NOTE: Spare or replacement parts of turnable units, motors, pick-ups (e.g. cartridges) and record changers are excluded from the item — see wireless parts n.e.e.
- 198 BADGES EMBROIDERED 73(1)(a)(xi)
Add after EMBROIDERED — / Voeg by na EMBROIDERED —
 "OR WOVEN"
- 207 HATS, CAPS AND BONNETS ETC. — 69(b)
 Miners' safety hats and caps (of metal or compressed material)
Add —/Voeg by —
 NOTE: The item refers to the type of hat and cap used by a miner and they may be imported by industrial concerns for purposes other than mining.
- 278 *For —/Vervang —*
 "Manna, birdseed (see seed), birdseed)"
Substitute —/Deur —
 "Manna (see under corn and grain)".
- 294 *Delete —/Skrap —*
 "Millet, birdseed (see seed, birdseed)"
 Millet, other than birdseed (see under corn and grain)
Delete —/Skrap —
 ", other than birdseed"
- 336 DRAWING PAPER —
 Plain or composite etc.
Add after "wrappers" — / Voeg by na „wrappers" —
 ", including drawing paper mounted on fabric".
- 341 TRANSFER PAPER, PLAIN —
Add —/Voeg by —
 "Carbon copy substitute paper, wax coated (see plain paper, n.e.e.)"
- 341 WAXED PAPER 295(h)
 NOTE: Add after the words "other way" — / Voeg by na die woorde "other way" — "excluding wax coated carbon copy substitute paper (autoscript) which is considered plain paper, n.e.e."
- 361 OTHER CONDIMENTS —
Add to the note — / Voeg by die opmerking —
 "The item however, includes condiments and meat seasonings which contain more than 50 per cent. table salt".
- 394 PRESSES, BALING —
Delete "BALING" / Skrap „BALING".
 Cotton, forage, hay, hop, straw, wattlebark and wool 135
For —/Vervang —
 "wattlebark and wool"
Substitute—/Deur —
 "wattlebark, wine, wool and other agricultural".
- 424 RIBBONS —
Add —/Voeg by —
 TEAR-OFF RIBBON NOT EXCEEDING ¼ INCH IN WIDTH AND MANUFACTURED FROM CELLULOSE FILM OR ALUMINIUM FOIL AND CELLULOSE FILM COMBINED. 286(4)
- 429 ROLLERS —
 Vibrating, for sidewalks, parks etc. 335
Delete item 335 and add — / Skrap item 335 en voeg by —
 "(see road rollers)"
- 448 SEEDS, BIRDSEEDS, N.E.E., INCLUDING MANNA 40(2)
Delete "INCLUDING MANNA" / Skrap „INCLUDING MANNA"
Delete "millet and manna" in the note / Skrap „millet and manna" in die opmerking.
Add to the note — / Voeg by die opmerking —
 "For millet and manna see under corn and grain".
- 476 Stamping and pressings, metal —
Delete —/Skrap —
 "Hollowware, unplated (see hollowware, n.e.e.)
 Hollowware spouts, handles and lids (see hollowware, n.e.e.)"
- 492 Syringes, infants' (see rubber manufactures n.e.e.)
Insert after "infants" — / Voeg in na „infants" —
 ", of a capacity from 1 ounce to 8 ounces".

- 523 UMBRELLAS, ETC.
Amend item 335 to item 334 / Wysig item 335 tot item 334.
- 543 Gramradio turnable units, including motors, pick-ups and record changers, imported separately
Add —/Voeg by —
NOTE: Spare or replacement parts of turnable units, motors, pick-ups (e.g. cartridges) and record changers are excluded from the item — see PARTS N.E.E., below.
NOTE: Amendment List No. 11 appears in General Notice No. 295 of 6th May, 1960.
OPMERKING: Wysigingslys No. 11 verskyn in Algemene Kennisgewing No. 295 van 6 Mei 1960.

154(2)(b)

No. 398 of 1960 (Union).]

No. 398 van 1960 (Unie).]

CUSTOMS TARIFF GUIDE 9 1959.

DOEANETARIEFGIDS IN ENGELS — 1959.

AMENDMENT LIST NO. 13.

WYSIGINGSLYS NO. 13.

REVISED PAGES.

HERSIENE BLADSYE.

The following pages of the abovementioned guide are hereby withdrawn in favour of the revised pages indicated below:

Die volgende bladsye van die bogemelde gids word hiermee teruggetrek ten gunste van die hersiene bladsye hieronder aangedui:

Page No.	Revised Page No.	Serial No.
{ iii	iii	—
{ iv	iv	011
{ 5	5	012
{ 6	6	013
{ 7	7	014
{ 8	8	015
{ 125	125	016
{ 126	126	017
{ 187	187	—
{ 188	188	018
{ 363	363	—
{ 364	364	019
{ 367	367	020
{ 368	368	021
{ 371	371	022
{ 372	372	023
{ 503	503	024
{ 504	504	—

Bladsy No.	Hersiene Bladsy No.	Volg No.
{ iii	iii	—
{ iv	iv	011
{ 5	5	012
{ 6	6	013
{ 7	7	014
{ 8	8	015
{ 125	125	016
{ 126	126	017
{ 187	187	—
{ 188	188	018
{ 363	363	—
{ 364	364	019
{ 367	367	020
{ 368	368	021
{ 371	371	022
{ 372	372	023
{ 503	503	024
{ 504	504	—

Revised pages are obtainable from the Government Printer, Bosman Street, Pretoria, at 3d. per page.

Hersiene blaaie is verkrygbaar van die Staatsdrukker, Bosmanstraat, Pretoria, teen 3d. per blad.

NOTE: Amendment List No. 12 appears in General Notice No. 384 of 17th June, 1960.

OPMERKING: Wysigingslys No. 12 verskyn in Algemene Kennisgewing No. 384 van 17 Junie, 1960.

(No. 399 of 1960 (Union).)

(No. 399 van 1960 (Unie).)

BUILDING SOCIETIES RETURNS.

BOUVERENIGINGSOPGAWES.

In terms of Section forty-four (3) of the Building Societies Act, 1934, the following Composite Return is published for general information.

Ingevolge artikel vier-en-veertig (3) van die Bouverenigingswet 1934, word onderstaande Saamgestelde Opgawes vir algemene inligting gepubliseer.

SUMMARY OF MONTHLY RETURNS BY PERMANENT BUILDING SOCIETIES FOR THE MONTH ENDED ON THE 30TH DAY OF APRIL, 1960

SAMEVATTING VAN MAANDELIKSE OPGAWES DEUR PERMANENTE BOUVERENIGINGS VIR DIE MAAND GEEINDIG OP DIE 30STE DAG VAN APRIL 1960.

Required in terms of section forty-four of the Building Societies Act, 1934).

(Ingevolge artikel vier-en-veertig van die Bouverenigingswet, 1934).

	No.	Amount
Number of Societies . . .	29	£
Share Capital:		
Indefinite	£279,311,194	
Fixed Period	£ 15,610,860	
Total		£294,922,054
Impaired Reserve Fund		£ 26,568,570
Deposits:		
Fixed	£180,428,157	
Savings	£ 98,822,381	
Total		£279,250,538
Accrued Interest		£ 4,641,450
Loans and Overdrafts		£ 3,926,601

	Getal	Bedrag
Getal Verenigings	29	£
Aandelekapitaal:		
Onbepaald	£279,311,194	
Vaste Termyn	£ 15,610,860	
Totaal		£294,922,054
Onaangetaste Reserwe Fonds		£ 26,568,570
Deposito's:		
Vaste	£180,428,157	
Spaar	£ 98,822,381	
Totaal		£279,250,538
Opgeloopte Rente		£ 4,641,450
Lenings en Oortrekkings		£ 3,926,601

Mortgage Advances:		
(1) Advances over		
£5,000	8,789	£104,263,314
* (2) All Advances	215,712	481,759,670
Granted but not paid out		£ 27,251,293
Liquid Assets:		
Cash and Deposits	£ 13,677,263	
Unencumbered		
Securities	£ 86,128,205	
Accrued Interest	£ 1,157,502	
Total		£100,962,970
Statutory Minimum		
Amount	£ 70,382,977	

* In Notice No. 323 (Government Gazette of 20th May, 1960) the number under this item was erroneously published as 214,426 instead of 214,714.

Voorskotte teen verband:

(1) Voorskotte bo		
£5,000	8,789	£104,263,314
* (2) Alle Voorskotte	215,712	481,759,670
Toegestaan maar nie		
uitbetaal nie		£ 27,251,293
Likwiede Bates:		
Kontant en Deposito's	£ 13,677,263	
Onbeswaarde Effekte	£ 86,128,205	
Opgelope Rente	£ 1,157,502	
Totaal		£100,962,970
Statutêre Minimum		
Bedrag		£ 70,382,977

* In Kennisgewing No. 323 (Staatskoerant van 20 Mei 1960) is die getal onder hierdie pos foutief as 214,426 in stede van 214,714 gepubliseer.

Advertensies.

Advertisements.

ADVERTEER IN DIE OFFISIELE KOERANT VAN SUIDWES-AFRIKA.

1. Die *Offisiële Koerant* sal op die 1e en 15e dag van elke maand verskyn; in geval een van hierdie dae op 'n Sondag of openbare feesdag val, verskyn die *Offisiële Koerant* op die eersvolgende werkdag.

2. Advertensies wat in die *Offisiële Koerant* geplaas moet word, moet in die taal waarin hulle sal verskyn aan die OFFISIELE KOERANT KANTOOR, Posbus 292, Windhoek, geadresseer word, of by Kamer 10, Regeringsgebou, Windhoek, ingedien word, nie later as 4.30 n.m. op die NEGENDE dag voor die verskyning van die *Offisiële Koerant* waarin die advertensie geplaas moet word nie.

3. Advertensies word na die amptelike gedeelte in die *Offisiële Koerant* geplaas, of op 'n ekstra blad van die *Koerant*, al na die Sekretaris goedvind.

4. Advertensies word vir die openbare voordeel in die *Offisiële Koerant* gepubliseer. Vertaling moet deur die adverteerder of sy agent gelewer word indien verlang.

5. Slegs wetadvertensies word vir publikasie in die *Offisiële Koerant* aangeneem en hulle is onderhewig aan die goedkeuring van die Sekretaris van Suidwes-Afrika, wat die aan-neming of verdere publikasie van 'n advertensie mag weier.

6. Advertensies moet sover moontlik getik wees. Die manuskrip van advertensies moet slegs op een kant van die papier geskryf word en alle name moet duidelik wees. In geval 'n naam weens onduidelike handskrif foutief gedruk word, kan die advertensie slegs dan herdruk word as die koste van 'n nuwe plasing betaal word.

7. Die jaarlikse intekengeld op die *Offisiële Koerant* is 30s. posvry in hierdie Gebied en die Unie van Suid-Afrika, verkrygbaar by die here John Meinert (Edms.) Bpk., Posbus 56, Windhoek. Oorsese intekenaars moet posgeld vooruit betaal. Enkele eksemplare van die *Offisiële Koerant* is verkrygbaar van die here John Meinert (Edms.) Bpk., Posbus 56, Windhoek, of van die Sekretaris van Suidwes-Afrika, teen 1s. per eksemplaar.

8. Die koste vir die plasing van advertensies, behalwe die kennisgewing wat in die volgende paragraaf genoem word, is teen die tarief van 7s. 6d. per duim enkelkolom en 15s. per duim dubbelkolom, herhalings teen halfprys. (Gedeeltes van 'n duim moet as volle duim bereken word).

9. Kennisgewings aan krediteure en debiteure in die boedels van oorlede persone en kennisgewings van eksekuteurs in verband met likwidasierekening, wat ter insae lê, word teen 12s. per boedel in skedulevorm gepubliseer.

10. Geen advertensie sal geplaas word tensy die koste vooruit betaal is nie. Tjeks, wissels, pos- en geldorders moet aan die Sekretaris van Suidwes-Afrika betaalbaar gemaak word.

KENNISGEWING VAN OORDRAG.

Geliewe kennis te neem dat veertien (14) dae na publikasie hiervan, aansoek gedoen sal word by die Magistraat vir die Distrik van Warmbad, gehou te Karasburg vir die oordrag van die Algemene handelaars- en Patente en eiendoms medisyne lisensies gehou deur Schalk Roderick Nolte ten opsigte van die besigheid, bekend as Die Kontant Winkel op perseel Nr. 343, Noordoewer, Distrik Warmbad, aan James Edward van den Heever, wie handel sal dryf onder die naam en styl van Die Kontant Winkel.

RISSIK & COX,
Prokureurs vir partye.

4de Straat,
Posbus 8, Karasburg.

ADVERTISING IN THE OFFICIAL GAZETTE OF SOUTH WEST AFRICA.

1. The *Official Gazette* will be published on the 1st and 15th day of each month; in the event of either of those days falling on a Sunday or Public Holiday, the *Gazette* will be published on the next succeeding working day.

2. Advertisements for insertion in the *Official Gazette* must be addressed to the OFFICIAL GAZETTE OFFICE, P. O. Box 292, Windhoek, or be delivered to Room 10, Government Buildings, Windhoek, in the languages in which they are to be published, not later than 4.30 p.m. on the NINTH day before the date of publication of the *Official Gazette* in which they are to be inserted.

3. Advertisements will be inserted in the *Gazette* after the official matter or in a supplement to the *Gazette* at the discretion of the Secretary.

4. Advertisements will be published in the *Official Gazette* for the benefit of the public. Translations must be furnished by the advertiser or his agent if desired.

5. Only legal advertisements are accepted for publication in the *Official Gazette*, and are subject to the approval of the Secretary for South West Africa, who can refuse to accept or decline further publication of any advertisement.

6. Advertisements should as far as possible be typewritten. Manuscript of advertisements should be written on one side of the paper only, and all proper names plainly inscribed; in the event of any name being incorrectly printed as a result of indistinct writing, the advertisement can only be republished on payment of the cost of another insertion.

7. The Subscription for the *Official Gazette* is 30/- per annum, post free, in this Territory and the Union of South Africa obtainable from Messrs. John Meinert (Pty) Ltd., Box 56, Windhoek. Postage must be prepaid by Overseas subscribers. Single copies of the *Gazette* may be obtained either from Messrs. John Meinert (Pty) Ltd., Box 56, Windhoek, or from the Secretary for South West Africa at the price of 1/- per copy.

8. The charge for the insertion of advertisements other than the notices mentioned in the succeeding paragraph is at the rate of 7/6 per inch single column and 15/- per inch double column, repeats half price. (Fractions of an inch to be reckoned as an inch).

9. Notices to Creditors and Debtors in the estate of deceased persons and notices of executors concerning liquidation accounts lying for inspection, are published in schedule form at 12/- per estate.

10. No advertisements will be inserted unless the charge is prepaid. Cheques, drafts, postal orders or money orders must be made payable to the Secretary for South West Africa.

KENNISGEWING VAN OORDRAG.

Geliewe kennis te neem dat veertien (14) dae na publikasie hiervan, aansoek gedoen sal word by die Magistraat van Otjiwarongo, vir die oordrag van Handelslisensie gehou deur Willem Hans Otto Gaertner ten opsigte van die besigheid bekend as Thomsen Slagtery op Erf No. 35, Otjiwarongo, aan George Henle, wie besigheid sal dryf onder dieselfde naam en styl.

DU PLESSIS & V. D. WESTHUIZEN,
Prokureurs vir partye.

Voortrekkerstraat,
Posbus 47, Otjiwarongo.

NOTICE TO CREDITORS AND DEBTORS, ESTATE OF DECEASED PERSONS, Section 46, Act No. 24 of 1913, as applied to South West Africa.

Creditors and Debtors in the Estates specified in the annexed Schedule are called upon to lodge their claims with and pay their debts to the Executors concerned within the stated periods calculated from the date of publication hereof.

KENNISGEWING AAN SKULDEISERS EN SKULDENAARS, BOEDELS VAN OORLEDE PERSONE, Artikel 46, Wet No. 24 van 1913, soos toegepas op Suidwes-Afrika.

Skuldeisers en skuldenaars in die Boedels wat vermeld is in bygaande Bylae word versoek om hul vorderings in te lewer en hul skulde te betaal by die kantore van die betrokke Eksekuteurs binne die gemelde tydperke, vanaf die datum van publikasie hiervan.

SCHEDULE / BYLAE.

Boedel No.	ESTATE LATE BOEDEL VAN WYLE	Ordinary Place of Residence Gewone woonplek	With a period of Binne 'n tydperk van	Name and Address of Executors or authorized Agent Naam en Adres van Eksekuteur of gemagtigde Agent
	Willem Loftie-Eaton en nagelate eggenote Maria Elizabeth Loftie-Eaton (geb. Grobler)	Plaas „Goudini”, Kalkrand, S.W.A.	30 dae	Barclays Bank D.C.O., (Geregistreerde Handelsbank) waarby ingelyf is Die Nasionale Bank van Suid-Afrika Beperk, Trustee Afdeling Posbus 1835, Windhoek
167/60	Dirk Jacobus Louw en nagelate eggenote Johanna Adriana Hester Magdalena Louw (gebore von Zyl)	„Conradie”, distr. Bethanie, S.W.A.	30 dae	Barclays Bank D.C.O., (Geregistreerde Handelsbank) waarby ingelyf is Die Nasionale Bank van Suid-Afrika Beperk, Trustee Afdeling Posbus 1835, Windhoek
180/60	George Alexander Richmond Leeb en nagelate eggenote Margareta Johanna Leeb (gebore Vermeulen)	Plaas Deutsche Erde, P.K. Asab	30 dae	D. E. de Waal, Prokureur vir Eksekutrisse Testamentêr. Posbus 406, Keetmanshoop.
182/60	Franz Hollstein	Usakos, S.W.A.	30 days	Barclays Bank D.C.O. (Registered Commercial Bank) with which is amalgamated The National Bank of South Africa Limited, Trustee Department, P.O. Box 1835, Windhoek.
189/60	Karl Wilhelm Westphal		30 days	A. F. la Grange, P.O. Box 48, Windhoek.
190/60	James Forshaw		30 days	Alexander McGregor and Godfrey Newman McBlain, c/o Lorentz & Bone, P.O. Box 85, Windhoek
200/60	Jacob Johannes Scholz, wat op 2 Junie 1960 oorlede is, en sy oorlewende eggenote Margaretha Maria Scholtz (gebore Smith)	Bärenklau, distrik Gibeon	30 dae	Die Standard Bank van Suid-Afrika, Beperk, (Geregistreerde Handelsbank) Boedelafdeling, Windhoek, Agent vir Eksekutrisse Testamentêr.
207/60	Petrena Williams who died on 8.6.1960	Werth Tehuis, Windhoek	30 days	Barclays Bank D.C.O. (Registered Commercial Bank) with which is amalgamated The National Bank of South Africa Limited, Trustee Department, Posbus 1835, Windhoek.
	Johannes Abraham Smith	Stampriet, Distrik Gibeon	30 dae	J. S. Smith, Eksekutrisse. P/a G. J. Muller & Kie, Sokoliegebou, Posbus 2073, Windhoek.
473/59	Gert Hermanus Maree en nagelate eggenote Martina Jacomina Maree, gebore v. d. Walt, voorheen Hefer.		30 dae	M. J. Maree, Eksekutrisse Datief, Posbus 432, Tsumeb.

VACANT DISTRICT SURGEONCY.

Applications for the undermentioned District Surgeoncy, accompanied by particulars as to date and country of birth, qualifications, experience, and previous and present appointments of applicants, should reach the Secretary for South West Africa, Windhoek, not later than 23rd July, 1960.

Testimonials (copies) may be submitted, but canvassing by petition or otherwise should not be resorted to. The appointment is on a part-time basis and private practice is not recluded. Applicants should state whether they have knowledge of both official languages. Surgical experience will be recommended. Applicants must state the earliest date in which they can assume duty.

District.	Headquarters.	Salary.
Aranos-Gochas	Aranos	£360 p.a.

The salary mentioned covers all ordinary and routine services, but travelling allowance at 1/6 per mile for all miles travelled beyond a radius of three miles from headquarters, night detention at 22s 6d, and supplementary fees for certain other services will be payable; also fees for attendance at courts and inquests in accordance with the tariff of the Administration's Branch of Justice.

Applications should be submitted on form Z. 83 obtainable from any Magistrate's office:—

VAKANTE BETREKKING VAN DISTRIKSGENEESHEER.

Aansoeke om die ondergenoemde pos van Distriksgeneesheer met vermelding van datum- en land van geboorte, kwalifikasies, ondervinding, vorige en teenswoordige betrekkings word deur die Sekretaris van Suidwes-Afrika, Windhoek, ingewag en moet hom nie later as 23ste Julie 1960 bereik nie.

Getuigskrifte (afskrifte) kan ingestuur word, maar geen versoek om ondersteuning van aansoeke word toegelaat nie. Applikante moet vermeld of hulle 'n kennis van albei amptelike tale besit. Die aanstelling is van 'n deeltydse aard en privaat praktyk word toegelaat.

Chirurgiese ervaring sal 'n aanbeveling wees. Applikante moet die vroegste datum waarop hulle diens kan aanvaar, meld.

Distrik	Hoofkwartier.	Salaris.
Aranos-Gochas	Aranos	£360 p.j.

Die genoemde salaris dek alle gewone en roetine dienste maar reistoelae teen 1s 6d per myl vir alle afstande afgeleë buite drie myl van die hoofkwartier, nagverblyf teen 22s 6d en bykomende vergoeding vir sekere ander dienste word betaal, en ook vergoeding vir bywoning van hofsittings en ondersoeke, ooreenkomstig die tarief van die Afdeling Justisie van die Administrasie. Aansoeke moet ingedien word op vorm Z. 83, wat van enige Magistraatskantoor verkrygbaar is.

NOTICE BY EXECUTORS CONCERNING LIQUIDATION ACCOUNTS LYING FOR INSPECTION.
Section 68, Act No. 24 of 1913, as applied to South West Africa.

Notice is hereby given that copies of the Administration and Distribution Accounts in the Estates specified in the attached Schedule will be open for the inspection of all persons interested therein for a period of 21 days (or longer if specially stated) from the dates specified, or from the date of publication hereof, whichever may be later, and at the Offices of the Master and Magistrate as stated. Should no objection thereto be lodged with the Master during the period of inspection the Executors concerned will proceed to make payments in accordance therewith.

KENNISGEWING DEUR EKSEKUTEURS BETREFFENDE LIKWIDASIE-REKENING TER INSAGE.
Artikel 68, Wet No. 24 van 1913, soos toegepas op Suidwes-Afrika.

Kennisgewing geskied hiermee dat duplikate van die Administrasie- en Distribusierekening in die boedels vermeld in die navolgende Bylae, ter insage van al die persone, wat daarin belang het, op die kantore van die Meester en die Magistraat, soos vermeld, gedurende 'n tydperk van drie weke (of langer indien spesiaal vermeld) vanaf vermelde datums, of vanaf datum van publikasie hiervan, watter datum die laaste mag wees, sal lê. As geen beswaar daarteen by die Meester binne die vermelde tydperk ingedien word nie, sal die betrokke eksekuteur oorgaan tot uitbetaling ooreenkomstig vermelde rekenings.

SCHEDULE / BYLAE.

Estate Boedel No.	ESTATE LATE BOEDEL VAN WYLE	Description of Account Beskrywing van Rekening	Date Period Datum Tydperk	Office of the Kantoor van die		Name and Address of Executor or authorized Agent Naam en adres van Eksekuteur of gemagtigde Agent.
				Master Meester	Magistrate Magistraat	
471/58	Heinz Albert Guenther Borsdorf	First and Final Liquidation and Distr. Account.	21 days as from 2.7.1960	Windhoek	Lüderitz	Mrs. M. Borsdorf, c/o M. F. Kitching, P. O. Box 59, Luderitz.
244/59	Israel Binnes	First and Final Liquidation and Distr. Account.	21 days	Windhoek		J. W. F. Fourie, p/a Boedel & Weeskamer (Edms) Bpk. Posbus 1695, Windhoek.
280/59	Coenraad Adriaan Esterhuizen	Supplementêre Likw. en Verd. Rekening.	21 dae	Windhoek	Maltahöhe	B. J. van Zyl, Eksekuteur Datief, Skoolstraat, Posbus 13, Mariental.
339/59	Christiana Amalia Bridges (born Reynolds) Widow	First and Final Liquidation and Distr. Account.	21 days	Windhoek	Keetmanshoop	D. M. Somerville, c/o Lorentz & Bone, Standard Bank Chambers, Kaiser Street, P. O. Box 85, Windhoek.
441/59	Hermann Karl Johann Wilhelm Goldbeck of Farm "Bueschow", district Gobabis	First and Final Liquidation and Distr. Account.	21 days	Windhoek	Gobabis,	Barclays Bank D.C.O., (Registered Commercial Bank) with which is amalgamated The National Bank of South Africa Limited, Trustee Department, P. O. Box 1835, Windhoek
355/59	Pieter Jacobus Swart	Eerste en Finale Likwidasië- en Verd. Rekening.	21 dae	Windhoek		F. M. Oehl, Boedel & Weeskamer (Edms) Bpk. Posbus 1695, Windhoek
42/60	Martha Hendrina Louw (geb. Kruger), en haar oorlewende eggenoot Nicolaas Daniel Lombard Louw van plaas Schlipmündung, distrik Rehoboth, S.W.A.	Eerste en Finale Likw. en Distr.-Rekening.	21 dae	Windhoek	Rehoboth	Die Standard Bank van Suid-Afrika, Beperk, Geregistreerde Handelsbank) Trustee Afdeling. Windhoek. Agent vir Eksekuteur Testamentêr.
46/60	Christina Gerbrecht Loftie-Eaton (voorheen Swane-poel, geb. Marneweck) en nagelate eggenoot Arthur Batchelar Loftie-Eaton	Eerste en Finale Likw. en Distr.-Rekening.	21 dae	Windhoek	Maltahohe	A. B. Loftie-Eaton, Eksekuteur Testamentêr, Posbus 138, Mariental.
69/59	Pauline Anna Ritzdorf widow of "Dabib", district Grootfontein, S.W.A.	Supplementary First and Final Liquidation and Distr. Account.	21 days	Windhoek	Grootfontein	Barclays Bank D.C.O., (Registered Commercial Bank) with which is amalgamated The National Bank of South Africa Limited, Trustee Department, P. O. Box 1835, Windhoek
109/60	Ernst Kirchner	First and Final Liquidation and Distr. Account.	21 days	Windhoek	Swakopmund	R. A. Schaaf, c/o Relihan & Schaaf, P.O. Box 25, Swakopmund.

MASTER'S NOTICES. Pursuant to Section *seventeen*, Sub-section (4), and Section *forty*, Sub-section (1), of the Insolvency Act, 1936.

The Estates mentioned in the subjoined Schedule having been placed under sequestration by Order of the High Court of South West Africa, notice is hereby given that a first meeting of creditors will be held in the said Estates on the dates and at the times and places mentioned in the Schedule for the proof of claims and for the election of a trustee. Meetings in Windhoek will be held before the Master; elsewhere they will be held before the Magistrate.

J. J. BURGER,

Master of the Supreme Court of South West Africa.

KENNISGEWING VAN DIE MEESTER. Ingevolge artikel *sewentien*, onderartikel (4), en artikel *veertig*, subartikel (1) van die Insolvensiewet 1936.

Aangesien die Boedels, in die hierondervermelde Bylae kragtens Bevel van die Hooggeregshof van Suidwes-Afrika gesekwestreer is, word hiermee kennis gegee dat 'n eerste byeenkoms van skuldeisers in die vermelde Boedels op die datums en tye en plekke, vermeld in die Bylae, vir die bewys van vorderings en die verkiesing van 'n kurator gehou sal word. In Windhoek sal die byeenkomste voor die Meester gehou word; in ander plekke voor die Magistraat.

J. J. BURGER,

Meester van die Hooggeregshof van Suidwes-Afrika.

Form No. 2.

SCHEDULE — BYLAE.

Estate Boedel No.	Name and Description of Estate Naam en Beskrywing van Boedel	Date upon which and Division of Court by which Order made Datum waarop en Afdeling van Hof waardeur Bevel gegee is		Day, Date and Hour of Meeting Dag, Datum en Uur van Byeenkoms			Place of Meeting Plek van Byeenkoms
		Date of Order Datum v. Bevel	Division of Court Afdeling van Hof	Day/Dag	Date/Datum	Hour/Uur	
Ins. 668	Schulz, Christoph Johannes Adrian, 'n timmerman en meubelmaker van Swakopmund	17.6.1960	S.W.A. Afdeling	Woensdag	13.7.1960	10 vm.	Landdros Swakopmund

NOTICES OF TRUSTEES AND ASSIGNEES. Pursuant to Section *fifty-six*, Sub-section (3), Section *seventy-seven*, and Section *forty*, Sub-section (3), of the Insolvency Act, 1936.

Notice is hereby given that the persons mentioned in the subjoined Schedule have been appointed Trustees or Assignees, as the case may be, of the Estates therein mentioned as having been sequestrated or assigned, that their addresses are therein set forth; and that the persons indebted to the Estates are required to pay their debts at the said addresses within the periods mentioned in the Schedule.

Further, that a meeting of creditors (being the second meeting in such of the said Estates as are under sequestration) will be held in the said Estates on the dates and at the times and places mentioned in the Schedule, for the proof of claims against the Estate, for the purpose of receiving the Trustee's or Assignee's report as to the affairs and condition of the Estate, and of giving the Trustee or Assignee direction concerning the sale or recovery of any part of the Estate or concerning any matter relating to the administration thereof.

Meetings in Windhoek will be held before the Master; elsewhere they will be held before the Magistrate.

KENNISGEWINGS VAN KURATORS EN BOEDELBEREDDERAARS. Ingevolge artikel *ses-en-veertig*, sub-artikel (3), artikel *sewen-en-twintig*, en artikel *veertig*, sub-artikel (3) van die Insolvensie Wet, 1936.

Kennis word hiermee gegee dat die persone vermeld in die aangehegte Bylae as kurators of boedelberedderaars, soos die geval mag wees, van die daarin as gesekwestreer of afgestaan vermelde boedels aangestel is; en dat persone, wat geld aan die boedels skuld hul skulde by die aangegewe adresse binne die tydperke vermeld in die Bylae moet betaal.

Verder dat 'n byeenkoms van skuldeisers (dus die tweede byeenkoms van die boedels wat gesekwestreer is) met betrekking tot vermelde boedels op die datum, tye en plekke vermeld in die Bylae gehou sal word vir die bewys van aansprake teen die boedel, die ontvangs van die verslag van die kurator of die boedelberedderaar omtrent die aangeleentheid en toestand van die boedel, asook vir die verstrekking van instruksies aan die kurator of boedelberedderaar betreffende die verkoop of opvordering van enige gedeelte van die boedel of betreffende enige aangeleentheid in verband met die beheer daarvan.

In Windhoek word die byeenkomste voor die Meester gehou en op ander plekke voor die Magistraat.

Form 3.

SCHEDULE. / BYLAE.

Estate Boedel No.	Name and Description of Estate Naam en Beskrywing van Boedel	Whether Assigned or Sequestrated Of Boedel afgestaan of gesekwestreer is	Name of Trustee or Assignee Naam van Kurator of Boedelberedderaar	Full Address of Trustee or Assignee Volledige adres van Kurator of Boedelberedderaar	Day, Date and Hour of Meeting Dag, Datum en Uur van Byeenkoms			Place of Meeting Plek van Byeenkoms	Time within which debts payable Tyd binne welke skuld betaal moet word
					Day Dag	Date Datum	Hour Uur		
Ins. 667	A. H. Strydom, businessman of Outjo	Sequestrated	N. F. du Plessis	Stability Executor & Trust Co. (Pty) Ltd. P. O. Box 523, Windhoek	Wednesday	13.7.60	10.00 a.m.	Windhoek	

NOTICE OF TRANSFER OF BUSINESS

Notice is hereby given that 14 days after the publication of this Notice, application will be made to the Magistrate for the District of Rehoboth for the transfer of the General Dealers, Patent Medicine and Poison Licences presently held by ISRAEL WOLF SHER, trading as GOUDINI WINKEL on Farm Goudini No. 390, Kalkrand, district of Rehoboth, to ELDA STORE (PROPRIETARY) LIMITED who will continue the said business at the same premises under the style of GOUDINI WINKELS, likewise on the said farm Goudini, Kalkrand.

FISHER, QUARMBY & M. R. ORMAN,
Marie Neef Buildings,
Goering Street, Windhoek.

NOTICE OF TRANSFER OF BUSINESS

Notice is hereby given that it is the intention of OTTO BRUHNS who formerly carried on business on Erf No. 1377, WINDHOEK, under the style of REGINA CAFE, to transfer the said business to ANNA HELENE HUCKE, and that fourteen days after the publication of this Notice, Application will be made to the Licensing Court, Windhoek, for the issue of a Restaurant and Tobacco Licence by the said ANNA HELENE HUCKE, who will carry on business on the same premises under the style of ANMOU CAFE.

R. OLIVIER,
Attorney for Parties,
Atlantis House, Molke Street,
Windhoek, P. O. Box 5059.

KENNISGEWING VAN KURATORS EN BOEDELBEREDDERAARS. Ingevolge artikels *een-en-veertig* en *twee-en-veertig* van die Insolvensie-Ordonnansie 1936.

Hiermee word kennis gegee dat 'n byeenkoms van skuldeisers in die gesekwestreerde of afgestane Boedels, vermeld in die onderstaande Bylae op die datums, tye en plekke en vir die doeleindes daarin vermeld, gehou sal word.

In Windhoek sal die byeenkomste voor die Meester en in ander plekke voor die Magistraat gehou word.

NOTICES OF TRUSTEES AND ASSIGNEES. Pursuant to Sections *forty-one* and *forty-two* of the Insolvency Ordinance, 1936.

Notice is hereby given that a meeting of creditors will be held in the Sequestrated or Assigned Estate mentioned in the subjoined Schedule on the dates, at the times and places, and for the purposes therein set forth.

Meetings in Windhoek will be held before the Master; elsewhere they will be held before the Magistrate.

Form No. 4.

SCHEDULE. / BYLAE.

No. van Boedel No. of Estate	Naam en Beskrywing van Boedel Name and Description of Estate	Of Boedel Gesekwestreer of Afgestaan is Whether Assigned or Sequestrated	Dag, Datum en Uur van Byeenkoms Day, Date and Hour of Meeting			Plek van Byeenkoms Place of Meeting	Doel van Byeenkoms Object of Meeting
			Dag/Day	Datum Date	Uur Hour		
Ins. 641	Insolvent Estate W. B. E. Dombrowsky	Sequestrated	Wednesday	13.7.60	10 a.m.	Windhoek	Final proof of claims
Ins. 660	J. H. M. Bouwer, Fisherman of Walvis Bay	Sequestrated	Wednesday	7.9.60	10 a.m.	Windhoek	Final proof of claims
C.P. 192	Commercial Industrial Financial Management S.W.A. (Pty) Ltd. Kuisse Building, 9th Street, Walvis Bay	Sequestrated	Thursday	14.7.60	10 a.m.	Walvis Bay	To prove further claims

ELECTION OF EXECUTORS AND TUTORS.

The Estate of the persons mentioned in the attached schedules being unrepresented, notice is hereby given to the surviving spouse (if any), next-of-kin, legatees, and creditors, and — in cases where the meeting is convened for the election of Tutors — to the paternal and maternal relatives of the minors, and to all others whom these presents may concern, that meetings will be held in the several Estates at the times, dates, and places specified for the purpose of selecting some person or persons for approval by the Master of the High Court of South West Africa as fit and proper to be by him appointed Executors or Tutors, as the case may be. Meetings at Windhoek will be held before the Master, and in other places before the Magistrate.

J. J. BURGER,

Master of the Supreme Court of South West Africa.

VERKIESING VAN EKSEKUTEURS EN VOOGDE.

Aangesien die Boedels van die persone, vermeld in die aangehegte lys, nie verteenwoordig is nie, word hiermee kennis gegee aan die nagelate eggenoot (as daar een is), erfgename, legatarisse en skuldeisers, en — in gevalle waar die byeenkoms vir die verkiesing van voogde belê word — aan die bloedverwante van die minderjariges van vaders- en moederskant, en aan al die ander persone wat dit mag aangaan, dat byeenkomste met betrekking tot die verskillende boedels op die vermelde tye, datum en plekke gehou sal word vir die doel om 'n persoon of persone te kies vir goedkeuring van die Meester van die Hooggeregshof van Suidwes-Afrika as geskik en bekwaam om deur hom as eksekuteurs of voogde, soos die geval mag wees, aangestel te word. Byeenkomste te Windhoek word voor die Meester, en in ander plekke voor die Magistraat, gehou.

J. J. BURGER,

Meester van die Hooggeregshof van Suidwes-Afrika.

BYLAE. / SCHEDULE.

Registered Number of Estate Geregistr. Nummer van Boedel	Name of the Deceased		Occupation Beroep	Date and Place of Death	Date and Time of Meeting	Place of Meeting	Meeting convened for election of Byeenkoms belê vir verkiesing van
	Surname Voornaam	Christian Name Familiernaam		Datum en Plek van oorlyde	Datum en tyd van byeenkoms	Plek van byeenkoms	
199/60	Van Wyk	Willem Johannes	Trein Drywer	6 Junie 1960 Gobabis	8 Julie 1960 10 vm.	Meesters-kantoor	Eksekuteur Datief.
196/60	Tscharnke	Paul	Retired	17th July, 1958, Bayern/Germany	15th July, 1960 10 a.m.	Master's Office	Executor Datief.
445/59	Smith (geb. Wentzel)	Margaretha Maria	Huisvrou	14.11.1959 te Mariental	8 Julie 1960 10 vm.	Weesheer Windhoek	Eksekuteur Datief.
203/60	Aggenbach	Renier Stefanus Christoffel Johannes	Boer	30 Mei 1960 Windhoek	8 Julie 1960 10 vm.	Weesheer Windhoek	Eksekuteur Datief.
210/60	Alberts	Pieter	Opsigter	31 Mei 1960 Windhoek	8 Julie 1960 10 vm.	Meesters-kantoor	Eksekuteur Datief.
209/60	Kirsten	Klara Christine	Resting housewife	19th May, 1960 Maltahöhe	8 July, 1960 10 a.m.	Magistrate's office, Maltahöhe	Executor Datief
206/60	Lepohne	Kurt Hermann	Medical Practitioner	8th December, 59 Johannesburg	8 July, 1960 10 a.m.	Master's Office	Executor Testamentary

KENNISGEWING VAN KURATORS EN BOEDELDEREDDERAARS. Ingevolge artikel *eenhonderd en agt*, onderartikel (2) van die *Insolvensiewet, 1936*.

Kennis word hiermee gegee, dat die likwidasierekenings en state van distribusie of/en kontribusie in die boedels, vermeld in aangehegte Bylae, vir inspeksie deur skuldeisers in die vermelde kantore, gedurende 'n tydperk van veertien dae of soveel langer, soos daarin vermeld, vanaf die datum, in die Bylae vermeld, of vanaf die datum van publikasie hiervan, watter datum die laaste dag wees, sal lê.

NOTICES OF TRUSTEES AND ASSIGNEES. Pursuant to Section *one hundred and eight*, sub-section (2), of the *Insolvency Act, 1936*.

Notice is hereby given that the liquidation accounts and plans of distribution or/and contribution in the Estates mentioned in the subjoined Schedule will lie open at the offices hereto mentioned for a period of fourteen days, or such longer period as is therein stated, from the date mentioned in the Schedule or from the date of publication hereof, whichever may be later, for inspection by creditors.

Form No. 6.

SCHEDULE / BYLAE.

No. van Boedel No. of Estate	Naam en Beskrywing van Boedel Name and Description of Estate	Beskrywing van Rekening Description of Account	Kantore waar Rekening vir inspeksie sal lê Offices at which Account will lie open		Datum vanaf wanneer Rekening vir inspeksie sal lê Date from which Account will lie open
			Meester Master	Magistraat Magistrate	From/Van
Ins. 637	Insolvent Estate Gustav Hermann Ihmig, a contractor	First and Final Liquidation and Distribution Account	Windhoek		1st July, 1960
Ins. 633	Insolvent Estate Charlotte Josephine Dahms	First and Final Liquidation and Distribution Account	Windhoek		1st July, 1960

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA (SUIDWES-AFRIKA AFDELING)

TE WINDHOEK, Vrydag, die 17de dag van JUNIE 1960.

VOOR Sy Edelagbare Regter HOFMEYR.

In die saak van:

ELLEN JOHANNA NINOW — Applikant.

NADAT Mnr. C. J. Mouton, Advokaat vir die Applikant aangehoor is en die Petisie en die ander dokumente hierin gelees is:

WORD DIT BEVEEL

- DAT 'n Bevel *nisi* hiermee uitgereik word waarin ERNEST FRANK NINOW versoek word om redes, indien enige, aan te voer of op 1 Augustus 1960, waarom:
 - Die Applikant nie die alleenreg sal verkry tot die vredeemding en oordrag van die volgende vaste eiendom nie, nl.:
SEKERE Gedeelte „G” van Erf Nr. 4, GELEË in die Munisipaliteit en Distrik van Windhoek; GROOT Dertien (13) Are, Vyf-en-veertig (45) vierkant meter, Ag-en-vyftig (58) vierkant desimeter.
 - Die Registrateur van Aktes nie gemagtig sal word om 'n Volmag tot Oordrag van die gemelde eiendom, geteken deur die Applikant, te aanvaar vir die transport van die eiendom nie.
 - Die Regte van krediteure soos op datum van hierdie Bevel nie beveilig sal word nie.
 - Die Koste van die aansoek nie deur hom gedra sal word indien hy dit bestry nie.
- BESTELLING hiervan te geskied deur middel van publikasie in die Offisiële Koerant en in die „Transvaler” koerant.

OP BEVEL VAN DIE HOF,

J. v. d. MERWE,

Asst. Grieffier.

Bloch & Kie.

NOTICE OF VOLUNTARY SURRENDER OF ESTATE.

Notice is hereby given that application will be made to the South West Africa Division of the Supreme Court of South Africa Windhoek, on Monday the 1st day of August, 1960, at 10 o'clock in the forenoon as soon thereafter as Counsel may be heard, for the acceptance of the surrender of the Estate of GERTRUD IDA CLARA ROEHL, widow, shop assistant of Walvis Bay, as Insolvent and that a statement of her affairs will lie for inspection at the office of the Master of the Supreme Court at Windhoek, and at the office of the Magistrate at Walvis Bay, for a period of fourteen (14) days as from the 1st July, 1960.

Dated at Windhoek, this 23rd June, 1960.

LORENTZ & BONE,
Attorneys for Applicant,
P. O. Box 85, Windhoek.

VERLORE AKTE VAN TRANSPORT

Hiermee word kennis gegee dat ons voornemens is om aansoek te doen vir 'n gesertifiseerde afskrif van AKTE VAN TRANSPORT No. 284/1936 gedateer 14 Oktober 1936, gegee deur BRUNO TREICHEL ten gunste van KARL JULIUS BAUER ten opsigte van SEKERE Resterende Gedeelte van die Plaas GROSS OTTLAU No. 444, GROOTFONTEIN, Groot 2,435 Hektare, 81 Are, 66 Vierkantmeters.

Alle persone wat teen die uitreiking van sodanige afskrif beswaar maak, word hiermee versoek om dit skriftelik in te dien by die Registrateur van Aktes te Windhoek binne vyf (5) weke na die laaste publikasie van hierdie kennisgewing.

GEDATEER te WINDHOEK hierdie 6de Junie 1960.

DR. W. H. WEDER & KRUGER,
Prokureur vir die Applikant.

NOTICE IN TERMS OF SECTION 43 (5) OF ORDINANCE 26 OF 1954.

As no objection has been lodged within the prescribed period against the application of Mr. R. R. Gossow, P. O. Box 142, Swakopmund, for the conversion of the mineral prospecting claims Nos. 25731 and 26020 situated on the farm Cape Cross No. 143, Omaruru district, Registration Division "C", it has been decided to grant the application for the conversion of the said claims into precious and base mineral mining areas to be known as Werner 22 and Werner 3 respectively to be registered in favour of Mr. R. R. Gossow, in terms of Section 43 (5) of Ordinance No. 26 of 1954.

J. G. KIRCHNER,
Inspector of Mines.

23rd March, 1960.

TSUMBEB DORPSBESTUURRAAD SKUTKENNISGEWING.

Kennis geskied hiermee kragtens artikel 29 van die Dorpsbestuurskutregulasies (Goewermenskennisgewing No. 179 van 1959), dat die ondergenoemde diere per publieke veiling verkoop sal word by die Dorpsbestuur Skutkrale op 7 Julie 1960 om 10 vm. tensy hulle voorheen gelos word.

D. P. RAUTENBACH,
Skutmeester.

Datum	Beskrywing	Geskut deur	Brand
15/6/60	1 Bruin reun perd, ongeveer 7 jaar oud.	Skutmeester	Onduidelike brand op linkerboud mag N.C. wees.
	1 Donkerbruin reun perd, ongeveer 8 jaar oud	Skutmeester	Linkerboud N.C. oor 209, regterboud N.C. oor 21 of 24.

KENNISGEWING VAN KURATORS EN BOEDELBEREDDERAARS. Ingevolge artikel *honderd-en-dertien*, sub-artikel (1) van die *Insolvensiewet*, 1936.

Aangesien die likwidasierekenings en state van distribusie of/en kontribusie in die afgestane of gesekwestreerde boedels vermeld in die onderstaande Bylae op die daarin genoemde datums bekragtig is, word hiermee kennis gegee dat 'n diwidend uitgekeer of/en 'n kontribusie in vermelde boedels ingevorder sal word, soos uiteengesit in die Bylae, en dat elke kontribusiepligtige skuldeiser die deur hom verskuldigde bedrag aan die kurator of boedelberedderaar by die adres in die Bylae genoem, moet betaal.

NOTICES OF TRUSTEES AND ASSIGNEES. Pursuant to Section *one hundred and thirteen*, sub-section (1) of the *Insolvency Act*, 1936.

The liquidation accounts and plans of distribution or/and contribution in the Assigned or Sequestrated Estates mentioned in the subjoined Schedule having confirmed on the dates therein mentioned, notice is hereby given that a dividend is in course of payment or/and a contribution in course of collection in the said Estates as in the Schedule is set forth, and that every creditor liable to contribute is required to pay the trustee or assignee the amount for which he is liable at the address mentioned in the Schedule.

Form No. 7.

SCHEDULE—BYLAE.

No. van Boedel	Naam en Beskrywing van Boedel	Datum waarop Rekening bekragtig is	Of 'n diwidend uitgekeer word of 'n kontribusie ingevorder word of beide	Naam van Kurator of Boedelberedderaar	Volledige Adres van Kurator of Boedelberedderaar
No. of Estate	Name and Description of Estate	Date when Account Confirmed	Whether a Dividend is being paid or Contribution being collected, or both	Name of Trustee or Assignee	Full Address of Trustee or Assignee
Ins. 623	Insolvent Estate B. H. H. Weihrauch	6.6.1960	Dividend being paid.	H. S. Prinsloo	P.O. Box 1695, Windhoek.
Ins. 632	Insolvent Estate H. A. W. Beyer	6.6.1960	Dividend being paid	H. S. Prinsloo	P. O. Box 1695, Windhoek
Ins. 645	Insolvent Estate J. H. A. Smit	2.6.1960	Awards only on Preferent and Secured Claims being paid	F. G. Roome, Esq.	Stability Executor and Trust Co. (Pty) Ltd. P. O. Box 523, Windhoek
Ins. 638	Insolvent Estate S. H. Cilliers	2.6.1960	Dividend being paid	F. G. Roome, Esq.	Stability Executor and Trust Co. (Pty) Ltd. P. O. Box 523, Windhoek

METJE & ZIEGLER LIMITED

(Incorporated in South West Africa)

NOTICE OF PREFERENCE DIVIDEND No. 24

Notice is hereby given that the Dividend for the six months ending 30th June, 1960 at the rate of 5½% per annum has been declared payable on or about the 15th July, 1960, to all Preference Shareholders registered in the books of the Company at the close of business on the 30th June, 1960.

The Preference Share Register and Register of Members will be closed from the 1st to the 15th July, 1960, both days inclusive.

In terms of the South West African Income Tax Amendment Ordinance 1951, a Non-Resident Shareholders Tax of 6¼% is imposed on Dividends payable to Shareholders whose registered addresses are outside South West Africa.

BY ORDER OF THE BOARD,

H. E. HARMS,

Secretary.

Syfret's Trust & Executor Company S.W.A. Limited,
Transfer Secretaries,
P. O. Box 15, Windhoek, S.W.A.

METJE & ZIEGLER LIMITED

(Incorporated in South West Africa)

7½% REGISTERED UNSECURED CONVERTIBLE NOTES
Notice is hereby given that in terms of the Conditions governing the Issue of 7½% Registered Unsecured Convertible Notes, interest at the rate of 7½% per annum for the six months ending 30th June, 1960 will be payable on or about the 15th July, 1960.

The last day to register will be the 30th June, 1960 and the Transfer Register and Register of Noteholders will be closed from the 1st to the 15th July, 1960, both days inclusive.

BY ORDER OF THE BOARD,

H. E. HARMS,

Secretary.

Syfret's Trust & Executor Company S.W.A. Limited,
Transfer Secretaries,
P. O. Box 15, Windhoek, S.W.A.

LOST DEED OF TRANSFER.

Notice is hereby given that I intend applying for certified copy of Deed of Transfer No. 1436/1956, dated 20th December, 1956, passed by EMIL SPIRO and ROMAN ABRAM SPIRO in their capacities as Executors Testamentary in the Estate of the late GILA SPIRO (born Goldstein) widow, under and by virtue of Letters of Administration No. 345/55 issued in their favour by the Master of the High Court of South West Africa on the 17th January, 1956, in favour of EMIL SPIRO (born on the 12th February, 1912) in respect of

Certain Erf No. 696, Situate in the Municipality and Territory of Walvis Bay in the district of Swakopmund, Measuring One Thousand Two Hundred and Fifty (1250) Square Metres. Still held under the said Deed of Transfer No. 1436/1956.

All persons having objections to the issue of such copy are hereby required to lodge the same in writing with the Registrar of Deeds at Windhoek, within five weeks from the last publication of this notice.

Dated at Windhoek, this 22nd day of June, 1960.

FISHER, QUARMBY & M. R. ORMAN,
Marie Neef Building, Goering Street,
P. O. Box 37, Windhoek.

NOTICE OF TRANSFER OF BUSINESS

Notice is hereby given that it is the intention of HERMANN A. TRÜMPER carrying on General Dealer business under the name and style of H. TRÜMPER on Erf 285, Kaiser Street, to transfer this business to WILHELM WINDISCH and that 14 (fourteen) days after publication of this notice, application will be made to the Licensing Court, Windhoek, by the said WILHELM WINDISCH, who will carry on business under the name and style of H. TRÜMPER NACHF. on the same premises for the issue of a General Dealer Licence, Patent Medicine Licence and Mineral Water Licence in respect of the said premises.

Dated at Windhoek the 21st day of June, 1960.

WINDHOEK TRUST CO. (PTY.) LTD.,
Agents of Applicant,
City Centre, Hepworth Arcade,
Windhoek.

GROOTFONTEIN MUNISIPALE SKUT.
SKUTVERKOPING.

Die volgende diere is vanaf die Grootfontein dorpsgronde geskut op 9 Junie 1960 deur die Veldwagter en indien nie eerder gelos nie, sal hulle verkoop word by die Munisipale Skutkrale, Grootfontein, op Saterdag, 9 Julie 1960 om 10 uur v.m.

H. J. STANDER,
Skutmeester.

Stadskantoor,
GROOTFONTEIN, 17 Junie 1960.

Beskrywing	Brand
Een donkerbruin Witkop Os	Onduidelik.
Een Bruin Sweedse Os	Ongebrand.
Een ligbruin Poenskop Koei met verskalf.	Kan J V wees 4
Een Vaal-bont Simmentaler Koei met verskalf ongebrand	Lyk na F T of E T 2 2
Een donkerrooi Poenskop Koei	Onduidelik — lyk na O M 6
Een Swart wit-pens Fries Koei met swart bulkalf.	Lyk na lê 5 f lê V
Een Rooi Bulkalf	Onduidelik.
Een Simmentaler Bulkalf	Ongebrand.
Een Rooi Bulkalf	Ongebrand.
Een South Devon Versie	Ongebrand.
Een Rooi-bles Vers.	Ongebrand.
Een Vaal Sweedse Vers.	Lyk na lê 9 F F
Een Rooi Poena Vers	Ongebrand.
Een Geel Koei — net 1 horing	Onduidelik.
Een Geel-bles Kalf	Ongebrand.
Een Ligbruin witpens Koei	lê 5 Lyk na F Z
Een Donkerrooi Poena Koei met rooi verskalf	Onduidelik — lyk na lê 3 O F
Donkerbruin Red Poll Bul — een stomp horing.	Ongebrand.
Een Rooi Bulkalf	Ongebrand.
Een South Devon Bul.	Ongebrand.
Een Donkerbruin Os — hang horings, bontpens.	Lyk na F C of F C 506 306
Een Swart baster Aberdeen Angus Tollie	Lyk na 0 O S
Een Swart Aberdeen Angus Tollie	Onduidelik.
Een Swart Tollie	Onduidelik.
Een Swart Aberdeen Angus Vers — onthoring	Onduidelik.
Een Bruin Poena Os.	Lyk na 6 O H
Een donker Sweedse Bul.	Ongebrand.
Een Bont Fries Verskalf	Ongebrand.
Een Bruin Vers	Ongebrand.
Een Ligbruin Tollie	F V Onduidelik — lyk na 2
Een Vaal-bles Tollie	Onduidelik.
Een Swart Aberdeen Angus Vers	Ongebrand.
Een Bruin Hereford Tollie	Lyk na 4 O
Een Bruin Sweedse Vers	Ongebrand.
Een Rooi Poenskop Vers.	Onduidelik.
Een Swart Aberdeen Angus Vers	Lyk na 0 O S
Een Rooi Poenskop Os.	Onduidelik.
Een Donkerbruin Poenskop Os.	Onduidelik.
Een Ligbruin South Devon Koei	Onduidelik.
Een Geel Blom-kop Os.	Ongebrand.
Een Swart-Bont Koei.	Onduidelik.
Een Swart Aberdeen Angus Os.	Onduidelik.
Een Donkerrooi Poena Vers.	Onduidelik.
Een Ligrooi vers.	Onduidelik.
Een Rooi Vers	Onduidelik.
Een Donkerrooi Os	Onduidelik.
Een Geel Simmentaler Os	Ongebrand.
Een Rooi Poenskop Os	Onduidelik.
Een Donkerrooi Poena Os	Lyk na 1 U T
Een Ligrooi Koei	Onduidelik.
Een Geel Merrie perd	Lyk na K C 435
Een Wit-skimmel Hingsperd	Ongebrand.
4 Donkie Merries	
5 Donkie Vullens	
5 Donkie Reuns.	

NOTICE OF TRANSFER OF BUSINESS

Notice is hereby given that it is the intention of THEODOR LUBOWSKI in his capacity as Executor Testamentary in the Estate of the late AUGUST LUBOWSKI, who, in his lifetime carried on the business of a General Dealer on the Farm KUBUB No. 15, District Luderitz, to dispose of the said business to WILFRIED FRANZ LUBOWSKI, and that 14 days after the publication of this notice application will be made to the Magistrate for the District of Luderitz for the issue of a General Dealer's Licence in respect of the General Dealer's premises on the said Farm to and in favour of WILFRIED FRANZ LUBOWSKI who will carry on the business of a General Dealer for his own account.

Dated at Luderitz this 6th day of June, 1960.

M. F. KITCHING,
Applicant's Attorney,
3 Berg Street, Luderitz.

NOTICE OF TRANSFER OF BUSINESS

Notice is hereby given that it is the intention of WILFRIED FRANZ LUBOWSKI, carrying on business as a General Dealer and Aerated or Mineral Water Manufacturer on Portion A of Erf No. 231, Bismarck Street, Luderitz, to dispose of the said General Dealer's business and Aerated or Mineral Water Manufacturer's business to OSWALD TREPPE, and that 14 days after the date of publication of this Notice, application will be made by the said OSWALD TREPPE, who will trade in the same premises under the style or firm of W. LUBOWSKI NACHFOLGER, to the Licensing Court, Luderitz, for the issue of a General Dealer's Licence and Aerated or Mineral Water Manufacturer's Licence.

Dated at Luderitz this 6th day of June, 1960.

M. F. KITCHING,
Applicant's Attorney,
3 Berg Street, Luderitz.

THE PATENTS, DESIGNS, TRADE MARKS AND
COPYRIGHT ACT, 1916 (UNION OF S.A.) AS APPLIED TO
SOUTH WEST AFRICA BY PROCLAMATION
NO. 17 OF 1923.

AMERICAN CYANAMID COMPANY, of 30, Rockefeller Plaza, New York, State of New York, United States of America, seek leave to amend the specification of Letters Patent No. 826/59 of 3rd February, 1959, for "PREPARATION OF NEW COMPOUNDS OF THE TETRACYCLINE SERIES".

A Copy of the original specification showing in red ink the proposed amendment is now open to public inspection at the Deeds Office, Windhoek.

A notice of opposition (on Patents Form No. 17) must be lodged at the Deeds Office within three months from the date of the advertisement hereof.

G. H. HAYLETT,
Registrar of Deeds and Patents.

5th May, 1960.

KENNISGEWING VAN OORGAWE

KENNIS WORD HIERMEE GEGEE dat aansoek by die Hooggeregshof van Suid-Afrika (Suidwes-Afrika Afdeling) gedoen sal word op MAANDAG, die 1ste AUGUSTUS 1960 om 10 uur in die voormiddag of so spoedig daarna as die Advokaat gehoor kan word, vir die Oorgawe van die Boedel van

GERT JOHANNES JURGENS DU PREEZ,

'n Bou-kontrakteur van Windhoek, S.W.A., as insolvent gemaak sal word, en dat sy Boedelbeskrywing in die Kantoor van die Meester van die Hooggeregshof van Suid-Afrika (Suidwes-Afrika Afdeling) te Windhoek vir 'n tydperk van veertien dae vanaf die 9de dag van JULIE 1960 ter insae sal lê.

GEDATEER te WINDHOEK op hede die 1ste dag van JUNIE 1960.

R. OLIVIER,
Prokureur vir Applikant,
Atlantis Gebou,
Moltke Str., WINDHOEK.

DEPARTMENT OF TRANSPORT. / DEPARTEMENT VAN VERVOER.

MOTOR CARRIER TRANSPORTATION. / MOTORTRANSPORT.

The undermentioned applications for motor carrier certificates are published in terms of section 13 (1) of the Motor Carrier Transportation Act, 1930, (Act No. 39 of 1930), as amended, and Regulation 2 (2) of the Motor Carrier Transportation Regulations, 1941, as amended.

Written representations (in duplicate) in support of, or in opposition to, such applications, must be made to the National Transport Commission or local board concerned within ten days from the date of this application.

Die onderstaande aansoek om motortransportsertifikate word kragtens artikel 13 (1) van die Motortransportwet 1930, (Wet No. 39 van 1930), soos gewysig, en Regulasie 2 (2) van die Motortransportregulasies, 1941, soos gewysig, gepubliseer.

Skriftelike vertoë (in duplikaat) tot ondersteuning of bestryding van hierdie aansoek moet binne tien dae van die datum van hierdie publikasie aan die Nasionale Vervoerkommissie of betrokke plaaslike raad gerig word.

- X Name of Applicant and Nature of Application./Naam van applikant en aard van aansoek.
 Y Nature of proposed motor carrier transportation and number of vehicles./Aard van voorgestelde motortransport en getal voertuie.
 Z Points between and routes over, or area within which the proposed motor carrier transportation is to be effected./Plekke waartussen en roetes waaroor, of die gebied waarin die voorgestelde motortransport gedryf sal word

Local Road Transportation Board, Windhoek.
 Plaaslike Padvervoerraad, Windhoek.

- X. M.58 (E.2533) J. G. A. Celliers: Tsumeb. (Cartage Contractor/Karweier). New application/Nuwe aansoek.
 1 Vehicle/Voertuig T.1038.
 Y. Roadmaking material / Padmaak materiaal.
 Z. Magisterial districts of / Landdrosdistrikte van Tsumeb and/en Grootfontein.
 X. E.2660. D. G. van Reenen, Otavi. Cartage Contrac/Vervoerkontraakteur. New application / Nuwe aansoek.
 1 Vehicle/Voertuig: DS: 35.
 Y. Roadmaking material / Padmaakmateriaal (Pro-forma).
 Z. Magisterial districts of / Landdrosdistrikte van Grootfontein and/en Tsumeb.
 X. M. 69. (E.1326) J. D. Kriel, Warmbad, (General Dealer / Algemene Handelaar). New application / Nuwe aansoek.
 1 Vehicle/Voertuig WD.448.
 Y. Goods all classes / Goedere alle soorte.
 Z. Magisterial district of / Landdrosdistrik van Warmbad.
 X. M. 57. (E.2596) J. W. Strydom, Rooikrans Distrik. (Plot Owner / Kleinhoewe eienaar). New application / Nuwe aansoek. 1 Vehicle/Voertuig.
 Y. Bricks, crude oil and coal / Stene, ru-olie en steenkool.
 Z. Magisterial district of / Landdrosdistrik van Grootfontein.
 X. M. 27. (E.2106) Scherman Transport Co. (Pty) Ltd., Omaruru. Cartage Contractors / Karweiers. Amendment (Additional authority and curtailment of route / Wysiging By komende magtiging en inkorting van roete). 4 Vehicles/Voertuie. 3 Trailers/Sleepwaens.
 Y. Existing authority / Bestaande magtiging.
 Goods, passengers and live stock / Goedere, passasiers en lewende hawe.
 Z. Between/Tussen Omaruru and/en farms/plase Okakombo 15 & 16, Dardabekkes 10, Groot en klein Omahoro 8, Okarondja 6, Verdun 3, Epopa 4, Madagascar 89, Nuremberg 88, Aspro 86, Bertram 80, Omburo Oos 81, Lowenfontein 84, Renostrekop 389, 388, Braumfels 387, Stillewoning 386, Renostrewraak 385, Waterval 348, then with Welwitschie-Omaruru road via Omatjette on condition that no traffic be conveyed on Welwitschia and between Welwitschia and Omaruru no traffic is picked and set down, / dan na Omaruru met Welwitschia-Omaruru pad oor Omatjette op voorwaarde dat geen vervoer op Welwitschia en tussen Welwitschia en Omaruru op of afgelaai mag word nie.
 Amendment/Wysiging.
 Goods pasengers and livestock / Goedere, passasiers en lewendehawe Between/Tussen Omaruru and/en plase/farms Molkenhof 102, Eausirs 101, Klein Okombahe 22 & 21, Okombo 19 & 15, Dordabekkes, Groot en Klein Omahoro 9 & 8, Okarondja 6, Verdun and/en Epopa 4.
 X. M. 59 & M 64 (E.771) L. A. Steens S.W.A. (Pty) Ltd., Windhoek. Engineers and builders / Ingenieurs en bouers. Additional vehicles / Bykomende voertuie, 3 Vehicles/Voertuie.
 Y. (a) Own European and Non-european employees from place of residence to place of employment / Eie Blanke en nie-blanke werknemers vanaf woonplek na werksplek.
 Z. 30 mile radius from / 30 myl omtrek Windhoek.
 X. M. 77 (E.133) B. J. Pleitser, Ariamsvlei, General Dealer / Algemene Handelaar. New application / Nuwe aansoek.
 1 Vehicle/Voertuig: WD.53.
 Y. Goods all classes / Goedere alle soorte.
 Z. Magisterial districts of / Landdrosdistrikte van Warmbad and/en Keetmanshoop.
 X. E.127. J. H. Wolstenholm, Karasburg, (Cartage Contractor / Karweier). Additional vehicle / Bykomende voertuig
 1 Vehicle/Voertuig, WD.87.
 Y. Gravel, sand and stone / Gruis, sand en klip.
 Z. Within the Magisterial district of / Binne die Landdrosdistrikte van Warmbad.
 X. M. 68 (E.2701) M. K. Katti, Walvisbaai. (Labourer/Arbeider). New application / Nuwe aansoek, (Taxi), 1 Vehicle/Voertuig WB 686.
 Y. (a) Non-europeans and personal effects / Nie-blanke passasiers en persoonlike besittings.
 Z. Within/Binne Walvis Bay and/en Swakopmund.
 (b) Casual Bona-fide trips to points outside area (a) / (b) Bona-fide ritte na plekke buite gebied (a).

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that 14 days after publication hereof, application will be made to the Licensing Court at Windhoek for the transfer of the General Dealer's Licence of HANS DELIUS and RODERICH SCHMIDT trading under the style or firm of WINDHOEKER BUCHHANDLUNG on Erf No. 1654, Kaiser Street, Windhoek, to WINDHOEKER BUCHHANDLUNG (PROPRIETARY) LIMITED, Windhoek, who will carry on business at the said erf, Windhoek under the style of WINDHOEKER BUCHHANDLUNG (PROPRIETARY) LIMITED.

Dated at WINDHOEK, this 23rd day of JUNE, 1960.

J. H. SHAR,
 Attorney for Plaintiff.

P. O. Box 452, Windhoek.

KENNINGSGEWING VAN OORDRAG VAN BESIGHEID

Geliewe kennis te neem dat dit die voorneme is van PIETER RUDOLF BAARD, wat onder die firma naam LUDE-RITZ VLEISMARK die besigheid van 'n kleinhandel Slagtery dryf te Erf Nr. 216, Stauchstraat, Luderitz, om die gesegde besigheid aan JOSEF FREDERIK BONTHUYS oor te dra en dat 14 dae vanaf datum van publikasie hiervan aansoek gedoen sal word by die Landdros van Luderitz vir die uitreiking van 'n kleinhandel Slagtery Lisensie aan JOSEF FREDERIK BONTHUYS wat voortaan besigheid sal dryf vir sy eie voordeel onder die naam LUDERITZ VLEISMARK op dieselfde perseel.

M. F. KITCHING,
 Prokureur vir die Partye,
 3 Berg Straat, Luderitz.