



# STAATSKOERANT VAN DIE REPUBLIEK VAN SUID-AFRIKA

## REPUBLIC OF SOUTH AFRICA GOVERNMENT GAZETTE

REGULASIEKOERANT No. 2350

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### GOEWERMENTSKENNISGEWING

#### DEPARTEMENT VAN POS- EN TELEKOMMUNIKASIEWESE

No. R. 1373 13 Augustus 1976  
POSKANTOORDIENSREGULASIES

Kragtens die bevoegdheid my verleen by artikel 47 (1) van die Poskantoorwet (Wet 66 van 1974) vaardig ek, Johannes Petrus van der Spuy, Minister van Pos- en Telekommunikasiewese, op aanbeveling van die Personeelbestuursraad van die Poskantoor, die regulasies uit wat hierin uiteengesit is en onmiddellik na die publikasie daarvan in die Staatskoerant van krag word.

J. P. VAN DER SPUY, Minister van Pos- en Telekommunikasiewese.

#### HOOFSTUK A

##### ALGEMEEN

##### Woordbepalings

A1. In hierdie regulasies, tensy uit die samehang anders blyk, het 'n uitdrukking wat in die Wet omskryf is dieselfde betekenis en beteken—

"amptelike kwartiere" dié kwartiere, met inbegrip van geboue, buitegeboue, die terrein, vaste toebehore, toebehore, masjinerie en uitrusting, maar uitgesonderd meubels, wat die eiendom van die departement is of wat onder huurkontrak of andersins in die wettige besit van die departement is en wat kragtens regulasie H5.1 deur die Posmeester-generaal as amptelike kwartiere aangewys is;

"betaling" die salaris of loon wat gewoonlik aan 'n beampete of werknemer betaalbaar is wanneer hy in diens is en sluit in toelaes wat nie by salaris of loon inbegrepe is nie, met inagneming van regulasies met betrekking tot en opdragte deur die Raad in verband met sulke toelaes; "buiteland" 'n land of landstreek buite die grense van die Republiek en die gebied;

"diens" enige onafgebroke voltydse regeringsdiens in enige hoedanigheid;

"die Wet" die Poskantoorwet, 1974 (Wet 66 van 1974);

"enkelkwartiere" dié amptelike kwartiere wat beskikbaar gestel word vir toewysing kragtens regulasie H5 en wat bedoel is vir 'n beampete of werknemer wat ongetroud

### GOVERNMENT NOTICE

#### DEPARTMENT OF POSTS AND TELECOMMUNICATIONS

No. R. 1373 13 August 1976  
POST OFFICE SERVICE REGULATIONS

By virtue of the powers vested in me by section 47 (1) of the Post Office Service Act (Act 66 of 1974), I, Johannes Petrus van der Spuy, Minister of Posts and Telecommunications, on the recommendation of the Staff Management Board of the Post Office, make the regulations set out herein that will take effect immediately after the publication thereof in the *Government Gazette*.

J. P. VAN DER SPUY, Minister of Posts and Telecommunications.

#### CHAPTER A

##### GENERAL

##### Definitions

A1. In these regulations, unless the context otherwise indicates, an expression defined in the Act bears the same meaning and—

"abroad" means a country or region outside the borders of the Republic and the territory;

"accommodation" means lodging, bedding, meals, liquid refreshment, laundering, hotel-board levy and service charge, or any combination of these items, but excluding alcoholic liquor and dry cleaning;

"adverse remark" means any written remark by a reporting officer or head of an office that, read in its full context, is adverse and also includes anything else in a report that the Board may indicate as adverse;

"camp allowance" means payment designed to compensate an officer or employee in respect of—

(a) reasonable expenses necessarily incurred by him on items that are included in accommodation and that are not part of the camping equipment provided departmentally while absent from his headquarters on official duty, over and above his normal living expenses at his home; and

(b) the inconvenience attaching to camp life;

"code" means the code referred to in section 48 of the Act;

is of wat nie afhanklik is het wat gewoonlik by hom inwoon nie;

“getroudekwartiere” dié amptelike kwartiere wat beskikbaar gestel word vir toewysing kragtens regulasie H5 en wat bedoel is vir ‘n beampte of werknemer met ‘n gesin of ander afhanklik wat gewoonlik by hom inwoon;

“herberg” slaapplek, beddegoed, etes, vloeibare versversings en was en stryk van wasgoed, hotelraadtoeslag en dienstoeslag of enige samestelling van hierdie items, maar uitgesonderd alkoholiese drank en droogskoonmaak;

“hoofkwartier” die stad, dorp of plek waar die ver-naamste werk van ‘n beampte of werknemer verrig word of verrig moet word, of wat deur die Posmeester-generaal as sy hoofkwartier aangewys is;

“hoof van ‘n kantoor” die hoof van ‘n kantoor, tak, inrigting, afdeling of werkplek en ook die Posmeester-generaal;

“huishouding”—

(a) die vrou van ‘n beampte of werknemer en/of ‘n nie-selfonderhoudende kind wat permanent by hom inwoon; en/of

(b) ‘n familielid van ‘n beampte of werknemer wat permanent by hom inwoon en noodsaklike wysis van hom afhanklik is en wie se inkomste nie die toepaslike maksimum bedrag voorgeskryf by regulasies uitgevaardig kragtens die Wet op Bejaarde Persone, 1967 (Wet 81 van 1967), soos gewysig, met uitsluiting van die toelae van ‘n oppasser betaalbaar kragtens artikel 2 (c) van genoemde Wet, oorskry nie; asook

(c) nie meer as twee bedienende (met inbegrip van kinderoppassers) nie wat in ‘n voltydse hoedanigheid by die beampte of werknemer in diens is;

“huurder” die beampte of werknemer aan wie amptelike kwartiere kragtens regulasie H5 toegewys is of kragtens regulasie H6 toegeken is;

“kamptoelae” betaling wat bedoel is om ‘n beampte of werknemer te vergoed vir—

(a) redelike uitgawes wat hy, benewens sy normale bestaansuitgawes by sy tuiste, noodwendig aan items wat by herberg inbegrepe is en wat nie deel uitmaak van die kampuitrusting wat van departementele weë aan hom verskaf word nie, aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is; en

(b) die ongerief verbonde aan kamplewe;

“kode” die kode in artikel 48 van die Wet bedoel;

“kort kennisgewing” kennis wat na die eerste dag van ‘n maand gegee word van ‘n reëling wat van krag moet word voor die eerste dag van die tweede daaropvolgende maand;

“nag” die ure tussen 20h00 en 06h00;

“ongunstige opmerking” enige skriftelike opmerking deur ‘n verslaggewende beampte of hoof van die kantoor wat, in sy volle verband gelees, ongunstig is en sluit ook enige iets anders in ‘n verslag in wat die Raad as ongunstig mag aandui;

“oortyddiens” amptelike diens wat ‘n beampte of werknemer verrig—

(a) op ‘n Sondag of op ‘n openbare feesdag; of

(b) bo en behalwe die werkweek wat vir hom voorgeskryf is, op dae waarop hy gewoonlik werk;

“persoonlike besittings” die roerende goed van ‘n beampte of werknemer en van sy huishouding, wat normaalweg vir persoonlike gebruik aangewend word, met inbegrip van voertuie, maar uitgesonderd lewende hawe, huis- en troeteldiere;

“rusdag”—

(a) ‘n Sondag of ‘n openbare feesdag; of

(b) ‘n Saterdag in die geval van ‘n beampte of werknemer wat ‘n volwaardige vyfdaeweekweek nakom;

“cycle” means a period of three years reckoned from 1 January 1974, and each succeeding period of three years;

“day of rest” means—

(a) a Sunday or a public holiday; or  
(b) a Saturday in the case of an officer or employee who observes a full-scale five-day working week;

“equipment officer” means the officer or employee who exercises control over equipment;

“expendable items” means fuses and fuse wire, dry-cell batteries, electric light bulbs, tubes for fluorescent lights, tap or valve washers, bath, sink and washbasin plugs and chains, oil and gas-lamp wicks, mantles and chimney glasses and such other items of a similar nature as may be approved by the Postmaster General;

“head of an office” means the head of an office, branch, institution, division or place of work and also the Postmaster General;

“headquarters” means the city, town or place where the principal duties of an officer or employee are or have to be performed or that may be indicated as his headquarters by the Postmaster General;

“household” means—

(a) the wife of an officer or employee and/or a non-selfsupporting child who is permanently resident with him; and/or

(b) a relative of an officer or employee who is permanently resident with and necessarily dependent on him and whose income does not exceed the appropriate maximum amount prescribed by regulations promulgated in terms of the Aged Persons Act, 1967 (Act 81 of 1967), as amended, excluding the attendant’s allowance payable in terms of section 2 (c) of the said Act; as well as

(c) not more than two servants (including nursemaids) employed in a full-time capacity by the officer or employee;

“incremental month” means the month during which the salary of an officer or employee may be increased in accordance with the scale that is applicable to him;

“incremental period” means a period of twelve months or another approved period that must elapse in regard to any officer or employee before his salary may be increased in accordance with the scale applicable to him;

“married quarters” means those official quarters available for assignment in terms of regulation H5 and designed for an officer or employee with a family or other dependants who normally reside with him;

“night” means the hours between 20h00 and 06h00;

“official quarters” means those premises, inclusive of buildings, outbuildings, grounds, fixtures, fittings, plant and equipment, but exclusive of furniture, that, being owned or held on lease or otherwise in the lawful possession of the department, are assigned by the Postmaster General as official quarters in terms of regulation H5.1;

“overtime duty” means official duty performed by an officer or employee—

(a) on a Sunday or a public holiday; or  
(b) over and above the working week prescribed for him, on days on which he normally works;

“pay” means the salary or wage normally payable to an officer or employee when on duty and includes allowances that do not form part of salary or wage, due regard being had to regulations pertaining to and directives in connection with such allowances issued by the Board;

"salarisverhoging" die goedgekeurde bedrag waarmee 'n salaris volgens die toepaslike skaal verhoog kan word;

"salarisverhogingstydperk" 'n tydperk van 12 maande of 'n ander goedgekeurde tydperk wat met betrekking tot enige beampete of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;

"sessie-amptenaar" 'n beampete of werknemer van wie dit vereis word dat hy gedurende 'n parlementsitting in Kaapstad teenwoordig moet wees en wat deur die Posmeester-generaal as 'n sessie-amptenaar aangewys is;

"skriftelike mededeling" 'n ander verslag as 'n verslag in die vorm deur die Raad voorgeskryf wat ten opsigte van 'n bepaalde beampete of werknemer ingedien word of 'n verslag of opmerking in verband met 'n bepaalde aangeleentheid of voorval waarby 'n beampete of werknemer betrokke was;

"Sondag" ook 'n openbare feesdag genoem in die Tweede Bylae by die Wet op Openbare Feesdae, 1952 (Wet 5 van 1952);

"tydkring" 'n tydperk van drie jaar gereken vanaf 1 Januarie 1974 en elke daaropvolgende tydperk van drie jaar;

"uitrustingsbeampete" die beampete of werknemer wat oor uitrusting beheer uitoefen;

"verblyftoelae" betaling wat bedoel is om 'n beampete of werknemer te vergoed vir redelike uitgawes wat hy, benewens sy normale bestaansuitgawes by sy tuiste, noodwendig aan herberg moet aangaan wanneer hy op amptelike diens van sy hoofkwartier afwesig is;

"verbruikbare artikels" sekerings en smeltdraad, droëselbatterye, elektriese gloeilampe, buise vir fluoresserligte, kraan- of klepwasters, proppe en kettings vir baddens, opwasbakke en wasbakke, pitte, kappe en lampglase vir olie- en gaslampe en dié ander soortgelyke items wat die Posmeester-generaal goedkeur;

"verhogingsmaand" die maand waarin die salaris van 'n beampete of werknemer verhoog kan word volgens die skaal wat op hom van toepassing is;

"verslaggewende beampete" enige beampete of werknemer wat as eerste party, 'n verslag ten opsigte van 'n ander beampete of werknemer invul;

"werkweek" die amptelike dienstyd wat 'n beampete of werknemer moet voltooi ten opsigte van 'n tydperk wat strek vanaf middernag tussen 'n Saterdag en Sondag tot middernag tussen die volgende Saterdag en Sondag.

#### *Vertolking van die regulasies*

A2. As daar twyfel ontstaan betreffende die vertolking van die bepalings van hierdie regulasies moet die saak aan die Raad vir beslissing voorgelê word.

#### *Afwykings in tyd van oorlog of landsnood*

A3. As daar 'n toestand van oorlog of landsnood ontstaan, kan die Raad met die goedkeuring van die Minister 'n afwyking van die bepalings van hierdie regulasies magtig, hetsy in die algemeen of ten opsigte van 'n besondere beampete, werknemer of persoon of klasse beampetes, werknemers of persone.

#### *Pligte van hoofde van kantore*

A4. Die hoof van 'n kantoor is aan die beampete of werknemer wat oor hom die gesag voer, verantwoordelik vir die doeltreffende bestuur en administrasie van sy kantoor, tak, inrigting, afdeling of werkplek, met inbegrip van die behoorlike benutting van personeel, die handhawing van dissipline en die behoorlike gebruik en versorging van departementele eiendom.

"personal effects" means the movable property of an officer or employee and of his household that is normally applied to personal use, including vehicles, but excluding livestock, domestic animals and pets;

"reporting officer" means any officer or employee who, as first party, completes a report in respect of another officer or employee;

"salary increment" means the approved amount by which a salary may be increased according to the appropriate scale;

"service" means any continuous full-time government service in any capacity;

"sessional official" means an officer or employee who is required to be present in Cape Town during a parliamentary session and who is designated by the Postmaster General as a sessional official;

"short notice" means notice given after the first day of a month of an arrangement becoming effective before the first day of the second succeeding month;

"single quarters" means those official quarters available for assignment in terms of regulation H5 and designed for an officer or employee who is not married, or has no dependants who normally reside with him;

"subsistence allowance" means payment designed to recompense an officer or employee in respect of reasonable expenses necessarily incurred by him on accommodation, while absent from his headquarters on official duty, over and above his normal living expenses at his home;

"Sunday" means also a public holiday mentioned in the Second Schedule to the Public Holidays Act, 1952 (Act 5 of 1952);

"tenant" means the officer or employee to whom official quarters are assigned in terms of regulation H5 or allotted in terms of regulation H6;

"the Act" means the Post Office Service Act, 1974 (Act 66 of 1974);

"working week" means the official period of service which an officer or employee is required to complete in respect of a period that extends from midnight between a Saturday and Sunday to midnight between the following Saturday and Sunday;

"written communication" means a report, other than a report in the form prescribed by the Board, that is submitted in respect of a particular officer or employee or a report or remark in regard to a particular event or incident in which an officer or employee was involved.

#### *Interpretation of the regulations*

A2. If doubt arises regarding the interpretation of the provisions of these regulations, the matter shall be referred to the Board for decision.

#### *Departures in time of war or national emergency*

A3. If a state of war or national emergency arises, a departure from the provisions of these regulations may be authorised by the Board with the approval of the Minister, either in general or in respect of a particular officer, employee or person or classes of officers, employees or persons.

#### *Duties of heads of offices*

A4. The head of the office is responsible to the officer or employee who exercises authority over him for the efficient management and administration of his office, branch, institution, division or place of work, including the proper utilisation of staff, the maintenance of discipline and the proper use and care of departmental property.

*Delegasie van die Posmeester-generaal se bevoegdhede*

A5.1 As die Posmeester-generaal dit dienstig ag vir die doeltreffende administrasie van die departement, kan hy enige bevoegdheid wat kragtens die bepalings van hierdie regulasies aan hom verleen is, aan 'n ander beampete of werknemer deleer op dié voorwaardes wat hy bepaal.

A5.2 Die Posmeester-generaal kan 'n delegasie wat kragtens hierdie regulasie verleen is te eniger tyd intrek.

*Gehoorsaamheid*

A6.1 Behoudens die bepalings van subregulasie 2, moet 'n beampete of werknemer 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee onvoorwaardelik gehoorsaam.

A6.2 'n Beampete of werknemer kan eis dat 'n in subregulasie 1 bedoelde bevel skriftelik herhaal word nadat hy dit gehoorsaam het en hy kan enige klagte wat hy in verband daarmee het vir beslissing voorlê.

*Woonadresse en telefoonnummers*

A7. 'n Beampete of werknemer moet die hoof van die kantoor in kennis stel van sy woonadres en van sy telefoonnummer tuis, as hy 'n telefoon het, en enige verandering daarvan, en die hoof van die kantoor moet daarvan aantekening maak in 'n register wat vir die doel gehou word.

*Private geldelike transaksies*

A8.1 'n Beampete of werknemer mag nie vir skikkingsdoeleindes medepligtig wees aan enige vorm van skuldbewys nie: Met dien verstande dat die Posmeester-generaal skriftelike toestemming daartoe kan verleen dat daar van die bepalings van hierdie subregulasie afgewyk word as hy hom deur ondersoek daarvan oortuig het dat die voorgename transaksie aangegaan word om aanneemlike redes wat nik te doen het met spekulasië, dobbelary of enige onbehoorlike handeling wat die betrokke beampete of werknemer in geldelike moeilikhed kan laat kom nie: Met dien verstande voorts dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee beampetes, 'n beampete en werknemer of twee werknemers verleen mag word nie.

A8.2 Onder geen omstandighede mag 'n beampete of werknemer geld van 'n ondergeskikte leen nie.

A8.3 As dit blyk dat 'n beampete of werknemer in 'n onredelike mate in die skuld is, as hy insolvent raak, as hy sy boedel afstaan ten behoeve van sy skuldeisers of as 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n gereghof verkry is, moet hy, as die Posmeester-generaal dit vereis, 'n uitvoerige en volledige staat van sy skulde voorlê tesame met 'n verklaring van hoe die skulde aangegaan is en hoe hy van voorneme is om sodanige skulde te vereffen.

*Regsvordering weens skuld*

A9. Die uitreiking van 'n prosesstuk weens skuld, gyseling, vonnis of insolvenciesgedinge waarby 'n beampete of werknemer die verweerde is, moet dadelik en tesame met volledige besonderhede van die omstandighede wat tot die uitreiking van sodanige prosesstuk geleid het aan die Posmeester-generaal gerapporteer word deur—

(a) die griffier of meester van die hoër gereghof, landdros of spesiale vrederechter, na gelang van die geval; en

(b) die beampete of werknemer wat die verweerde is.

*Aanneem van geskenke, kommissie, geld of beloning*

A10.1 'n Beampete of werknemer mag nie sonder die toestemming van die Posmeester-generaal of, in die geval van die Posmeester-generaal, sonder die toestemming van

*Delegation of the powers of the Postmaster General*

A5.1 If the Postmaster General deems it expedient for the efficient administration of the department, he may delegate any power conferred upon him in terms of the provisions of these regulations to another officer or employee on such conditions as he may determine.

A5.2 The Postmaster General may at any time revoke a delegation made in terms of this regulation.

*Obedience*

A6.1 Subject to the provisions of subregulation 2 an officer or employee shall obey unconditionally a lawful instruction given to him by a person who is competent to do so.

A6.2 An officer or employee may, after having carried out an instruction referred to in subregulation 1, demand that it be repeated in writing and he may submit for decision any complaint he may have in connection therewith.

*Residential addresses and telephone numbers*

A7. An officer or employee shall notify the head of the office of his residential address and of his telephone number at home, if he has a telephone, and any change thereof, and the head of the office shall make a record thereof in a register which shall be kept for this purpose.

*Private financial transactions*

A8.1 An officer or employee shall not become a party to any form of promissory note for compromising purposes: Provided that the Postmaster General may give his written consent to a departure from the provisions of this subregulation 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 that may lead to the pecuniary embarrassment of the officer or employee concerned: Provided further that such consent shall not be given in respect of a transaction between two officers, an officer and an employee or two employees.

A8.2 An officer or employee shall under no circumstances borrow money from a subordinate.

A8.3 If it is evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent, if he assigns his estate for the benefit of his creditors or if a judgment for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall, if the Postmaster General so requires, furnish a detailed and complete statement of his liabilities together with an explanation as to how the liabilities were incurred and how he proposes to liquidate them.

*Legal proceedings for debt*

A9. The issue of a process for debt, civil imprisonment, judgment or insolvency proceedings in which an officer or employee is the defendant, shall forthwith and together with full particulars of the circumstances which led to the issue of such process, be reported to the Postmaster General by—

(a) the registrar or master of the superior court, magistrate or special justice of the peace as the case may be; and

(b) the officer or employee who is the defendant.

*Acceptance of gifts, commission, money or reward*

A10.1 An officer or employee shall not accept, without the permission of the Postmaster General, or, in the case of the Postmaster General, without the permission

die Minister, '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 departement beklee of beklee het nie.

A10.2 'n Werknemer mag nie sonder die toestemming van die Posmeester-generaal enige kommissie, geld of ander beloning 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 Posmeester-generaal die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

#### *Beantwoording van vrae*

A11. 'n Beamppte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beamppte of werknemer nie verplig is om 'n inkriminerende antwoord op 'n vraag te verstrek nie.

#### *Aanneem van nominasie vir Parlement, Provinciale Raad, ens.*

##### *A12.1 As 'n beamppte of werknemer—*

(a) 'n nominasie of rekvisisie aanvaar as kandidaat vir verkiesing tot lid van—

(i) die parlement, enige provinsiale raad of die wetgewende vergadering van die gebied; of

(ii) 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, bestuurs- of raadplegende komitee, plaaslike bestuur, plaaslike raad of skoolraad; of

(iii) 'n Nie-Blankeowerheid; of

(b) deur 'n bevoegde persoon of liggaam as lid van 'n Nie-Blankeowerheid benoem, aangewys of aangestel word,

word hy, behoudens die bepalings van subregulasie 2, geag vrywillig uit die diens te getree het met ingang van die datum waarop hy sodanige nominasie of rekvisisie aanvaar het of waarop hy aldus benoem, aangewys of aangestel is.

##### *A12.2 Ondanks die bepalings van subregulasie 1 kan 'n beamppte of werknemer—*

(a) met die toestemming van die Posmeester-generaal aanstelling, nominasie of rekvisisie as kandidaat vir verkiesing tot lid van 'n in subregulasie 1 (a) (ii) bedoelde raad, komitee of bestuur aanvaar as die Posmeester-generaal oortuig is dat daar nie inbreuk op die beamppte of werknemer se ampspligte gemaak sal word nie;

(b) met die toestemming van die Minister aanstelling, nominasie of rekvisisie as kandidaat vir verkiesing tot, of benoeming, aanwysing of aanstelling deur 'n bevoegde persoon of liggaam as lid van, 'n Nie-Blankeowerheid aanvaar op die voorwaardes wat die Raad met die goedkeuring van die Minister bepaal.

A12.3 As 'n geskil ontstaan tussen die Regering en 'n in subregulasie 2 bedoelde raad, komitee of bestuur, mag 'n beamppte of werknemer wat lid is van sodanige raad, komitee of bestuur nie aan die bespreking of stemming oor daardie geskipunt deelneem nie.

#### *Kennisgewing van huwelik: Vroulike beamptes*

A13. 'n Vroulike beamppte moet voor haar huwelik aan die Posmeester-generaal skriftelik kennis gee van die datum waarop sy voorname is om te trou.

#### *Mediese hulp*

A14.1 Die Raad erken die Mediese Hulpvereniging van die Poskantoor, hieronder die Hulpvereniging genoem, as

of the Minister, 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 or post in the department.

A10.2 An employee shall not, without the permission of the Postmaster General, accept or demand in respect of the discharge of his duties or failure to discharge his duties, any commission, fee or other reward, not being the emoluments payable to him in respect of his duties and shall not fail to report to the Postmaster General the offer of such commission, fee or reward.

#### *Replying to questions*

A11. An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such question to him: Provided that an officer or employee is not compelled to furnish an incriminating reply to a question.

#### *Acceptance of nomination for Parliament, Provincial Council, etc.*

##### *A12.1 If an officer or employee—*

(a) accepts a nomination or requisition as candidate for election as a member of—

(i) parliament, any provincial council or the legislative assembly of the territory; or

(ii) a divisional council, city council, municipal council, village management board, health committee, management or consultative committee, local authority, local board or school board; or

(iii) a Non-White authority; or

(b) is nominated, designated or appointed by a competent person or body as a member of a Non-White authority:

he shall, subject to the provisions of subregulation 2, be deemed to have voluntarily retired from the service with effect from the date on which he accepted such nomination or requisition or on which he is so nominated, designated or appointed.

##### *A12.2 Notwithstanding the provisions of subregulation 1, an officer or employee—*

(a) may, with the permission of the Postmaster General, accept an appointment, nomination or requisition as candidate for election as a member of a council, committee, board or authority mentioned in subregulation 1 (a) (ii), if the Postmaster General is satisfied that there will be no interference with the officer's or employee's official duties;

(b) may, with the permission of the Minister, accept appointment, nomination or requisition as candidate for election, or nomination, designation or appointment by a competent person or body, as a member of a Non-White authority on such conditions as the Board may determine with the approval of the Minister.

A12.3 In the event of a question arising between the Government and a council, committee, board or authority mentioned in subregulation 2, an officer or 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.

#### *Notice of marriage: Female officers*

A13. A female officer shall, before her marriage, give the Postmaster General notice, in writing, of the date on which she proposes to marry.

#### *Medical aid*

A14.1 The Board recognises the Post Office Medical Aid Society, hereinafter referred to as the Society, as the institution of which White officers and employees are

die instelling waarvan Blanke beampies en werknemers vanaf 1 Januarie 1971 verplig is om lede te word en te bly, behoudens die bepalings van hierdie regulasie.

A14.2 Dit is 'n voorwaarde van erkenning kragtens subregulasie 1 dat—

(a) die reëls van die Hulpvereniging wat op die in daardie subregulasie genoemde datum by die Registrateur van Mediese Skemas geregistreer is, nie sonder die goedkeuring van die Raad gewysig, aangevul of herroep mag word nie; en

(b) die Raad te eniger tyd die rekords van die Hulpvereniging kan laat ondersoek om te bepaal of daar aan die reëls van die Hulpvereniging voldoen word.

A14.3 Die erkenning van die Hulpvereniging kragtens subregulasie 1 kan te eniger tyd deur die Raad by kennisgewing in die *Staatskoerant* ingetrek word vanaf 'n datum deur die Raad bepaal en in sodanige kennisgewing genoem, indien die Raad oortuig is dat die Hulpvereniging nie aan 'n bepaling van hierdie regulasie voldoen nie.

A14.4 Behoudens die bepalings van subregulasie 6 is 'n Blanke persoon wat op of na die in subregulasie 1 genoemde datum aangestel word, verplig om lid van die Hulpvereniging te word met ingang van die datum—

(a) van sy aanstelling as hy as 'n beampte of as 'n werknemer op kontrak aangestel word; en

(b) waarop hy twee jaar aaneenlopende diens, gereken vanaf die datum van sy aanstelling, voltooi het as hy as 'n ander werknemer as 'n werknemer op kontrak aangestel word:

Met dien verstande dat—

(aa) die bepalings van hierdie regulasie nie van toepassing is nie op—

(i) 'n werknemer op kontrak wat op die datum in paragraaf (a) bedoel en 'n ander werknemer wat op die datum in paragraaf (b) bedoel reeds die ouderdom van 65 jaar bereik het;

(ii) 'n werknemer (uitgesonderd 'n werknemer op kontrak) wat nie lid van die Regeringswerknemersondersteuningsfonds is nie;

(iii) 'n getroude vrou wat 'n beampte of werknemer is en wie se eggenoot lid is van die Hulpvereniging of 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds, as sy deur die reëls van sodanige ander vereniging of fonds as 'n afhanklike van haar eggenoot erken word, of as sy uit hoofde van haar eggenoot se bekleding van 'n betrekking in die dienste op gratis mediese hulp of voordele geregig is; en

(iv) 'n beampte of werknemer wat uit hoofde van enige voltydse regeringsdienis verplig was om lid van 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds of enige ander soortgelyke fonds te word en te bly; en

(bb) indien die omstandighede van 'n getroude vrou in paragraaf (aa) (iii) bedoel, of van haar eggenoot, om die een of ander rede sodanig verander dat sy nie meer as 'n afhanklike van haar eggenoot vir doeleindes van die Hulpvereniging of 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds erken word nie of op mediese hulp of voordele uit hoofde van haar eggenoot se bekleding van 'n bepaalde betrekking geregig is nie, sy, behoudens die bepalings van subregulasie 6, verplig is om lid van die Hulpvereniging te word met ingang van die datum wat volg op die dag waarop haar omstandighede aldus verander het.

compelled, with effect from 1 January 1971, to become and remain members subject to the provisions of this regulation.

A14.2 It shall be a condition of recognition in terms of subregulation 1 that—

(a) the rules of the Society, which are registered with the Registrar of Medical Schemes on the date referred to in the said subregulation, shall not be amended, supplemented or withdrawn without the Board's approval; and

(b) the Board may, at any time, cause the records of the Society to be inspected to determine whether the rules of the Society are being complied with.

A14.3 The recognition of the Society in terms of subregulation 1 may be withdrawn by the Board at any time by notice in the *Gazette* from a date determined by the Board and specified in such notice, if the Board is satisfied that the Society fails to comply with any provision of this regulation.

A14.4 Subject to the provisions of subregulation 6, a White person appointed on or after the date referred to in subregulation 1 shall be compelled to become a member of the Society with effect from the date—

(a) of his appointment if he is appointed as an officer or as an employee on contract; and

(b) on which he completed two years' continuous service, reckoned from the date of his appointment, if he is appointed as an employee other than an employee on contract:

Provided that—

(aa) the provisions of this regulation shall not apply to—

(i) an employee on contract who, on the date referred to in paragraph (a), as well as an employee not employed on contract who, on the date referred to in paragraph (b), has already reached the age of 65 years;

(ii) an employee (excluding an employee on contract) who is not a member of the Government Employees' Provident Fund;

(iii) a married woman who is an officer or an employee and whose husband is a member of the Society or any other medical aid association or medical aid fund or medical assistance fund, if she is recognised by the rules of such other association or fund as a dependant of her husband, or if, by virtue of the position which her husband occupies in the services, she is entitled to free medical aid or benefits; and

(iv) an officer or employee who, by virtue of any full-time government service, was compelled to become and remain a member of any other medical aid association or medical aid fund or medical assistance fund or any other similar fund; and

(bb) if, for any reason whatsoever, a change occurs in the circumstances of a married woman referred to in paragraph (aa) (iii), or those of her husband, resulting in her no longer being recognised as a dependant of her husband for purposes of the Society or any other medical aid association or medical aid fund or medical assistance fund or if she is not entitled to medical aid or benefits by virtue of the particular position which her husband occupies, she shall, subject to the provisions of subregulation 6, be compelled to become a member of the Society with effect from the date following the day on which her circumstances so changed.

A14.5 'n Beampte of werknemer wat ingevolge subregulasie 4 verplig is om lid te word van die Hulpvereniging, mag nie sy lidmaatskap vrywillig beëindig nie behalwe as die omstandighede in subregulasie 6 (a), (b), (d) of (e) omskryf, intree.

A14.6 Ondanks die bepalings van subregulasie 4, is 'n beampte of werknemer nie verplig om lid van die Hulpvereniging te word of lid daarvan te bly nie, indien—

(a) hy, as gepensioeneerde, reeds lid is van die Hulpvereniging of lid is van 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds; of

(b) sy 'n weduwee is en reeds lid is van die Hulpvereniging of geregtig is op voordele van 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds uit hoofde van haar afgestorwe egenoot se lidmaatskap van sodanige vereniging of fonds; of

(c) in die geval van 'n werknemer, uitgesonderd 'n werknemer op kontrak, hy minstens 30 dae voor voltooiing van twee jaar aaneenlopende diens, gereken vanaf die datum van sy aanstelling, 'n skriftelike keuse uitoefen om nie lid van die Hulpvereniging te word nie: Met dien verstande dat enigiemand wat aldus gekies het, daarna en solank hy sonder onderbreking van diens as werknemer dien, van lidmaatskap van die Hulpvereniging uitgesluit is; of

(d) in die geval van 'n ongetroude vroulike beampte of werknemer, sy in die huwelik tree en haar egenoot lid is van die Hulpvereniging of van 'n ander mediese hulpvereniging of mediese hulpfonds of mediese bystands fonds en sy deur die reëls van sodanige ander vereniging of fonds as 'n afhanglike van haar egenoot erken word, of as sy uit hoofde van haar egenoot se bekleding van 'n betrekking in die dienste op gratis mediese hulp of voordele geregtig is; of

(e) die Raad die beampte of werknemer, individueel of as een van 'n groep, van lidmaatskap of voortgesette lidmaatskap vrystel op grond van—

(i) bona fide-gewetens- of geloofsbesware wat die beampte of werknemer as individu teen geneeskundige, tandheelkundige, chirurgiese of hospitaalbehandeling het; of

(ii) mediese hulp of voordele waarop 'n groep beampes of werknemers uit hoofde van hulle aanstelling in bepaalde betrekking geregtig is.

A14.7 Ledegeld moet maandeliks ooreenkomsdig die toepaslike tarief van tyd tot tyd in die reëls van die Hulpvereniging voorgeskryf, van 'n beampte of werknemer se salaris afgetrek en aan die Hulpvereniging oorbetaal word.

A14.8 Enige geld wat 'n beampte of werknemer te eniger tyd aan die Hulpvereniging verskuldig is en wat hy verzuim om ooreenkomsdig die bepalings van die Hulpvereniging se reëls en nadat hy skriftelik daartoe deur die Hulpvereniging versoek is aan die Hulpvereniging te betaal, moet op skriftelike aanvraag van die Hulpvereniging en met die goedkeuring van die Posmeester-generaal—

(a) van sodanige beampte of werknemer se salaris teen 'n koers wat van tyd tot tyd vir dié doel deur die Raad bepaal word afgetrek en aan die Hulpvereniging oorbetaal word; of

(b) indien sy dienste (en bygevolg sy lidmaatskap van die Hulpvereniging) om enige rede sou eindig, ten volle van enige uitstaande gelde wat by dienseindiging aan hom mag toekom, afgetrek en aan die Hulpvereniging oorbetaal word.

#### Diensonreëlmatrikheude

A15.1 'n Beampte wat 'n pos van Streekdirekteur beklee, of 'n beampte met 'n gelykstaande of hoër graad wat met personeeladministrasie belas is, is bevoeg om te bevind of

A14.5 An officer or employee who is compelled, in terms of subregulation 4, to become a member of the Society shall not voluntarily terminate his membership except if the circumstances mentioned in subregulation 6 (a), (b), (d) or (e) arise.

A14.6 Notwithstanding the provisions of subregulation 4, an officer or employee shall not be compelled to become or remain a member of the Society if—

(a) he, as a pensioner, is already a member of the Society or a member of any other medical aid association or medical aid fund or medical assistance fund; or

(b) she is a widow and is already a member of the Society or is entitled to the benefits of any other medical aid association or medical aid fund or medical assistance fund by virtue of her deceased husband's membership of such association or fund; or

(c) in the case of an employee, excluding an employee on contract, he elects in writing at least 30 days prior to completion of two years' continuous service, reckoned from the date of his appointment, not to become a member of the Society: Provided that any person who has so elected, shall thereafter and for so long as he serves as an employee without a break in service be debarred from membership of the Society; or

(d) in the case of an unmarried female officer or employee, she marries and her husband is a member of the Society or of any other medical aid association or medical aid fund or medical assistance fund and she is recognised as a dependant of her husband by the rules of such other association or fund or if, by virtue of the position that her husband occupies in the services, she is entitled to free medical aid or benefits; or

(e) the Board exempts the officer or employee, individually or as one of a group, from membership or continued membership on the grounds of—

(i) bona fide conscientious or religious objections that the officer or employee, as an individual, may have against medical, dental, surgical or hospital treatment; or

(ii) medical aid or benefits to which a group of officers or employees is entitled by virtue of their appointment in particular positions.

A14.7 Membership fees at the appropriate rate prescribed from time to time in the rules of the Society, must be deducted from an officer's or employee's salary and be paid to the Society.

A14.8 Any moneys that may at any time be owing by an officer or employee to the Society and that he neglects to pay to the Society in terms of the provisions of the Society's rules and after he has been requested in writing to do so by the Society must, at the written request of the Society and with the approval of the Postmaster General—

(a) be deducted from such officer's or employee's salary at a rate determined by the Board for this purpose from time to time and be paid to the Society; or

(b) if his services (and consequently his membership of the Society) terminate for any reason, be deducted in full from any outstanding moneys owing to him on termination of services and be paid to the Society.

#### Service irregularities

A15.1 An officer who holds a post of Regional Director, or an officer of an equivalent or higher grade charged with staff administration, shall be competent to find

'n beampete 'n diensonreëlmaticheid soos bedoel in artikel 18 (1) van die Wet gepleeg het en om hom 'n straf ingevolge artikel 18 (5) van die Wet op te lê.

A15.2 'n Straf wat 'n beampete opgelê is ten opsigte van enige diensonreëlmaticheid wat hy begaan het, moet in sy diensregister aangeteken word as—

- (a) sodanige straf 'n boete uitmaak; of
- (b) die in subregulasie 1 bedoelde bevoegde beampete in die geval van 'n waarskuwing of berisping aldus besluit.

A15.3 'n Aantekening wat kragtens subregulasie 2 in die diensregister van 'n beampete aangebring word, moet 'n omskrywing bevat van die onreëlmaticheid wat gepleeg is.

A15.4 Benewens die in artikel 18 (7) (b) (i) van die Wet bedoelde omstandighede, moet 'n aantekening wat kragtens subregulasie 2 in 'n beampete se diensregister aangebring is daaruit geskrap word as 'n in subregulasie 1 bedoelde bevoegde beampete die bevinding en straf ter syde stel uit hoofde van nuwe getuenis wat die beampete se onskuld aan die diensonreëlmaticheid waarvoor hy gestraf is, bewys.

A15.5 'n Beampete wat kragtens artikel 18 (6) van die Wet by die Posmeester-generaal appèl wil aanteken teen 'n handeling in genoemde artikel bedoel, moet deur tussenkom van die hoof van sy kantoor aan die in subregulasie 1 bedoelde bevoegde beampete wat die straf opgelê het 'n skriftelike kennisgewing van sodanige appèl gee waarin die appèlgronde uiteengesit is en bedoelde bevoegde beampete moet die skriftelike kennisgewing van appèl tesame met enige opmerking wat hy daaroor wil maak en alle dokumente wat betrekking het op die diensonreëlmaticheid, na die Posmeester-generaal deurstuur.

A15.6 Geen bepaling van hierdie regulasie word so uitgelê dat dit 'n hoof van 'n kantoor belet om 'n onreëlmaticheid wat na sy oordeel nie behandeling ingevolge artikel 18 van die Wet regverdig nie onder die aandag te bring van die beampete wat daarvoor verantwoordelik is, die betrokke beampete te waarsku en dit in 'n plaaslike register van onreëlmatichede aan te teken nie: Met dien verstande dat die betrokke beampete kan versoek dat 'n onreëlmaticheid wat aldus aangeteken is ingevolge artikel 18 van die Wet en subregulasies 1 tot en met 4 van hierdie regulasie behandel word, en in so 'n geval word dit aldus behandel.

#### *Appellee oor bevorderings*

A16.1 'n Beampete wat ingevolge artikel 41 (1) van die Wet teen 'n bevordering appèl wil aanteken, moet binne drie maande na die datum waarop sodanige bevordering by wyse van sirkuläre vir algemene inligting gepubliseer is deur tussenkom van die hoof van sy kantoor aan die Posmeester-generaal, vir oorweging deur die Raad, 'n skriftelike kennisgewing van appèl gee waarin die appèlgronde uiteengesit is.

A16.2 'n In subregulasie 1 bedoelde beampete wat ingevolge artikel 41 (3) van die Wet teen 'n beslissing van die Raad in verband met sy appèl na die Minister wil appelleer, moet binne 14 dae na die datum waarop hy van sodanige beslissing verwittig is deur tussenkom van die hoof van sy kantoor aan die Posmeester-generaal, vir oorweging deur die Minister, 'n skriftelike kennisgewing van appèl gee waarin die appèlgronde uiteengesit is.

#### *Appellee oor griewe*

A17.1 'n Beampete wat na sy mening nadelig geraak word of kan word deur die verrigting van 'n in artikel 42 (1) van die Wet bedoelde handeling kan, nadat hy die bevoegde gesag wat die handeling verrig het om her-

whether an officer has committed a service irregularity as defined in section 18 (1) of the Act and to impose a penalty in terms of section 18 (5) of the Act.

A15.2 A penalty imposed upon an officer in respect of any service irregularity committed by him, shall be entered in his service record if—

- (a) such penalty comprises a fine; or

- (b) in the event of a warning or reprimand, the competent officer referred to in subregulation 1 so decides.

A15.3 An entry effected in terms of subregulation 2 in the service record of an officer shall contain a description of the irregularity that has been committed.

A15.4 Besides the circumstances referred to in section 18 (7) (b) (i) of the Act, an entry in the service record of an officer effected in terms of subregulation 2 shall be deleted therefrom if the competent officer referred to in subregulation 1 sets aside the finding and penalty by virtue of new evidence that proves the officer's innocence of the service irregularity for which he was penalised.

A15.5 An officer who, in terms of section 18 (6) of the Act, desires to appeal to the Postmaster General against an act referred to in the said section, shall, through the medium of the head of his office, give to the competent officer referred to in subregulation 1 and who imposed the penalty, a written notice of appeal in which the grounds of appeal are set out and the competent officer referred to shall send to the Postmaster General such written notice of appeal together with any comment he wishes to furnish and all documents relating to the service irregularity.

A15.6 No provision in this regulation shall be interpreted in such a manner as to prevent a head of an office from bringing an irregularity that in his opinion does not justify treatment in terms of section 18 of the Act to the attention of the officer responsible for that irregularity, warning the officer concerned and entering it in a local irregularity record: Provided that the officer concerned may request that an irregularity thus entered be treated in terms of section 18 of the Act and subregulations 1 to 4 inclusive of this regulation in which case it shall be thus treated.

#### *Appeals regarding promotions*

A16.1 An officer who, in terms of section 41 (1) of the Act, desires to appeal against a promotion, shall, within three months after the date upon which such promotion was published in a circular for general information, through the medium of the head of his office, give to the Postmaster General, for consideration by the Board, a written notice of appeal in which the grounds of appeal are set out.

A16.2 An officer referred to in subregulation 1 who desires to appeal to the Minister, in terms of section 41 (3) of the Act, against a decision by the Board in connection with his appeal, shall, within 14 days after the date upon which he was notified of such decision, through the head of his office, give to the Postmaster General, for consideration by the Minister, a written notice of appeal in which the grounds of appeal are set out.

#### *Appeals regarding grievances*

A17.1 An officer who, in his opinion, is or may be detrimentally affected by the performance of an act referred to in section 42 (1) of the Act may, after having approached the competent authority for restitution of the

stel van die benadeling genader het en genoemde bevoegde gesag nie in sy guns beslis het nie, binne 14 dae na die datum waarop hy van die beslissing verwittig is teen sodanige beslissing appelleer deur aan die hoof van sy kantoor, vir deursending na die Posmeester-generaal, 'n skriftelike kennisgewing van appèl te gee waarin die appèlgronde uiteengesit is.

A17.2 'n In subregulasie 1 bedoelde beamppte wat ingevolge artikel 42 (1) van die Wet teen die beslissing van die Posmeester-generaal na die Raad wil appelleer, moet binne 14 dae na die datum waarop hy van die Posmeester-generaal se beslissing verwittig is deur tussenkoms van die hoof van sy kantoor aan die Posmeester-generaal, vir oorweging deur die Raad, 'n skriftelike kennisgewing van appèl gee waarin die appèlgronde uiteengesit is.

A17.3 'n In subregulasie 1 bedoelde beamppte wat ingevolge artikel 42 (3) van die Wet teen 'n beslissing van die Raad in verband met sy appèl na die Minister wil appelleer, moet binne 14 dae na die datum waarop hy van die Raad se beslissing verwittig is deur tussenkoms van die hoof van sy kantoor aan die Posmeester-generaal, vir oorweging deur die Minister, 'n skriftelike kennisgewing van appèl gee waarin die appèlgronde uiteengesit is.

#### *Vertroulike aard van dokumente rakende beamptes en werknemers*

A18. Alle dokumente, lêers en korrespondensie met betrekking tot enigets wat kragtens die Wet en hierdie regulasies gedoen kan word en wat die eiendom van die departement is, is vertroulik van aard en met uitsondering van dié in artikels 20 (2) en 25 (2) van die Wet bedoelde stukke, het beamptes en werknemers of hulregsverteenvoordigers, nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat beamptes en werknemers toegelaat mag word om dié toegang tot en insae in genoemde dokumente, lêers en korrespondensie te hé wat vir die verrigting van hul amptelike pligte nodig is.

#### *Verslae oor personeel en ongunstige opmerkings*

A19.1 Afgesien van 'n in regulasie B9.2 bedoelde verslag, moet 'n verslag op 'n vorm deur die Raad voorgeskryf, so dikwels as wat die behoeftes van die diens dit vereis, ten opsigte van enige beamppte of werknemer deur die verslaggewende beamppte ingevul en ingedien word.

A19.2 Behoudens die bepalings van subregulasie 3 het 'n beamppte of werknemer ten opsigte van wie die in subregulasie 1 vermelde verslae ingevul is, nie die reg om toegang daartoe of insae daarin te hé nie.

A19.3 Enige ongunstige opmerking wat in 'n verslag vervat is, moet deur die verslaggewende beamppte deur wie dit gemaak is skriftelik en in sy volledige samehang onder die aandag gebring word van die beamppte of werknemer oor wie gerapporteer word. Laasgenoemde beamppte of werknemer moet die skriftelike mededeling onderteken en dit tesame met skriftelike vertoë wat hy wil voorlê aan eersgenoemde beamppte terugbesorg. Die voorafgaande bepalings is ook van toepassing op ongunstige opmerkings wat ten opsigte van 'n beamppte of werknemer in 'n skriftelike mededeling gemaak word, behalwe dat sodanige opmerkings deur die hoof van die kantoor onder die beamppte of werknemer se aandag gebring moet word: Met dien verstande dat 'n ongunstige opmerking wat vervat is in die notule van 'n vergadering van 'n merietekomitee of in 'n verslag in regulasie B9.2 bedoel nie onder die aandag gebring mag word van die beamppte of werknemer oor wie gerapporteer word nie.

A19.4 Ondanks die bepalings van subregulasie 3 kan die Posmeester-generaal goedkeur dat ongunstige opmerkings nie onder die aandag van 'n beamppte of werknemer

injury and such competent authority has ruled against him, within 14 days after the date upon which he was informed of the decision, appeal against such decision by giving to the head of his office, for transmission to the Postmaster General, a written notice of appeal in which the grounds of appeal are set out.

A17.2 An officer referred to in subregulation 1 who, in terms of section 42 (1) of the Act, desires to appeal to the Board against a decision by the Postmaster General shall, within 14 days after the date upon which he was informed of the Postmaster General's decision, through the head of his office submit, to the Postmaster General, for consideration by the Board, a written notice of appeal in which the grounds of appeal are set out.

A17.3 An officer referred to in subregulation 1 who, in terms of section 42 (3) of the Act, desires to appeal to the Minister against a decision by the Board in connection with his appeal, shall, within 14 days after the date upon which he was informed of the Board's decision, through the head of his office, give to the Postmaster General, for consideration by the Minister, a written notice of appeal in which the grounds of appeal are set out.

#### *Confidential nature of documents concerning officers and employees*

A18. All documents, files and correspondence concerning anything that may be done in terms of the Act and these regulations and that are the property of the department, are of a confidential nature and save for the documents referred to in sections 20 (2) and 25 (2) of the Act, officers and employees or their legal representatives shall not have the right of access thereto or inspection thereof: Provided that officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties.

#### *Reports on staff and adverse remarks*

A19.1 Apart from a report referred to in regulation B9.2, a report, on a form prescribed by the Board, shall, as frequently as the exigencies of the service so demand, be completed and submitted by the reporting officer in respect of any officer or employee.

A19.2 Subject to the provisions of subregulation 3, an officer or employee in respect of whom the reports mentioned have been completed in terms of subregulation 1, shall not have the right of access thereto or inspection thereof.

A19.3 Any adverse remark contained in a report shall, by the reporting officer who made the remark, be brought to the notice of the officer or employee reported upon, in writing, and in its full context. The officer or employee reported upon must sign the written communication and return it, together with any representations, in writing, that he desires to submit to the officer who made the remark. The foregoing provisions also apply to adverse remarks made in respect of an officer or employee in a written communication, except that such remarks shall be brought to the notice of the officer or employee by the head of the office: Provided that an adverse remark contained in the minutes of a meeting of a merit committee or in a report referred to in regulation B9.2 shall not be brought to the notice of the officer or employee reported upon.

A19.4 Notwithstanding the provisions of subregulation 3, the Postmaster General may approve that adverse remarks be not brought to the notice of an officer or

gebring word nie indien hy van oordeel is dat dit nie in die belang van die diens of die betrokke beampete of werknemer is nie.

A19.5 Indien dit deur 'n persoon of liggaam wat 'n verslag ten opsigte van 'n beampete of werknemer moet mede-onderkken of oorweeg, bevind word dat daar geen regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word daardie ongunstige opmerking uit die verslag geskrap en die betrokke beampete of werknemer skriftelik van die skrapping verwittig indien die ongunstige opmerking reeds onder sy aandag gebring is. Sodanige verwittiging van skrapping moet dan 'n deel van die verslag uitmaak.

#### *Geneeskundige ondersoek en immunisering*

A20.1 (a) Die Posmeester-generaal kan, in oorleg met die Sekretaris van Gesondheid of 'n beampete deur hom daartoe gemagtig, gelas dat 'n beampete of werknemer of die beampetes of werknemers van 'n departementeel tak of kantoor onderwerp word aan 'n geneeskundige ondersoek om vas te stel of enige besmetting met aansteeklike of oordraagbare siektes plaasgevind het of dat 'n beampete of werknemer en, op die voorwaarde wat die Raad goedkeur, 'n lid van sy huishouding, geimmuniseer word teen 'n aansteeklike of oordraagbare siekte, om—

- (i) 'n epidemie te voorkom;
- (ii) aan internasionale voorskrifte te voldoen; of
- (iii) hom/hulle te vrywaar teen besmetting met aansteeklike of oordraagbare siekte gedurende 'n besoek aan of verblyf in 'n land of gebied waar die gevare van sodanige besmetting bestaan:

Met dien verstande dat sover moontlik gebruik gemaak word van die dienste wat gelewer word deur die Departement van Gesondheid of 'n administrasie of 'n plaaslike owerheid en dat 'n beampete of werknemer wat vanweë geloofs- of gewetensbesware nie van geneeskundige dienste gebruik maak nie, op aansoek van sodanige ondersoek of immunisering vrygestel kan word.

(b) Die koste verbonde aan so 'n ondersoek of immunisering word uit die fonds betaal.

A20.2 (a) Die Raad of die Posmeester-generaal kan te eniger tyd vereis dat 'n beampete of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer aangewys, of 'n geneeskundige raad saamgestel, deur die Sekretaris van Gesondheid of 'n beampete deur hom daartoe gemagtig. Die koste verbonde aan die ondersoek word uit die fonds betaal: Met dien verstande dat die beampete of werknemer wat ondersoek moet word, indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n geneeskundige raad teenwoordig kan wees.

(b) Die Raad moet die vorm goedkeur waarin 'n verslag van 'n geneeskundige raad ingedien moet word.

#### *Salarisverhogings*

A21.1 Behoudens die bepalings van artikel 34 van die Wet en van subregulasie 2 word die salaris van 'n beampete of werknemer na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van sodanige beampete of werknemer se verhogingsmaand verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is.

A21.2 As die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat 'n beampete of werknemer se gedrag met betrekking tot ywer, dissipline, stiptelheid 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 beampete of werknemer nie kragtens

employee if he is of opinion that it is not in the interest of the service or the officer or employee concerned.

A19.5 If it is found by a person or body who has to countersign or consider a report in respect of an officer or employee that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and the officer or employee concerned be advised in writing of the expunction if the adverse remark has already been brought to his notice. Such advice of expunction shall then form part of the report.

#### *Medical examinations and immunisation*

A20.1 (a) The Postmaster General may, in consultation with the Secretary for Health or an officer authorised thereto by him, direct that an officer or employee or the officers or employees of a departmental branch or office be subjected to a medical examination to determine whether any contamination with a contagious or communicable disease has occurred or that an officer or employee and, on such conditions as approved by the Board, a member of his household be immunised against a contagious or communicable disease to—

- (i) prevent an epidemic;
- (ii) comply with international regulations; or
- (iii) protect him/them against contamination with contagious or communicable diseases during a visit to or residence in a country or territory where the danger of such infection exists:

Provided that the services rendered by the Department of Health or an administration or a local authority be made use of as far as possible and that an officer or employee who does not make use of medical services on grounds of religious or conscientious objections may, on application, be exempted from such examination or immunisation.

(b) The expenditure connected with such an examination or immunisation shall be met from the fund.

A20.2 (a) The Board or the Postmaster General may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner or a medical board indicated or constituted by the Secretary for Health or an officer authorised thereto by him. The expenditure connected with the examination shall be met from the fund: Provided that the officer or employee who is to be examined, may, if he so desires, arrange at his own expense for his private medical practitioner to be present at the meeting of the medical board.

(b) The Board shall approve the form in which the report of the medical board is to be submitted.

#### *Salary increments*

A21.1 Subject to the provisions of section 34 of the Act and of subregulation 2, the salary of an officer or 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 officer's or employee's incremental month.

A21.2 If the head of the office issues a certificate in which it is declared that the officer's or 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 officer or employee shall not be increased in

die bepalings van subregulasie 1 verhoog nie: Met dien verstande dat die Posmeester-generaal na goeddunke kan goedkeur dat die salaris van 'n beampte of werknemer kragtens die bepalings van subregulasie 1 verhoog word nie teenstaande dat 'n sertifikaat uitgereik is soos in hierdie subregulasie bedoel.

A21.3 Indien die salaris van 'n beampte of 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 beampte of werknemer deur die Posmeester-generaal 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 Posmeester-generaal toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

A21.4 (a) Indien die in subregulasie 3 bedoelde tydperk korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die Posmeester-generaal aan die beampte of 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 slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of 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 beampte of werknemer toegeken is, word 'n verdere salarisverhoging deur die Posmeester-generaal 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 slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe steeds bevredigend was vanaf die datum van toekenning van die in paragraaf (a) bedoelde salarisverhoging tot die datum wat die datum voorafgaan waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Met dien verstande voorts dat die bepalings van hierdie paragraaf nie op 'n beampte of werknemer van toepassing is nie as sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

A21.5 Indien 'n salarisverhoging kragtens subregulasie 4 (a) nie aan 'n beampte of werknemer toegeken word nie—

(a) word sodanige beampte of werknemer weer eens deur die Posmeester-generaal 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 Posmeester-generaal toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe gedurende genoemde aaneenlopende tydperk bevredigend was; en

terms of the provisions of subregulation 1: Provided that the Postmaster General may, at his discretion, approve that the salary of an officer or employee be increased in terms of the provisions of subregulation 1 notwithstanding that the certificate mentioned in this subregulation has been issued.

A21.3 If the salary of an officer or employee is not increased in terms of the provisions of subregulation 1 or of the proviso to subregulation 2 on account of the issue of the certificate mentioned in subregulation 2, the Postmaster General shall notify such officer or employee, in writing, of the reasons therefor and also that at the expiry of a continuous period to be indicated and which shall be not longer than an incremental period, a salary increment may be granted by the Postmaster General on condition that a certificate is issued by the head of the office in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 2 were satisfactory during such period.

A21.4 (a) If the period mentioned in subregulation 3 is shorter than an incremental period, the Postmaster General shall grant the officer or 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 officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 2 were satisfactory during such period.

(b) If an officer or employee has been granted a salary increment in terms of paragraph (a), the Postmaster General 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 subregulation 1 had such increase not been withheld in terms of subregulation 2: 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 officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 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 officer or employee if his salary is already equal to the maximum notch of the appropriate scale.

A21.5 If an officer or employee is not granted a salary increment in terms of subregulation 4 (a)—

(a) such officer or employee shall again be notified in writing by the Postmaster General 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 subregulation 3 and an incremental period, a salary increment may be granted by the Postmaster General on condition that the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 2 were satisfactory during the continuous period mentioned; and

(b) word twee salarisverhogings deur die Posmeester-generaal aan sodanige beampete of 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 bepalings 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 beampete of 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 beampete of werknemer toegeken kan word as sy salaris reeds gelyk is aan die voorlaaste kerf van die toepaslike skaal.

A21.6 Indien die in subregulasie 3 bedoelde tydperk gelyk is aan 'n salarisverhogingstydperk word twee salarisverhogings deur die Posmeester-generaal aan sodanige beampete of 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 beampete of 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 beampete of werknemer toegeken kan word as sy salaris reeds gelyk is aan die voorlaaste kerf van die toepaslike skaal.

A21.7 Indien 'n salarisverhoging nie kragtens subregulasie 4 (b), subregulasie 5 (b) of subregulasie 6 aan 'n beampete of werknemer toegeken word nie, tree die bepalings van subregulasies 2, 3, 4, 5 en 6 *mutatis mutandis* opnuut in werking.

A21.8 Behoudens die bepalings van hierdie regulasie, word die salaris van 'n beampete of werknemer aan wie 'n salarisverhoging kragtens subregulasie 4 (b), subregulasie 5 (b) 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.

#### Afstaan van werknemers aan ander Staatsdepartemente

A22. Die Posmeester-generaal kan op die voorwaardes wat hy bepaal 'n werknemer aan die diens van 'n ander Staatsdepartement afstaan, hetsy vir 'n besondere diens of vir 'n tydperk, en so 'n werknemer bly, terwyl hy aldus afgestaan is, onderworpe aan die wetsbepalings wat op werknemers van toepassing is.

#### Buitengewone gevalle

A23. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die bepalings van die regulasies in hierdie hoofstuk goedkeur.

### HOOFSTUK B

#### VOORWAARDES AANGAANDE DIE VUL VAN POSTE

#### AANSTELLINGS/OORPLASINGS

##### Aansoekvorm

B1.1 'n Persoon wat in aanmerking wil kom vir vaste aanstelling moet daarom aansoek doen op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

B1.2 Indien dit van hom vereis word, moet 'n persoon wat in aanmerking wil kom vir aanstelling in 'n ander hoedanigheid daarom aansoek doen op die vorm in subregulasie 1 bedoel.

(b) the Postmaster General shall grant the officer or 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 subregulation 1 if such increase had not been withheld in terms of the provisions of subregulation 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 officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 2 were satisfactory during the continuous period mentioned in paragraph (a): Provided further that only one salary increment may be granted to such officer or employee if his salary is already equal to the penultimate notch of the appropriate scale.

A21.6 If the period mentioned in subregulation 3 is equal to an incremental period, the Postmaster General shall grant such officer or 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 officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation 2 were satisfactory during such period: Provided further that such officer or employee may be granted only one salary increment if his salary is already equal to the penultimate notch of the appropriate scale.

A21.7 If an officer or employee is not granted a salary increment in terms of subregulation 4 (b), subregulation 5 (b) or subregulation 6, the provisions of subregulations 2, 3, 4, 5 and 6 shall *mutatis mutandis* become operative afresh.

A21.8 Subject to the provisions of this regulation, the salary of an officer or employee to whom a salary increment has been granted in terms of subregulation 4 (b), subregulation 5 (b) or subregulation 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.

##### Secondment of employees to other State departments

A22. The Postmaster General may, on the conditions determined by him, second an employee to the service of another state department either for a particular service or for a period of time and such an employee shall, while he is thus seconded, remain subject to the legal provisions applicable to employees.

##### Exceptional cases

A23. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

### CHAPTER B

#### CONDITIONS CONCERNING THE FILLING OF POSTS

#### APPOINTMENTS/TRANSFERS

##### Application form

B1.1 A person who desires to be considered for permanent appointment shall apply therefor on a form approved by the Postmaster General.

B1.2 If it is required of him, a person who desires to be considered for appointment in another capacity shall apply therefor on the form mentioned in subregulation 1.

### Leeftydskwalifikasies

B2.1 Om vas aangestel te kan word, moet 'n persoon die leeftyd van ten minste 15 jaar bereik het, tensy hy in aanmerking wil kom vir een van die poste wat in die bylae tot hierdie hoofstuk vermeld word ten opsigte waarvan 'n hoër minimum leeftydskwalifikasie voorgeskryf is, in watter geval hy ten minste daardie leeftyd moet bereik het.

B2.2 Behoudens die bepalings van subregulasie 3 word niemand wat reeds die leeftyd van 55 jaar bereik het vas aangestel nie.

B2.3 'n Voltydse werknemer wat reeds die leeftyd van 55 jaar bereik het, kan oorgeplaas en vas aangestel word mits hy op die datum van sodanige vaste aanstelling—

(a) vanaf 'n datum voor bereiking van genoemde leeftyd ononderbroke voltydse Poskantoor- of ander regeringsdiens verrig het wat aaneenlopend is met sy vaste aanstelling; en

(b) nog nie die leeftyd van 65 jaar bereik het nie.

### Voorlegging van persoonlike dokumente

B3.1 'n Persoon moet, met die oog op sy vaste aanstelling, sy geboortesertifikaat (of dié ander bewys van geboorte besonderhede wat die Raad bepaal) en waar van toepassing, ook sy huweliksertifikaat, egskeidingsbevel, sertifikaat van naturalisatie, die sterftesertifikaat (in die geval van 'n afgestorwe gade) en die ander dokumente wat van hom vereis kan word saam met sy aansoek inlewer.

B3.2 Indien dit van hom vereis word, moet 'n persoon met die oog op sy aanstelling as 'n werknemer dié in subregulasie 1 bedoelde dokumente saam met sy aansoek inlewer.

### Bepaling van mediese geskiktheid

B4.1 'n Persoon moet met die oog op sy vaste aanstelling 'n vraelys oor sy gesondheidstoestand op 'n vorm wat deur die Raad goedgekeur is, invul en onderteken en indien dit van hom vereis word hom op departementele koste onderwerp aan 'n geneeskundige ondersoek deur 'n distriksgeneesheer of staats-mediese beampete of, as hy woonagtig is of gewerf word by 'n sentrum wat meer as 16 km van die naaste distriksgeneesheer of staats-mediese beampete geleë is, deur 'n private mediese praktisyen.

B4.2 Die distriksgeneesheer, staats-mediese beampete of private mediese praktisyen wat die geneeskundige ondersoek van 'n in subregulasie 1 bedoelde persoon ondernem, moet na die ondersoek 'n verslag daaroor opstel op 'n vorm wat deur die Raad goedgekeur is.

B4.3 Na oorweging van die in subregulasie 2 bedoelde geneeskundige verslag, kan die Raad van die betrokke persoon vereis dat hy op eie koste dié verdere geneeskundige getuienis voorlê wat oor sy gesondheidstoestand nodig mag wees.

B4.4 Indien die Posmeester-generaal dit van hom vereis, moet 'n persoon met die oog op sy aanstelling as 'n werknemer dié in subregulasie 1 en 3 genoemde vereistes nakom.

### Opvoedkundige, taal- en ander kwalifikasies

B5.1 Behoudens die bepalings van subregulasies 2 tot en met 5 word niemand vas aangestel nie tensy hy voldoen aan die opvoedkundige, taal- en ander kwalifikasies (of kwalifikasies wat na die mening van die Raad gelykwaardig daarvan of hoër is) wat in die bylae tot hierdie hoofstuk voorgeskryf is ten opsigte van die pos waarvoor hy in aanmerking kom.

### Age qualifications

B2.1 To be appointed permanently, a person shall have reached the age of at least 15 years, unless he desires to be considered for one of the posts mentioned in the annexure to this chapter in respect of which a higher minimum age qualification is prescribed in which event he shall have reached at least that age.

B2.2 Subject to the provisions of subregulation 3, no one who has already reached the age of 55 years shall be appointed permanently.

B2.3 A full-time employee who has already reached the age of 55 years may be transferred and be appointed permanently, provided that on the date of such permanent appointment he—

(a) shall, from a date prior to the attainment of the age mentioned, have performed uninterrupted full-time Post Office or other government service which is continuous with his permanent appointment; and

(b) has not yet reached the age of 65 years.

### Submission of personal documents

B3.1 A person shall, with a view to his permanent appointment, submit, together with his application, his birth certificate (or such other proof of particulars of birth as the Board may determine) and where applicable, his marriage certificate, decree of divorce, certificate of naturalisation, the death certificate (in the case of a deceased spouse) and such other documents as may be required of him.

B3.2 If it is required of him, a person shall, with a view to his appointment as an employee, submit together with his application, the documents referred to in subregulation 1.

### Determination of medical fitness

B4.1 A person shall, with a view to his permanent appointment, complete and sign a health questionnaire approved by the Board on the state of his health and, if he is required to do so, subject himself to a medical examination at departmental cost by a district surgeon or government medical officer or, if he resides or is recruited at a centre situated more than 16 kilometres from the nearest district surgeon or government medical officer, by a private medical practitioner.

B4.2 The district surgeon, government medical officer or private medical practitioner who conducts the medical examination of the person referred to in subregulation 1, shall, after the examination, furnish a report thereon on a form approved by the Board.

B4.3 After consideration of the medical report referred to in subregulation 2, the person concerned may be required by the Board to furnish, at his own expense, such further medical evidence on the state of his health as may be deemed necessary.

B4.4 If the Postmaster General requires it of him, a person shall, with a view to his appointment as an employee, comply with the requirements referred to in subregulations 1 and 3.

### Educational, language and other qualifications

B5.1 Subject to the provisions of subregulations 2 to 5 inclusive no one shall be appointed permanently unless he complies with the educational, language and other qualifications (or qualifications that, in the opinion of the Board, are of equivalent or higher standard) prescribed in the annexure to this chapter in respect of the post for which he is being considered.

B5.2 Waar daar in die bylae tot hierdie hoofstuk—

(a) ten opsigte van 'n bepaalde pos geen spesifieke taalkwalifikasies voorgeskryf is nie; of

(b) in die geval van 'n pos in die tegniese afdeling spesifieke taalkwalifikasies voorgeskryf is, en niemand beskikbaar is wat aan bedoelde kwalifikasies voldoen nie,

kan 'n persoon, vir die doeleindes van taalbedrewenheid, geag word geskik te wees vir vaste aanstelling as die graad van sy kennis van een van die ampstale na die mening van die Raad voldoende is vir die doeltreffende uitvoering van die pligte verbonde aan die pos.

B5.3 Wanneer 'n pos in die algemene B-afdeling gevul moet word en geen persoon beskikbaar is wat voldoen aan die opvoedkundige en taalkwalifikasies wat in genoemde bylae voorgeskryf is nie kan die Posmeester-generaal 'n persoon wat nie oor genoemde voorgeskrewe kwalifikasies beskik nie in sodanige pos vas aanstel mits hy oortuig is dat die persoon, ondanks sy ontoereikende kwalifikasies, in staat sal wees om die pligte verbonde aan die pos doeltreffend uit te voer.

B5.4 'n Bantoe- of Indiëpersoon word nie noodwendig van vaste aanstelling uitgesluit nie as hy in die plek van die voorgeskrewe graad van bedrewenheid in een van die amptelike tale oor 'n gelykwaardige graad van bedrewenheid in 'n Bantoetaal of Indiërdialek beskik, na gelang van die geval.

B5.5 'n Persoon wat in die diens heraangestel word en vroeër vas aangestel was, word geag te voldoen aan die voorgeskrewe opvoedkundige en taalkwalifikasies vir vaste aanstelling in 'n pos van dieselfde of laer gradering en in dieselfde afdeling as die pos waarin hy vroeër vas aangestel was.

*Voorbehou met betrekking tot proefaanstellings*

B6. Die bepalings van regulasie B3.1 en B5 verbied nie die aanstelling van 'n persoon op proef op die voorwaardes wat die Raad bepaal in afwagting daarvan dat hy dokumentêre bewys lewer dat hy aan die voorgeskrewe kwalifikasies en ander vereistes vervat in hierdie hoofstuk met betrekking tot sy vaste aanstelling voldoen nie.

## BEVORDERINGS

### Toepassingsbestek

B7. Die bepalings van hierdie regulasies is van toepassing op—

(a) 'n beampte wat 'n kandidaat is vir bevordering tot 'n pos (behalwe 'n pos in artikel 9 (5) van die Wet bedoel) in die administratiewe, klerklike, vakkundige en tegniese afdeling en dié poste in die algemene A-afdeling wat die Raad bepaal; en

(b) 'n werknemer wat teenoor 'n pos in een van bovenoemde afdelings in diens is onder 'n spesiale kontrak kragtens artikel 9 (1) (d) van die Wet.

*Regte van beampies en werknemers en wyse van aansoek*

B8.1 Elke in regulasie B7 bedoelde beampte of werknemer wat voldoen aan die kwalifiseringsvereistes wat die Raad van tyd tot tyd bepaal, het die reg om oorweeg en op die wyse in regulasie B9.1 vermeld of in regulasie B9.2 en B9.3 voorgeskryf, vir bevordering tot 'n pos of poste van 'n graad onmiddellik hoër as sy eie graad beoordeel te word.

B8.2 Elke sodanige beampte of werknemer moet by die geleenthede wat die Raad bepaal in staat gestel word om aansoek te doen om bevordering tot bedoelde hoër gegradeerde poste wat vanaf 'n bepaalde datum en vir 'n daaropvolgende tydperk gevul moet word: Met dien verstande dat aansoek nie gedoen hoeft te word nie deur 'n beampte

B5.2 Where in the annexure to this chapter—

(a) no specific language qualifications have been prescribed in respect of a particular post; or

(b) specific language qualifications have been prescribed in the case of a post in the technical division, and no one who complies with such qualifications is available,

a person may, for the purposes of language proficiency, be regarded as being suitable for permanent appointment if, in the opinion of the Board, the degree of his knowledge of one of the official languages is sufficient for the efficient execution of the duties attaching to the post.

B5.3 When a post in the general B division must be filled and a person who complies with the educational and language qualifications prescribed in the annexure mentioned is not available, the Postmaster General may appoint permanently in such a post a person not holding the said prescribed qualifications, provided that he is satisfied that, despite the person's inadequate qualifications, he will be able to execute efficiently the duties attaching to the post.

B5.4 A Bantu or Indian person shall not necessarily be precluded from permanent appointment if, instead of the prescribed degree of proficiency in one of the official languages, he has an equivalent degree of proficiency in a Bantu language or Indian dialect, as the case may be.

B5.5 A person reappointed in the service, who previously held a permanent appointment, shall be considered to comply with the educational and language qualifications for permanent appointment in a post of the same or lower grade and in the same division as the post in which he was previously appointed permanently.

*Saving with regard to probationary appointments*

B6. The provisions of regulations B3.1 and B5 shall not forbid the appointment on probation of a person pending his furnishing documentary evidence to the effect that he complies with the prescribed qualifications and other requirements contained in this chapter with regard to his permanent appointment, on such conditions as the Board may determine.

## PROMOTIONS

### Scope of application

B7. The provisions of these regulations shall apply to—

(a) an officer who is a candidate for promotion to a post [except a post referred to in section 9 (5) of the Act] in the administrative, clerical, professional and technical division and such posts in the general A division as the Board determines; and

(b) an employee employed against a post in one of the above-mentioned divisions under a special contract in terms of section 9 (1) (d) of the Act.

*Rights of officers and employees and manner of application*

B8.1 Each officer or employee referred to in regulation B7 who complies with the qualifying requirements determined from time to time by the Board, shall have the right to be considered and appraised for promotion in the manner mentioned in regulation B9.1 or prescribed in regulation B9.2 and B9.3 to a post or posts of a grade immediately higher than his own grade.

B8.2 Each such officer or employee shall, on such occasions as the Board determines, be enabled to apply for promotion to such higher graded posts which may become available for filling from a given date and for an ensuing period: Provided that application need not be made by

in regulasie B9.1 bedoel of deur 'n persoon wat volgens die stelsel van uitruilbaarheidsbevordering 'n kandidaat is vir bevordering tot 'n pos.

B8.3 'n Aansoek wat in subregulasie 2 bedoel word, moet ingedien word op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

#### *Wyse van beoordeling van kandidate*

B9.1 'n Beampte van 'n gradering hoër as 'n gradering wat die Raad vir die doel van hierdie subregulasie bepaal, word vir bevordering beoordeel op die wyse wat die Raad bepaal.

B9.2 Die bekwaamheid van 'n ander beampte as 'n beampte in subregulasie 1 bedoel, en van 'n werknemer, om in 'n pos of poste te dien waarom hy aansoek doen, moet deur die verslaggewende beampte of 'n plaaslike keurkomitee of, waar doenlik, deur sowel die verslaggewende beampte as 'n plaaslike keurkomitee beoordeel word op 'n merieteverslagvorm en volgens 'n vaste aanslagprosedure wat, na oorlegpleging deur die Raad met die erkende personeelverenigings, in die kode bepaal word.

B9.3 Die beoordeling van die bekwaamheid van 'n kandidaat ooreenkomsdig subregulasie 2 word met inagneming van die bekwaamheid van die ander kandidate wat om dieselfde poste aansoek doen, gemodereer en gekoördineer deur—

- (a) 'n streekmerietekomitee; en
- (b) 'n sentrale merietekomitee wat 'n merietelys van kandidate vir bevordering tot 'n pos of poste van bepaalde gradering of graderings op landswye grondslag moet saamstel en dié merietelys aan die Raad moet voorlê.

#### *Samestelling van keur- en merietekomites en bywoning deur waarnemers van erkende personeelverenigings*

B10.1 Plaaslike keurkomitees en streekmerietekomitees word saamgestel op die wyse in die kode bepaal.

B10.2 Lede van die sentrale merietekomitee word deur die Raad aangewys.

B10.3 'n Erkende personeelvereniging het die reg om 'n beampte te benoem om by alle vergaderings van 'n plaaslike keurkomitee, 'n streekmerietekomitee of die sentrale merietekomitee as waarnemer teenwoordig te wees wanneer die bekwaamheid beoordeel word van kandidate wat deur daardie personeelvereniging verteenwoordig word.

B10.4 'n In subregulasie 3 bedoelde waarnemer mag nie aan die bespreking oor die beoordeling van 'n kandidaat deelneem nie, maar kan tydens die vergadering waarop hy teenwoordig is mondelings beswaar aanteken as daar van dié in regulasie B9.2 bedoelde aanslagprosedure afgewyk word en as sy beswaar by sodanige vergadering verworp word, kan hy sy beswaar binne 24 uur na afsluiting van die betrokke bespreking skriftelik by die voorsitter van die vergadering inlewer.

B10.5 Niemand mag by 'n vergadering van 'n keur- of merietekomitee teenwoordig wees of andersins daarmee gemoeid wees nie—

- (a) wanneer die kandidatuur van 'n familielid van hom behandel word; of
- (b) tensy sy eie graad hoër is as dié van die kandidaat wat onder behandeling is.

#### *Benoemings vir poste*

B11.1 Wanneer dit nodig word om 'n pos by wyse van die bevordering van 'n beampte of werknemer te vul, word die beampte of werknemer wie se naam eerste op die merietelys as 'n kandidaat vir daardie pos verskyn, benoem vir bedoelde bevordering: Met dien verstande dat die Raad vir die vul van 'n bepaalde pos van die volgorde in die merietelys kan awwyk.

an officer referred to in regulation B9.1 or by a person who is a candidate for promotion to a post under the system of interchangeable promotion.

B8.3 An application referred to in subregulation 2 shall be submitted on a form approved by the Postmaster General.

#### *Manner of appraisal of candidates*

B9.1 An officer of a grading higher than the grading that the Board determines for the purpose of this sub-regulation shall be appraised for promotion in the manner determined by the Board.

B9.2 The ability of an officer other than an officer referred to in subregulation 1 and of an employee to serve in a post or posts for which he applies shall be appraised by the reporting officer or a local selection committee, or, where practicable, by both the reporting officer and a local selection committee on a merit report form and in accordance with a fixed assessment procedure that, after consultation by the Board with the recognised staff associations, is determined in the code.

B9.3 The appraisal of the ability of a candidate in terms of subregulation 2 shall, regard being had to the ability of other candidates applying for the same posts, be moderated and co-ordinated by—

- (a) a regional merit committee; and
- (b) a central merit committee which shall compile and submit to the Board a merit list of candidates for promotion to a post or posts of particular grading or gradings on a country-wide basis.

#### *Constitution of selection and merit committees and attendance by observers of recognised staff associations*

B10.1 Local selection committees and regional merit committees shall be constituted in the manner determined in the code.

B10.2 Members of the central merit committee shall be designated by the Board.

B10.3 A recognised staff association shall have the right of nominating an officer to be present, as observer, at all meetings of a local selection committee, a regional merit committee or the central merit committee when the ability of candidates represented by that staff association are being appraised.

B10.4 An observer referred to in subregulation 3 shall not participate in the discussion on the appraisal of a candidate but may, during the meeting at which he is present, verbally raise objection if the assessment procedure referred to in regulation B9.2 is deviated from and, if his objection at such a meeting is overruled, he may deliver, in writing, his objection to the chairman of the meeting within 24 hours of the closing of the relative discussion.

B10.5 No one shall be present at a selection or merit committee or be otherwise involved therewith—

- (a) when the candidature of a member of his family is dealt with; or
- (b) unless his own grade is higher than that of the candidate under discussion.

#### *Nominations for posts*

B11.1 When it becomes necessary to fill a post by way of the promotion of an officer or employee, the officer or employee whose name appears first on the merit list as candidate for that post, shall be nominated for such promotion: Provided that for the filling of a particular post, the Board may depart from the sequence of the merit list.

B11.2 Elke benoeming ingevolge subregulasie 1 is daar-aan onderworpe dat die benoemde beampete of werknemer voldoen aan die vereistes met betrekking tot taalbedrewenheid wat die Raad vir die pos bepaal.

B11.3 Wanneer 'n benoeming gedoen word vir die vul van 'n pos waarvan die bekleer 'n lid van 'n Bantoevolk moet wees, moet daar behoorlik rekening gehou word met die etniese groepering van die gemeenskap wat bedien moet word.

*Bevorderings tot poste in die algemene B-afdeling en sekere poste in die algemene A-afdeling*

B12. Die Posmeester-generaal kan na goeddunke die stelsel van merietebeplasing wat voorgeskryf en in die kode bepaal is, toepas ten opsigte van die vul van—

(a) poste wat by die algemene B-afdeling ingedeel is; en

(b) daardie poste in die algemene A-afdeling wat ooreenkomsdig paragraaf (a) van regulasie B7 uitgesluit is van die toepassingsbestek van hierdie regulasies.

*Buitengewone gevalle*

B13. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die beplasings van die regulasies in hierdie hoofstuk magtig.

B11.2 Each nomination in terms of subregulation 1 shall be subject to the officer or employee nominated complying with the requirements with regard to language proficiency determined by the Board for the post.

B11.3 When a nomination is made for the filling of a post, the incumbent of which should be a member of a Bantu race, due regard shall be had to the ethnic grouping of the community to be served.

*Promotions to posts in the general B division and certain posts in the general A division*

B12. The Postmaster General may, at his discretion, apply the system of merit assessment prescribed and determined in the code in regard to the filling of—

(a) posts classified in the general B division; and

(b) those posts in the general A division excluded from the scope of application of these regulations in accordance with paragraph (a) of regulation B7.

*Exceptional cases*

B13. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

**BYLAE**  
**VOORGESKREWE MINIMUM AANSTELLINGSKWALIFIKASIES**

Afdeling/Pos	Ouderdom	Opvoedkundige/Taal	Ander
<i>Vakkundige</i>			
Assistent-ingenieur.....	—	B.Sc.-graad in Ingenieurswese of 'n gelykwaardige kwalifikasie wat die S.A. Raad vir Professionele Ingenieurs aanvaar vir registrasie as ingenieur-in-opleiding	—
Ingenieur.....	—		Registrasie as professionele ingenieur by die S.A. Raad vir Professionele Ingenieurs; of vier jaar toepaslike ondervinding opgedoen na verwerwing van die B.Sc.-graad in Ingenieurswese (of gelykwaardige kwalifikasie wat die S.A. Raad vir Professionele Ingenieurs aanvaar vir registrasie as professionele ingenieur) op voorwaarde dat registrasie binne ses maande na aanstelling geskied
Argitek.....	—	Universiteitsgraad of Diploma in Argitektuur	Registrasie as lid van die Instituut van S.A. Argitekte
Redakteur/Journalis.....	—	Universiteitsgraad met Joernalistiek as hoofvak of Diploma in Joernalistiek	—
Taalbeampete.....	—	Universiteitsgraad met een of meer van die volgende as hoofvakke: Afrikaans Engels	Sukses in 'n vertaaltoets wat deur die Poskantoortaalburo afgeneem word
Bibliotekaresse..... Statistikus.....	—	Universiteitsgraad in Biblioteekwese..... Universiteitsgraad met Wiskundige Statistiek en/of Statistiek as hoofvak(ke)	—
<i>Klerklike</i>			
Klerk (man en vrou) (alle rasse).....	—	Junior Sertifikaat met Afrikaans en Engels as vakke	—
Tikster.....	—	Junior Sertifikaat met Afrikaans en Engels as vakke en Tik as volle vak vir die Senior Sertifikaat	—
<i>Tegniese</i>			
Inspekteur van Werke (alle kategorieë)	—	Nasionale Sertifikaat vir Inspekteurs van Werke <i>plus</i> twee jaar na-kwalifikasie-ondervinding van 'n aard, omvang en standaard wat vir die Posmeester-generaal aanneemlik is <i>of</i> Junior Sertifikaat met Afrikaans en Engels as vakke <i>en</i> Nasionale Tegniese Sertifikaat Deel III met toepaslike vakke	Voltooide vakleerlingskap in die betrokke werkigting, <i>plus</i> drie jaar ondervinding opgedoen na voltooiing van die vakleerlingskap; <i>of</i> agt jaar toepaslike ondervinding waar 'n vakleerlingskap nie voltooi is nie;

Afdeling/Pos	Ouderdom	Opvoedkundige/Taal	Ander
Dosent (Liggaamlike Opvoeding)..... Tegnikus/Tekenaar (Telekommunikasie) (alle rasse)	—	Diploma in Liggaamlike Opvoeding..... Nasionale Sertifikaat vir Tegnici (Telekommunikasie); <i>of</i> suksesvolle voltooiing van drie jaar van 'n B.Sc.-graadkursus in Ingenieurswese mits die gedeeltelik voltooide graad toepaslik is op die pligte wat die persoon as Teg- nikus sal verrig; <i>of</i> slaging in <i>al</i> die vakke ter voltooiing van 'n B.Sc.-graadkursus in Ingenieurswese behalwe een wat vir die eerste drie jaar voorgeskryf is mits die gedeeltelik vol- tooide graad toepaslik is op die pligte wat die persoon as Tegnikus sal verrig; <i>of</i> vyf jaar toepaslike ondervinding (met inbe- grip van opleidingstydperk) van 'n aard, omvang en standaard wat vir die Pos- meester-generaal aanneemlik is; <i>of</i> in die geval van dienende telefoon elektri- siëns en -werktuigkundiges (alle grade- nings), 'n totaal van minstens agt jaar ondervinding (opleidingstydperke inge- sluit) van 'n aard, omvang en standaard wat vir die Posmeester-generaal aanneem- lik is <i>plus</i> (a) 'n slaagpunt in 'n geskrewe en praktiese toets van 'n standaard vergelykbaar met dié van die Nasionale Sertifikaat vir Tegnici (Telekommunikasie) wat deur die Poskantoorkollege afgeneem word, en (b) 'n sertifikaat van gesiktheid uitgereik deur die Posmeester-generaal Nasionale Drukkerssertifikaat Deel III; <i>of</i> Nasionale Drukkersdiploma; <i>of</i> Voltooide vakleerlingskap in die drukkers- bedryf	Sertifikaat van ambagsmanstatus uitge- reik ingevolge—die Wet op Vakleer- linge (1944); of die Wet op die Indiens- neming van Oorlogswerkers (1944); of die Wet op Opleiding van Ambags- manne (1951); of die Ordonnansie op Vakleerlinge (1938) (S.W.A.) <i>plus</i> Sertifikaat van Bevoegdheid as Elektro- tegniese Draadwerker in die geval van die werkigting Elektrotegnies. —
Drukker.....	—		—
Leerlingdrukker.....	—		—
Tekenaar (Boukundig).....	—		—
Leerlingtegnikus (Telekommunikasie) (alle rasse)	—	Nasionale Sertifikaat in Argitekstekenkunde <i>plus</i> , drie jaar voor- en na- kwalifikasie- ondervinding (opleidings-/studietydperk ingesluit) van 'n aard, omvang en stan- daard wat vir die Posmeester-generaal aanneemlik is; <i>of</i> vyf jaar toepaslike ondervinding (met inbe- grip van opleidingstydperk) van 'n aard, omvang en standaard wat vir die Pos- meester-generaal aanneemlik is (a) <i>Vir vierjarige kursus ter verwerwing van die Nasionale Diploma vir Tegnici (Telekommunikasie):</i> Senior Sertifikaat met Afrikaans en Engels sowel as Wiskunde <i>plus</i> min- stens een van die volgende vakke: Natuur- en Skeikunde Fisika 'n Senior Sertifikaat met onvoorwaar- delike universiteitstoelating en met Afrikaans en Engels as vakke <i>plus</i> minstens een van die volgende vakke op Senior Sertifikaat-peil: Wiskunde Natuur- en Skeikunde Fisika (b) <i>Vir driejarige kursus ter verwerwing van die Nasionale Sertifikaat vir Tegnici (Telekommunikasie):</i>	—

Afdeling/Pos	Ouderdom	Opvoedkundige/Taal	Ander
Leerlingtekenaar (Boukundig).....	—	Senior Sertifikaat met Afrikaans en Engels as vakke <i>plus</i> minstens een van die volgende vakke op Senior Sertifikaat-peil: Wiskunde Natuur- en Skeikunde Fisika Wetenskap <i>of</i> Senior Sertifikaat met Afrikaans en Engels as vakke <i>plus</i> Wiskunde en minstens een van die volgende vakke op Junior Sertifikaat-peil: Natuur- en Skeikunde Fisika Wetenskap <i>of</i> Junior Sertifikaat met Afrikaans en Engels as vakke <i>plus</i> Wiskunde en minstens een van die volgende vakke op Senior Sertifikaat-peil: Natuur- en Skeikunde Fisika Wetenskap	—
Leerlinginspekteur van Werke (Boukundig)	—	Senior Sertifikaat met Afrikaans en Engels as vakke; <i>of</i> Junior Sertifikaat met Afrikaans en Engels as vakke <i>plus</i> Nasionale Tegniese Sertifikaat Deel III	—
Fotograaf.....	—	Senior Sertifikaat met Afrikaans en Engels as vakke; <i>of</i> Junior Sertifikaat met Afrikaans en Engels as vakke <i>plus</i> Nasionale Tegniese Sertifikaat Deel III.	Drie jaar toepaslike ondervinding
<i>Algemene B</i>			
Senior Spysenier.....	—	Nasionale Diploma in Hotelbestuur; <i>of</i> Nasionale Sertifikaat in Hotel- en Industriële Spyseniering;	Een jaar toepaslike ondervinding van 'n aard, omvang en standaard wat vir die Posmeester-generaal aanneemlik is
Telefoonelektrisiën (Gevorderde Groep) (alle rasse)	—	<i>of</i> agt jaar toepaslike ondervinding (met inbegrip van opleidingstydperk) van 'n aard, omvang en standaard wat vir die Posmeester-generaal aanneemlik is	Twee jaar toepaslike ondervinding van 'n aard, omvang en standaard wat vir die Posmeester-generaal aanneemlik is
Telefoonelektrisiën (Gewone Groep) (alle rasse)	—	—	Suksesvolle voltooiing van 'n departementele opleidingstydperk van drie jaar; <i>of</i> drie jaar toepaslike ondervinding (met inbegrip van opleidingstydperk) <i>plus</i> Nasionale Tegniese Sertifikaat Deel III met die vak Telekommunikasiestorie; <i>of</i> minstens vyf jaar werklike of nominale diens (met inbegrip van opleidingstydperk), <i>plus</i> slaging van 'n geskrewe en praktiese toets deur die Poskantoorkollege opgestel
			Suksesvolle voltooiing van 'n departementele opleidingstydperk van twee jaar; <i>of</i> *drie jaar toepaslike ondervinding waarvan die laaste 12 maande aaneenlopende diens as TN Voorradebeampte moet wees; <i>of</i> drie jaar toepaslike ondervinding (met inbegrip van opleidingstydperk); <i>of</i> minstens drie jaar werklike diens as tegniese assistent waarvan die laaste 12 maande aaneenlopend moet wees sedert jongste aanstelling <i>plus</i> bewys van die vermoë om gevorderde werk te verrig <i>plus</i> groep III-meriete-indeeling; <i>of</i>

\* Slegs vir aanstelling in poste van Telefoonelektrisiën (Ingenieursvoorrade).

Afdeling/Pos	Ouderdom	Opvoedkundige/Taal	Ander
Leerlingtelefoon elektrisiën.....	—	Man (alle rasse): St. VII met Afrikaans en Engels as vakke Vrou: Junior Sertifikaat met Afrikaans en Engels as vakke	minstens drie jaar diens as TN-telefoonwerksman of senior telefoonwerker waarvan die laaste 12 maande aaneenlopend moet wees sedert jongste aanstelling <i>plus</i> 'n groep III-meriete-indeling; <i>or</i> in die geval van TN-telefoonwerksmanne en drywers wat diens doen as Spanvoormanne/Spanleiers: minstens— (a) twee jaar diens as telefoonwerksman waarvan die laaste 12 maande aaneenlopend moet wees sedert jongste aanstelling; (b) 25 jaar oud; en (c) 'n groep III-meriete-indeling
Telefoonwerktuigkundige (Ambagsman)	—	—	Voltooide toepaslike vakleerlingskap; <i>or</i> Sertifikaat van ambagsmanstatus uitgereik ingevolge—die Wet op Vakleerlinge (1944); of die Wet op die Indiensneming van Oorlogswerkers (1944); of die Wet op die Opleiding van Ambagsmanne (1951); of die Ordonnansie op Vakleerlinge (1938) (S.W.A.) <i>or</i> slaag van die vak Ambagsteorie op N1-peil en suksesvolle aflegging van 'n ambagstoets
Leerlingtelefoonwerktuigkundige (Ambagsman) Databodeerdeer.....	—	St. VII met Afrikaans en Engels as vakke	—
Tegniese Assistent (man en vrou)/Assistent-drukker Litograafoperateur (Bantoe).....	—	Junior Sertifikaat met Afrikaans en Engels as vakke	—
Drywer.....	18 jaar	Junior Sertifikaat met Afrikaans en Engels as vakke	—
Senior Telefonis (man)/Senior Telefonis (vrou)/Senior Posbesteller/Senior Vroueposbesteller	—	Junior Sertifikaat met Afrikaans en Engels as vakke	—
Telefonis (man) (alle rasse).....	16 jaar	St. VII met Afrikaans en Engels as vakke	—
Telefonis (vrou—Blank).....	16 jaar	Junior Sertifikaat met Afrikaans en Engels as vakke	—
Telefonis (vrou—Nie-Blank).....	16 jaar	St. VII met Afrikaans en Engels as vakke	—
Telefonis (man—blind) (alle rasse)/Telefonis (vrou—blind) (alle rasse)	16 jaar	St. VII met Afrikaans en Engels as vakke	—
Posbesteller (alle rasse)/Vroueposbesteller	16 jaar	St. VI met Afrikaans en Engels as vakke	—

**ANNEXURE**  
**PRESCRIBED MINIMUM APPOINTMENT QUALIFICATIONS**

Division/Post	Age	Educational/Language	Other
<i>Professional</i> Assistant Engineer.....	—	B.Sc. degree in Engineering or an equivalent qualification accepted by the S.A. Council for Professional Engineers for registration as engineer-in-training	—
Engineer.....	—	—	Registration as professional engineer by the S.A. Council for Professional Engineers; <i>or</i> four years' appropriate experience acquired after obtaining the B.Sc. degree in Engineering (or an equivalent qualification accepted by the S.A. Council for Professional Engineers for registration as professional engineer) on condition that registration is effected within six months of the date of appointment.
Architect.....	—	University degree or Diploma in Architecture	Registration as member of the Institute of S.A. Architects
Editor/Journalist.....	—	University degree with Journalism as major subject or Diploma in Journalism	—

Division/Post	Age	Educational/Language	Other
Language Officer.....	—	University degree with one or more of the following as major subject(s): English Afrikaans	Success in a translation test conducted by the Post Office Language Bureau.
Librarian.....	—	University degree in Librarianship.....	—
Statistician.....	—	University degree with Mathematical Statistics and/or Statistics as major subject(s)	—
Clerk (male and female) (all races)....	—	Junior Certificate with English and Afrikaans as subjects	—
Typist.....	—	Junior Certificate with English and Afrikaans as subjects and Typing as full subject for the Senior Certificate	—
<i>Technical</i>			
Inspector of Works (all categories)....	—	National Certificate for Inspector of Works <i>plus</i> two years' post-qualification experience of a nature, scope and standard acceptable to the Postmaster General; <i>or</i> Junior Certificate with English and Afrikaans as subjects <i>and</i> National Technical Certificate Part III with appropriate subjects	Completed apprenticeship in the relative work sphere, plus three years' experience gained after completion of the apprenticeship; <i>or</i> eight years' appropriate experience if an apprenticeship has not been completed; <i>or</i> Certificate of tradesman status issued in terms of the Apprenticeship Act (1944); or the Soldiers and War Workers Act (1944); or the Training of Artisans Act (1951); or the Apprenticeship Ordinance (1938) (S.W.A.) <i>plus</i> Certificate of Proficiency as Electrical Wireman in the case of the work category Electrical
Lecturer (Physical Education).....	—	Diploma in Physical Education.....	—
Technician/Draughtsman (Telecommunications) (all races)	—	National Certificate for Technicians (Telecommunications); <i>or</i> successful completion of three years of a B.Sc. degree course in Engineering provided that the partly completed degree is appropriate to the duties to be performed as Technician; <i>or</i> a pass in <i>all</i> the subjects towards completion of a B.Sc. degree course in Engineering, bar one prescribed for the first three years, provided that the partly completed degree is appropriate to the duties that the person will perform as Technician; <i>or</i> five years' appropriate experience (including the training period) of a nature, scope and standard acceptable to the Postmaster General; <i>or</i> in the case of serving telephone electricians and mechanics (all grades), an aggregate of at least eight years' experience (including training periods) of a nature, scope and standard acceptable to the Postmaster General <i>plus</i> (a) a pass in a written and practical test of a standard comparable with that of the National Certificate for Technicians (Telecommunications) conducted by the Post Office College, and (b) a certificate of suitability issued by the Postmaster General National Printers' Certificate Part III;....	—
Printer.....	—	<i>or</i> National Printers' Diploma; <i>or</i> Completed apprenticeship in the printing trade	—
Learner Printer.....	—	Junior Certificate with English and Afrikaans as subjects	—
Draughtsman (Structural).....	—	National Certificate in Architectural Draughtsmanship <i>plus</i> three years' pre-and post-qualification experience (including training/study period) of a nature, scope and standard acceptable to the Postmaster General; <i>or</i>	—

Division/Post	Age	Educational/Language	Other
Pupil Technician (Telecommunications) (all races)	—	<p>five years' appropriate experience (including the training period) of a nature, scope and standard acceptable to the Postmaster General</p> <p>(a) <i>For four-year course in attainment of the National Diploma for Technicians (Telecommunications):</i> Senior Certificate with English and Afrikaans as well as Mathematics <i>plus</i> at least one of the following subjects: Physical Science Physics; or</p> <p>a Senior Certificate with unconditional university entrance and with English and Afrikaans as subjects <i>plus</i> at least one of the following subjects at Senior Certificate level: Mathematics Physical Science Physics</p> <p>(b) <i>For three-year course in attainment of the National Certificate for Technicians (Telecommunications):</i> Senior Certificate with English and Afrikaans as subjects <i>plus</i> at least one of the following subjects at Senior Certificate level: Mathematics Physical Science Physics Science; or</p> <p>Senior Certificate with English and Afrikaans as subjects <i>plus</i> Mathematics and at least one of the following subjects at Junior Certificate level: Physical Science Physics Science; or</p> <p>Junior Certificate with English and Afrikaans as subjects <i>plus</i> Mathematics and at least one of the following subjects at Senior Certificate level: Physical Science Physics Science</p> <p>Senior Certificate with English and Afrikaans as subjects; <i>or</i></p> <p>Junior Certificate with English and Afrikaans as subjects <i>plus</i> National Technical Certificate Part III</p> <p>Senior Certificate with English and Afrikaans as subjects; <i>or</i></p> <p>Junior Certificate with English and Afrikaans as subjects <i>plus</i> National Technical Certificate Part III</p> <p>Senior Certificate with English and Afrikaans as subjects</p>	—
Pupil Draughtsman (Structural).....	—		—
Learner Inspector of Works (Structural)	—		—
Photographer.....	—		Three years' appropriate experience
General B			
Senior Caterer.....	—	<p>National Diploma in Hotel Management;</p> <p><i>or</i></p> <p>National Certificate in Hotel and Industrial Catering;</p> <p><i>or</i></p> <p>eight years' appropriate experience (including the training period) of a nature, scope and standard acceptable to the Postmaster General</p>	<p>One year's appropriate experience of a nature, scope and standard acceptable to the Postmaster General</p> <p>Two years' appropriate experience of a nature, scope and standard acceptable to the Postmaster General</p> <p>—</p>
Telephone Electrician (Advanced Group—all races)	—		<p>Successful completion of a departmental training period of three years;</p> <p><i>or</i></p> <p>three years' appropriate experience (including the training period) <i>plus</i> National Technical Certificate Part III with the subject Telecommunications Theory;</p> <p><i>or</i></p> <p>at least five years' actual or nominal service (including training period) <i>plus</i> a pass in a written and practical test set by the Post Office College.</p>
Telephone Electrician (Ordinary Group—all races)	—		<p>Successful completion of a departmental training period of two years;</p> <p><i>or</i></p>

Division/Post	Age	Educational/Language	Other
Learner Telephone Electrician.....	—	Male (all races): Std VII with English and Afrikaans as subjects Female: Junior Certificate with English and Afrikaans as subjects	*three years' appropriate experience of which the last 12 months must be continuous service as TN Stores Officer; <i>or</i> three years' appropriate experience (including the training period); <i>or</i> at least three years' actual service as technical assistant of which the last 12 months must be continuous since last appointment <i>plus</i> proof of the ability to undertake advanced work <i>plus</i> a group III merit rating; <i>or</i> at least three years' service as TN telephone workman or senior telephone worker of which the last 12 months must be continuous since last appointment <i>plus</i> a group III merit rating; <i>or</i> in the case of TN telephone workmen and drivers employed as Gang Chargemen/Team Leaders: at least— (a) two years' service as telephone workman of which the last 12 months must be continuous since last appointment; (b) 25 years of age; and (c) a group III merit rating
Telephone Mechanic (Artisan).....	—		Completed appropriate apprenticeship; <i>or</i> Certificate of tradesman status issued in terms of — the Apprenticeship Act (1944); or the Soldiers and War Workers Act (1944); or the Training of Artisans Act (1951); or the Apprenticeship Ordinance (1938) (S.W.A.); <i>or</i> a pass in the subject Trade Theory on N1 level and successful completion of a trade test
Learner Telephone Mechanic (Artisan)	—	Std VII with English and Afrikaans as subjects	—
Data Coder.....	—	Junior Certificate with English and Afrikaans as subjects	—
Technical Assistant (male and female)/ Assistant Printer	—	Junior Certificate with English and Afrikaans as subjects	—
Lithographic Operator (Bantu).....	—	Junior Certificate with English and Afrikaans as subjects	—
Driver.....	18 years	—	Possession of a valid motor drivers' licence
Senior Telephonist (male)/Senior Telephonist (female)/Senior Postman/ Senior Postwoman	—	Senior Certificate with English and Afrikaans as subjects	—
Telephonist (male) (all races).....	16 years	Std VII with English and Afrikaans as subjects	—
Telephonist (female—White).....	16 years	Junior Certificate with English and Afrikaans as subjects	—
Telephonist (female—Non-White).....	16 years	Std VII with English and Afrikaans as subjects	—
Telephonist (male—blind) (all races)/ Telephonist (female—blind) (all races)	16 years	Std VII with English and Afrikaans as subjects	—
Postman (all races)/Postwoman.....	16 years	Std VI with English and Afrikaans as subjects	—

\* Only for appointment to posts of Telephone Electrician (Engineering Stores).

## HOOFSTUK C

### AFWESIGHEIDSVERLOF

#### Toepaslikheid van verlofregulasies

C1.1 Die regulasies van hierdie hoofstuk is van toepassing op die beampies en voltydse en deeltydse werknemers wat uitdruklik in regulasie C6 genoem word.

C1.2 Die regulasies van hierdie hoofstuk is nie van toepassing op skoliere en studente wat gedurende skoolvakansies in diens geneem word of op persone wat vir voorafbepaalde tydperke as tydelike verlofplaasvervangers in diens geneem word nie en ook nie op persone wat ander voltydse of deeltydse besoldigde werk verrig nie.

## CHAPTER C

### LEAVE OF ABSENCE

#### Applicability of leave regulations

C1.1 The regulations of this chapter shall apply to those officers and full-time and part-time employees specifically mentioned in regulation C6.

C1.2 The regulations of this chapter shall not apply to scholars and students employed during school holidays and persons employed for predetermined periods as temporary leave substitutes nor to persons performing other full-time or part-time remunerative employment.

*Afwezigheidsverlof 'n vergunning*

C2.1 Afwezigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning en word toegestaan slegs met inagneming van die behoeftes van die diens.

C2.2 Verlof kan nie as 'n reg geëis word nie en wanneer 'n beampete of werknemer die diens om watter rede ook al verlaat, kan hy nie eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie.

C2.3 Die bepalings van hierdie regulasie belet nie die betaling van verlofgratifikasies onder voorwaardes wat in die kode bepaal word nie.

*Verlofaansoekvorms, toestaan en intrekking van verlof en ongemagtigde afwezighede van diens*

C3.1 (a) Aansoek om verlof moet skriftelik gedoen word op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

(b) Die vorm van die sertifikaat of ander skriftelike bewys van ongesteldheid wat ter stawing van 'n aansoek om siekterverlof moet dien, moet ook deur die Posmeester-generaal goedgekeur word.

C3.2 (a) Die toestaan van alle afwezigheidsverlof is onderworpe aan die goedkeuring van die Posmeester-generaal: Met dien verstande dat die toestaan van afwezigheidsverlof aan die Posmeester-generaal onderworpe is aan die goedkeuring van die Minister.

(b) Verlof reeds toegestaan, kan te eniger tyd deur die Posmeester-generaal of, in die geval van die Posmeester-generaal, die Minister ingetrek word.

C3.3 Behalwe in die geval waar 'n beampete in sy diens geskors is of waar 'n beampete of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die hoof van die kantoor aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag 'n beampete of werknemer nie sy werk verlaat of van diens wegblê 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.

C3.4 (a) Behalwe soos in regulasie C14.1(c) bepaal word, word alle ongemagtigde afwezighede van diens van 'n dag of langer, ongeag enige tugmaatreël wat teen 'n beampete of werknemer geneem mag word, geag vakansieverlof sonder betaling te wees.

(b) Die indiening van 'n skriftelike verlofaansoek wat in subregulasie 1 (a) genoem word, is nie 'n vereiste in die geval van ongemagtigde afwezighede nie.

C3.5 Ondanks enige andersluidende bepaling in hierdie hoofstuk kan vakansieverlof met volle betaling, in die mate waarin dit beskikbaar is en op die voorwaardes wat die Raad gelas, toegestaan word aan 'n beampete of werknemer ten einde met die oog op rehabilitasie behandeling te ontvang teen alkoholisme of strawwe drankmisbruik of buitensporige gebruik van bedwelmende middels: Met dien verstande dat indien sodanige beampete of werknemer se vakansieverlof krediet nie voldoende is nie, hy met die goedkeuring van die Raad en onderworpe aan die tweede voorbehoudsbepaling van regulasie C8 'n oortoekekening van vakansieverlof met volle betaling toegestaan kan word wat afgetrek moet word van vakansieverlof wat later aan hom toeval.

*Verlofregisters*

C4.1 Die departement moet ten opsigte van elke beampete of werknemer 'n verlofregister hou waarin alle afwezighede van diens volgens die indeling in regulasie C5.1 aangeteken word.

C4.2 Alle verlofaansoeke moet vir oudit- en ander doelendes geliasseer word in die kantoor waar die verlofregister gehou word, en wel vir dié tydperk wat die Raad gelas.

*Leave of absence a privilege*

C2.1 Leave of absence provided for in these regulations is a privilege and is granted only with due regard to the exigencies of the service.

C2.2 Leave cannot be claimed as of right, and when an officer or employee leaves the service for any reason whatsoever, he cannot claim payment in respect of the cash value of leave standing to his credit.

C2.3 The provisions of this regulation shall not preclude the payment of leave gratuities on conditions determined in the code.

*Leave application forms, granting and withdrawal of leave and unauthorised absences from duty*

C3.1 (a) Application for leave shall be made in writing on a form approved by the Postmaster General.

(b) The form of the certificate or other written proof of indisposition, which is to serve in support of an application for sick leave, shall also be approved by the Postmaster General.

C3.2 (a) The granting of all leave of absence shall be subject to approval by the Postmaster General: Provided that the granting of leave of absence to the Postmaster General shall be subject to the approval of the Minister.

(b) Leave already granted may at any time be withdrawn by the Postmaster General or, in the case of the Postmaster General, by the Minister.

C3.3 Except in the case where an officer is suspended from duty or where an officer or employee is prevented by his sudden illness, or by other circumstances that are acceptable to the head of the office from remaining on or reporting for duty, he shall not leave or stay away from work until he has applied, in writing, for leave and has been advised by the head of his office that the leave application has been approved.

C3.4 (a) Except as provided for in regulation C14.1 (c), all unauthorised absences from duty of a day or longer shall, apart from any disciplinary action that may be taken against an officer or employee, be regarded as vacation leave without pay.

(b) The submission of a written application for leave, referred to in subregulation 1 (a), shall not be required in the case of unauthorised absences.

C3.5 Notwithstanding any provisions to the contrary contained in this chapter, vacation leave with full pay, to the extent available and on the conditions directed by the Board, may be granted to an officer or employee in order to receive treatment against alcoholism or severe drinking or excessive use of drugs with a view to rehabilitation: Provided that if such officer or employee has insufficient vacation leave standing to his credit, he may, with the approval of the Board and subject to the second proviso to regulation C8, be allowed an overgrant of vacation leave with full pay which must be deducted from vacation leave that subsequently accrues to him.

*Leave registers*

C4.1 The department shall keep a leave register in respect of each officer and employee in which all absences from duty shall be recorded in accordance with the classification contained in regulation C5.1.

C4.2 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 Board may direct.

*Indeling van afwesighedsverlof*

C5.1 Alle afwesighede van diens met verlof word onder een of meer van die volgende hoofde ingedeel:

- (a) Vakansieverlof met volle betaling.
- (b) Vakansieverlof sonder betaling.
- (c) Siekteverlof met volle betaling.
- (d) Siekteverlof met halwe betaling.
- (e) Siekteverlof sonder betaling.
- (f) Spesiale siekteverlof met volle betaling.
- (g) Spesiale siekteverlof met halwe betaling.
- (h) Spesiale siekteverlof sonder betaling.
- (i) Spesiale verlof met volle betaling.
- (j) Spesiale verlof met betalingsvoorraarde soos deur die Raad gemagtig.

C5.2 Die toestaan van verlof onder enige van die hoofde in subregulasie 1 beïnvloed nie die toestaan van verlof onder enige van die ander genoemde hoofde nie, behalwe soos elders in hierdie regulasies uitdruklik bepaal word.

*Groepering van beampies en werknemers vir verlofdoel-eindes en verlofvoorsiening*

C6.1 Met inagneming van die bepalings van regulasies C1, C7.2 en C11.2 word beampies en werknemers vir die doeleindes van die toestaan van afwesighedsverlof in ondergemelde groepe ingedeel en kan verlof dienooreenkomsdig aan hulle toegestaan word:

(a) *Vakansieverlof.*

Indeling	Groep	Aanwas (dae per jaar)
(i) Beampies wat voor 1 Julie 1966 aangestel is en— in voorhersiene vakansieverlof-groep I was; <i>of</i> voor genoemde datum in die vak-kundige afdeling was, sodra hulle vyf jaar diens voltooi het; <i>of</i> in die administratiewe, klerklike, tegniese, algemene A- of algemene B-afdeling is, sodra hulle 15 jaar diens voltooi het; in voorhersiene vakansieverlof-groep II was, totdat hulle die toepaslike dienstydperk vir insluiting in groep 1A hierbo voltooi het; <i>of</i> in voorhersiene vakansieverlof-groep III was, sodra hulle 10 jaar diens voltooi het; in voorhersiene vakansieverlof-groep III was, totdat hulle 10 jaar diens voltooi het.....	1A 1B II	38 36 30
(ii) Beampies wat op of na 1 Julie 1966 aangestel is— sodra hulle 10 jaar diens voltooi het totdat hulle 10 jaar diens voltooi het	1B II	36 30
*(iii) Voltydse werknemers, en deeltydse werknemers wat in die reël 24 uur per week of langer op diens is, wat tydelike bekleers van <i>geklassifieerde</i> poste is en onderstaande diens voltooi het: 10 jaar of langer..... Minder as 10 jaar.....	1B II	36 30
*(iv) Voltydse werknemers wat bekleers van <i>nie-geklassifieerde</i> poste is en wat onderstaande diens voltooi het: 10 jaar of langer..... Vyf jaar of langer, maar minder as 10 jaar..... Minder as vyf jaar .....	1B II III	36 30 24
*(v) Ander deeltydse werknemers wat tydelike bekleers van <i>geklassifieerde</i> poste is en in die reël minder as 24 uur per week op diens is en wat onderstaande diens voltooi het: 10 jaar of langer..... Minder as 10 jaar.....	III IV	24 18

\* Van krag vanaf 1 Januarie 1975.

*Classification of leave absence*

C5.1 All absences from duty on leave are classified under one or more of the following heads:

- (a) Vacation leave with full pay.
- (b) Vacation leave without pay.
- (c) Sick leave with full pay.
- (d) Sick leave with half-pay.
- (e) Sick leave without pay.
- (f) Special sick leave with full pay.
- (g) Special sick leave with half-pay.
- (h) Special sick leave without pay.
- (i) Special leave with full pay.
- (j) Special leave with conditions of pay as authorised by the Board.

C5.2 The granting of leave under any one of the heads mentioned in subregulation 1 shall not affect the granting of leave under any of the other heads mentioned, except in so far as is specifically provided elsewhere in these regulations.

*Grouping of officers and employees for leave purposes and leave provision*

C6.1 With due regard to the provisions of regulations C1, C7.2 and C11.2, officers and employees shall, for the purpose of their being granted leave of absence, be classified in the undermentioned groups and may be granted leave accordingly:

(a) *Vacation leave.*

Classification	Group	Accrual (days per annum)
(i) Officers who were appointed before 1 July 1966 and who— were in pre-revised vacation leave group I; <i>or</i> prior to the date mentioned, were in the professional division, upon completion of five years' service; <i>or</i> are in the administrative, clerical, technical, general A or general B division, upon completion of 15 years' service; were in pre-revised vacation leave group II, until they have completed the appropriate period of service for inclusion in group 1A above; <i>or</i> were in pre-revised vacation leave group III, upon completion of ten years' service; were in pre-revised vacation leave group III, until they have completed ten years' service.....	IA IB II	38 36 30
(ii) Officers appointed on or after 1 July 1966— upon completion of ten years' service until they have completed ten years' service.....	IB II	36 30
*(iii) Full-time employees, and part-time employees who, as a rule, are on duty 24 hours per week or longer, who are temporary incumbents of <i>classified</i> posts and have completed the following service: Ten years or longer..... Less than ten years.....	IB II	36 30
*(iv) Full-time employees who are incumbents of <i>non-classified</i> posts and who have completed the following service: Ten years or longer..... Five years or longer, but less than ten years..... Less than 5 years.....	IB II III	36 30 24
*(v) Other part-time employees who are temporary incumbents of <i>classified</i> posts and, as a rule, are on duty less than 24 hours per week and who have completed the following service: Ten years or longer..... Less than ten years.....	III IV	24 18

\* Effective from 1 January 1975.

## (b) Siekteverlof

Indeling	Groep	Getal dae in elke tydkring met—	
		volle betaling	halwe betaling
(i) Alle beampies.....	A	120	120
*(ii) Voltydse werknemers, en deeltydse werknemers wat in die reël 24 uur per week of langer op diens is, wat tydelike bekleeërs van geklassifiseerde poste is.....	A	120	120
*(iii) Voltydse werknemers wat bekleeërs van nie-geklassifiseerde poste is en wat onderstaande diens voltooi het: 10 jaar of langer..... Vyf jaar of langer, maar minder as 10 jaar..... Minder as vyf jaar.....	A B C	120 90 60	120 90 60
*(iv) Ander deeltydse werknemers wat tydelike bekleeërs van geklassifiseerde poste is en in die reël minder as 24 uur per week op diens is.....	C	60	60

\* Van krag vanaf 1 Januarie 1975.

## Kontrakwerknemers

C6.2 Aan 'n persoon wat onder kontrak dien, word tensy sy dienskontrak anders bepaal, verlof toegestaan ooreenkomsdig hierdie regulasies, en sy groepering vir verlofdoeleindes is soos voorgeskryf in—

- (a) subregulasie 1 (a) (iii) en (b) (ii), indien hy 'n geklassifiseerde pos beklee; of
- (b) subregulasie 1 (a) (iv) en (b) (iii), indien hy 'n nie-geklassifiseerde pos beklee:

Met dien verstande dat die getal dae siekteverlof wat toegestaan kan word aan 'n werknemer wat vir 'n tydperk van minder as drie jaar op kontrak aangestel word hoogstens dié getal is wat in dieselfde verhouding staan tot die getal dae waarvoor die toepaslike subregulasie voorseening maak as die verhouding waarin die tydperk waarvoor hy aangestel word tot drie jaar staan.

## Werknemers addisioneel tot die vaste diensstaat

C6.3 In die geval van 'n werknemer (met inbegrip van 'n kontrakwerknemer) wat addisioneel tot die vaste diensstaat in diens is, moet daar volgens sy rang bepaal word welke pos op die vaste diensstaat hy sou beklee het indien hy teen 'n pos in diens was, en is sy groepering vir verlofdoeleindes soos voorgeskryf in—

- (a) subregulasie 1 (a) (iii) en (b) (ii), indien bedoelde pos 'n geklassifiseerde pos is; of
- (b) subregulasie 1 (a) (iv) en (b) (iii), indien bedoelde pos 'n nie-geklassifiseerde pos is.

## Algemene bepalings: Vakansieverlof

C7.1 Behoudens die bepalings van regulasie C18.1 was vakansieverlof aan ten opsigte van elke voltooide maand van diens en wel teen een-twaalfde van die voorsiening wat kragtens regulasie C6.1 (a) op 'n beampie of werknemer van toepassing is: Met dien verstande dat die maand waarin 'n beampie of werknemer diens aanvaar of die maand waarin sy dienste eindig, na gelang van die geval, behoudens die bepalings van regulasie C18 vir die doeleindes van vakansieverlofaanwas geag 'n voltooide maand te wees as—

- (a) hy uiterlik op die eerste werkdag van daardie maand diens aanvaar; of

## (b) Sick leave

Classification	Group	Number of days in each cycle with	
		full pay	half-pay
(i) All officers.....	A	120	120
*(ii) Full-time employees, and part-time employees who, as a rule, are on duty 24 hours per week or longer, who are temporary incumbents of <i>classified</i> posts.....	A	120	120
*(iii) Full-time employees who are incumbents of <i>non-classified</i> posts and who have completed the following service: Ten years or longer..... Five years or longer, but less than 10 years..... Less than five years.....	A B C	120 90 60	120 90 60
*(iv) Other part-time employees who are incumbents of <i>classified</i> posts and, as a rule, are on duty less than 24 hours per week.....	C	60	60

\* Effective from 1 January 1975.

## Contract employees

C6.2 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 as prescribed in—

- (a) subregulation 1 (a) (iii) and (b) (ii), if he occupies a classified post; or
- (b) subregulation 1 (a) (iv) and (b) (iii), if he occupies a non-classified post:

Provided that the number of days' sick leave that may be granted to an employee appointed on contract for a period of less than three years shall be at most the number standing in the same proportion to the number of days provided for in the relative subregulation as the proportion in which the period for which he is appointed stands to three years.

## Employees additional to the fixed establishment

C6.3 In the case of an employee (including a contract employee) who is employed additional to the fixed establishment, the post that he would have occupied on the fixed establishment, had he been employed against a post, shall be determined according to his rank and his grouping for leave purposes shall be as prescribed in—

- (a) subregulation 1 (a) (iii) and (b) (ii), if such post is a classified post; or
- (b) subregulation 1 (a) (iv) and (b) (iii), if such post is a non-classified post.

## General provisions: Vacation leave

C7.1 Subject to the provisions of regulation C18.1, vacation leave shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of regulation C6.1 (a): Provided that the month in which an officer or employee assumes duty or the month in which his services terminate, as the case may be, shall for the purposes of vacation leave accrual, be regarded as a completed month of service if—

- (a) he assumes duty not later than the first working day of that month; or

(b) sy dienste met ingang van 'n rusdag eindig en hy nog op die laaste werkdag in diens is, ongeag of hy op laasgenoemde dag werklik diens lewer of niet goedgekeurde verlof afwesig is.

C7.2 As 'n beampete of werknemer van een betrekking na 'n ander betrekking 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 vakansieverlof wat gedurende sy dienstydperk in die vorige groep of groepe aangewas het; en

(b) word die nuwe groep se vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorplasing of oorgang van krag word, tensy die bepalings van regulasie C21.2 op hom van toepassing is.

C7.3 Die Posmeester-generaal kan te eniger tyd van 'n beampete of werknemer vereis, en die Minister kan te eniger tyd van die Posmeester-generaal vereis, dat hy 'n gedeelte, of die geheel, neem van die vakansieverlof wat hom toekom: Met dien verstande dat die maksimum tydperk van verlof wat in subregulasie 4 voorgeskryf word, nie oorskry word nie.

C7.4 Behalwe op magtiging van die Raad mag nie aan 'n beampete of werknemer vakansieverlof van altesaam meer as 184 dae in enige tydperk van 18 maande toegestaan word nie en enige afwesigheid van diens bo hierdie beperking word gedeck deur die toestaan van vakansieverlof sonder betaling met inagneming van die bepalings van regulasie C10.1. Vir doeleteindes van hierdie subregulasie word vakansieverlof wat kragtens regulasie C11.7 (a) toegestaan word, buite rekening gelaat.

C7.5 Die vakansieverlofkrediet wat 'n beampete of werknemer op 1 Januarie van elke jaar het, word in die verlofregister aangeteken, en by die aantekening van sodanige krediet word enige gedeelte van 'n dag as een dag gereken.

#### Oortoekennung van vakansieverlof

C8. As daar aan 'n beampete of werknemer meer vakansieverlof met volle betaling toegestaan is as wat hy op daardie tydstip tot sy krediet gehad het, kan sodanige oortoekennung afgetrek word van vakansieverlof wat later aan hom toeval: Met dien verstande dat die Posmeester-generaal oortuig is dat die oortoekennung te goeder trou gedoen is: Met dien verstande voorts dat as sodanige beampete of werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van sodanige aftrekking aan hom toegeval het, die gedeelte van die oortoekennung wat sy vakansieverlofkrediet op die laaste dag van sy diens oorskry 'n oorbetaling van salaris geag word wat of teruggevorder of deur bevoegde gesag afgeskryf moet word.

*Vakansieverlof kragtens die regulasies wat voorheen van krag was of ten opsigte van persone oorgeplaas van ander regeringsdiens*

C9.1 Die uitvaardiging van hierdie regulasies raak in geen opsig die aaneenlopendheid van die vakansieverlof voorregte van 'n beampete of werknemer wat onmiddellik voor die datum van inwerkintreding van hierdie regulasies in diens was nie, en opgelope vakansieverlof bly staan tot die krediet van sodanige beampete of werknemer.

C9.2 'n Persoon wat—

- (a) voltyds in diens is van—
  - (i) die Suid-Afrikaanse Spoerweë;
  - (ii) die Staatsdelwers;
  - (iii) 'n staatsdepartement;

(b) his services terminate with effect from a day of rest and he is still in service on the last working day, irrespective of whether he actually renders service or is absent on authorised leave on the latter day, subject to the provisions of regulation C18.

C7.2 If an officer or 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 reason other than his transfer, he passes from one vacation leave group to another—

(a) he shall retain the vacation leave which accrued during his service in the previous group or groups; and

(b) the vacation leave of the new group shall become applicable to him from the first day of the month during which such transfer or passing becomes effective,

unless the provisions of regulation C21.2 apply to him.

C7.3 The Postmaster General may at any time require an officer or employee and the Minister may at any time require the Postmaster General to take the whole or a portion of the vacation leave due to him: Provided that the maximum period of leave prescribed in subregulation 4 shall not be exceeded.

C7.4 Except on authority of the Board, an officer or employee shall not be granted vacation leave in excess of 184 days in the aggregate in any period of 18 months and any absence from duty for a longer period than this limit shall be covered by the granting of vacation leave without pay with due regard to the provisions of regulation C10.1. For the purposes of this subregulation no account shall be taken of vacation leave granted in terms of regulation C11.7 (a).

C7.5 The vacation leave standing to the credit of an officer or employee on 1 January of each year shall be recorded in the leave register, and in the recording of such credit any portion of a day shall be regarded as one day.

#### Overgrant of vacation leave

C8. If an officer or employee has been granted vacation leave with full pay in excess of that which stood to his credit at the time, such overgrant may be deducted from vacation leave which subsequently accrues to him: Provided the Postmaster General is satisfied that the overgrant was made in good faith: Provided further that, if such officer or employee resigns or his services are terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, that portion of the overgrant which exceeds his vacation leave credit on his last day of service shall be regarded as an overpayment of salary which must be recovered or written off by competent authority.

*Vacation leave in terms of the regulations previously in force or in respect of persons transferred from other government service*

C9.1 The promulgation of these regulations shall in no way affect the continuity of the vacation leave privileges of an officer or employee who was in service immediately before the date of coming into force of these regulations, and accumulated vacation leave shall remain to the credit of such officer or employee.

C9.2 A person who—

- (a) is in full-time employment of—
  - (i) the South African Railways;
  - (ii) the State Diggings;
  - (iii) a State department;

- (iv) 'n onderwysinrigting onder die beheer van die Departement van Nasionale Opvoeding;
- (v) 'n provinsiale onderwysdepartement;
- (vi) die Onderwysdepartement van die Administrasie van Suidwes-Afrika;
- (vii) 'n staatsondersteunde primêre of sekondêre skool of kollege binne die Republiek;
- (viii) 'n erkende universiteit binne die Republiek;
- (ix) die Universiteitskollege Fort Hare of 'n universiteitskollege vir Nie-Blanke binne die Republiek wat kragtens die Wet op Uitbreiding van Universiteitsopleiding, 1959 (Wet 45 van 1959), ingestel is;
- (x) 'n statutêre instelling wat sy fondse in die geheel of gedeeltelik uit die Staatsinkomstefonds verkry, ongeag of dit deur 'n staatsdepartement beheer word of nie; of
- (b) aangestel is—
  - (i) in voltydse diens van 'n provinsiale administrasie of die Administrasie van Suidwes-Afrika kragtens 'n ordonnansie;
  - (ii) in voltydse diens van die Departement van Waterwese kragtens artikel 3 (2) van die Waterwet, 1956 (Wet 54 van 1956), soos gewysig;
  - (iii) in voltydse diens van die Departement van Bantoe-administrasie en -ontwikkeling kragtens artikel 6bis (3) (b) van die Bantoetrust en -grondwet, 1936 (Wet 18 van 1936), soos gewysig;
  - (iv) as voltydse onderwyser kragtens die Wet op Bantoe-onderwys, 1953 (Wet 47 van 1953), soos gewysig, die Wet op Onderwys vir Kleurlinge, 1963 (Wet 47 van 1963), of die Wet op Onderwys vir Indiërs, 1965 (Wet 61 van 1965);
  - (v) in voltydse diens van die Raad vir die Hervestiging van Bantoe kragtens artikel 9 (1) (c) van die Wet op die Hervestiging van Bantoes, 1954; of
  - (vi) in voltydse diens van 'n Bantoe-stam-, streek- of gemeenskapsowerheid in 'n gebied waar die Grondwet van die Bantoe-tuislande, 1971, of die Transkeise Grondwet, 1963, of die Wet op die Ontwikkeling van Self-bestuur vir Naturelvolke in Suidwes-Afrika, 1968, NIE van toepassing is nie,

en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos of betrekking waarin hierdie regulasies op hom van toepassing word, behou die oplopende vakansieverlof wat tot sy krediet was op die dag voor sy aanstelling of oorplasing, behoudens die bepaling van subregulasiel 3, en die vorige diens ten opsigte waarvan die verlofkrediet oorgedra word, tel as diens vir verlofdoeleindes: Met dien verstande dat as sy aanstelling of oorplasing op 'n ander dag as die eerste dag van 'n maand bewerkstellig word, hy die oplopende vakansieverlof behou wat tot sy krediet was op die laaste dag van die maand wat die maand voorafgaan waarin sy aanstelling of oorplasing bewerkstellig word, in watter geval hierdie regulasies op die eerste dag van die maand waarin sy aanstelling of oorplasing bewerkstellig word op hom van toepassing word.

C9.3 By die toepassing van die bepaling van subregulasiel 2 word enige gedeelte van 'n dag as een dag gerekken wanneer die opgelope vakansieverlof tot 'n beampte of werknemer se krediet geplaas word op die datum waarop hierdie regulasies op hom van toepassing word.

#### *Vakansieverlof sonder betaling*

C10.1 As gegronde redes daarvoor bestaan, kan die Posmeester-generaal na goeddunke, maar behoudens die beperkings wat deur regulasiel C11.5 (c) opgelê word, aan 'n beampte of werknemer wat geen vakansieverlof met betaling tot sy krediet het nie vakansieverlof sonder betaling toestaan vir hoogstens 'n totaal van 184 dae in

- (iv) an educational institution under the control of the Department of National Education;
  - (v) a provincial education department;
  - (vi) the Education Department of the Administration of South West Africa;
  - (vii) a State-aided primary or secondary school or college within the Republic;
  - (viii) a recognised university within the Republic;
  - (ix) the University College of Fort Hare or a university college for Non-Whites within the Republic and established in terms of the Extension of University Education Act, 1959 (Act 45 of 1959);
  - (x) a statutory institution that obtains its funds wholly or partially from the State Revenue Fund, irrespective of whether or not it is controlled by a State department; or
  - (b) was appointed—
    - (i) under an ordinance in the full-time service of a provincial administration or the Administration of South West Africa;
    - (ii) in the full-time service of the Department of Water Affairs in terms of section 3 (2) of the Water Act, 1956 (Act 54 of 1956), as amended;
    - (iii) in the full-time service of the Department of Bantu Administration and Development in terms of section 6bis (3) (b) of the Bantu Trust and Land Act, 1936 (Act 18 of 1936), as amended;
    - (iv) as a full-time teacher in terms of the Bantu Education Act, 1953 (Act 47 of 1953), as amended, the Coloured Persons Education Act, 1963 (Act 47 of 1963), or the Indians Education Act, 1965 (Act 61 of 1965);
    - (v) in the full-time service of the Bantu Resettlement Board in terms of section 9 (1) (c) of the Bantu Resettlement Act, 1954, or
    - (vi) in the full-time service of a Bantu tribal, regional or community authority in an area where the Bantu Homelands Constitution Act, 1971, or the Transkei Constitution Act, 1963, or the Development of Self-government for Native Nations in South-West Africa Act, 1968, is NOT applicable,
- and who is transferred or appointed, without a break in service to a post or position in which these 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 subregulation 3, and the previous service in respect of which the leave credit is carried forward, shall count as service for leave purposes: Provided that if his appointment or transfer is effected on a day other than the first day of a month, he shall retain the accumulative vacation leave which stood to his credit on the last day of the month preceding the month during which his appointment or transfer is effected, in which case these regulations shall become applicable to him on the first day of the month in which his appointment or transfer is effected.
- C9.3 In the application of the provisions of subregulation 2 any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an officer or employee on the date on which these regulations become applicable to him.
- Vacation leave without pay*
- C10.1 If sound reasons exist, the Postmaster General may, at his discretion, but subject to the limits imposed by regulation C11.5 (c), grant an officer or employee who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the

enige tydperk van 18 maande. In uitsonderlike gevalle kan die beperking in hierdie regulasie deur die Raad opgehef word.

C10.2 Tensy die bepalings van regulasie C3.4 of C7.4 toegepas moet word, moet alle vakansieverlof met betaling wat 'n beampete of werknemer tot sy krediet het eers uitgeput wees voordat vakansieverlof sonder betaling aan hom toegestaan mag word.

*Algemene bepalings: Siekteverlof*

C11.1 Siekteverlof val toe aan 'n beampete of werknemer op die eerste dag van 'n tydkring, en met ingang van daardie dag kan die volle voorsiening vir die betrokke tydkring aan hom toegestaan word mits aan die ander bepalings van hierdie regulasies voldoen word: Met dien verstande dat aan geen beampete of werknemer siekteverlof met volle of halwe betaling toegestaan mag word voordat hy 30 dae diens na sy datum van aanstelling voltooi het nie en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.

C11.2 As 'n beampete of werknemer gedurende 'n tydkring sonder onderbreking van diens—

(a) oorgaan na 'n groep waarin die siekteverlofvergunning minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekteverlofvergunning wat voorheen op hom van toepassing was; of

(b) oorgaan na 'n groep waar die siekteverlofvergunning gunstiger is as voorheen, verwerf hy onmiddellik die siekteverlofvergunning van die nuwe groep min enige betaalde siekteverlof wat hy reeds gedurende die betrokke tydkring gebruik het,

tensy die bepalings van regulasie C21.2 op hom van toepassing is.

C11.3 Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring en mag nie na die volgende tydkring oorgedra word nie.

C11.4 As aan 'n beampete of werknemer, uitgesonderd 'n halfgeskikte gesubsidieerde arbeider, die maksimum hoeveelheid siekteverlof toegestaan is waarvoor in hierdie regulasies voorsiening gemaak is, en hy weens gesondheidssredes nog nie in staat is om sy pligte te hervat nie, kan die Posmeester-generaal—

(a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer of 'n geregisterde tandarts;

(b) as hy oortuig is dat die beampete of werknemer op die betrokke tydstip nie permanent ongeskik is vir die hervattung van sy normale pligte nie; en

(c) as die beampete of werknemer geen vakansieverlof tot sy krediet het nie,

na goeddunke verdere siekteverlof met halwe betaling aan sodanige beampete of werknemer toeken vir altesaam hoogstens 92 dae in enige besondere tydkring. Sodanige toekenning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

C11.5 (a) Aan 'n beampete of werknemer wat sy betaalde siekteverlof opgebruik het waarvoor daar in hierdie regulasies voorsiening gemaak is, kan, ondanks die bepalings van subregulasie 7, siekteverlof sonder betaling toegestaan word vir altesaam hoogstens 365 dae in enige besondere tydkring.

(b) Die toekenning kragtens paragraaf (a) kan gedoen word ongeag of bykomende siekteverlof met halwe betaling kragtens subregulasie 4 aan die beampete of werknemer toegestaan is.

aggregate in any period of 18 months. In exceptional cases the limitation imposed by this regulation may be waived by the Board.

C10.2 Unless the provisions of regulation C3.4 or C7.4 are to be applied, all vacation leave with pay standing to an officer's or employee's credit shall first be exhausted before vacation leave without pay may be granted to him.

*General provisions: Sick leave*

C11.1 Sick leave shall accrue to an officer or employee on the first day of a cycle and with effect from that day the full provision of the relative cycle may be granted to him if the other provisions of these regulations are complied with: Provided that no officer or employee shall be granted sick leave with full pay or half-pay until he has completed 30 days' service reckoned from the date of his appointment and then only in respect of absences subsequent to the completion of such service.

C11.2 If an officer or employee, during a cycle and without a break in service—

(a) passes to a 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

(b) passes to a group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group, less any paid sick leave already used by him during the relative cycle,

unless the provisions of regulation C21.2 apply to him.

C11.3 Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and shall not be carried forward to the next cycle.

C11.4 If an officer or employee, excluding a semi-fit subsidised labourer, 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 Postmaster General—

(a) on the submission to him of a satisfactory certificate by a registered medical practitioner or a registered dentist;

(b) if he is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties; and

(c) if the officer or employee has no vacation leave to his credit,

may, at his discretion, grant such officer or employee further sick leave with half-pay not exceeding 92 days in the aggregate in any one cycle. Such grant may be made in respect of separate periods of absence and in respect of different kinds of illnesses.

C11.5 (a) If an officer or employee has used his paid sick leave provided for in these regulations, he may, notwithstanding the provisions of subregulation 7, be granted sick leave without pay not exceeding 365 days in the aggregate in any particular cycle.

(b) The grant in terms of paragraph (a) may be made irrespective of whether the officer or employee has been granted additional sick leave with half-pay in terms of subregulation 4.

(c) As die siekterverlof sonder betaling waaroor in hierdie subregulasie voorsiening gemaak word aan 'n beampete of werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan word om sy afwesigheid van diens weens siekte te dek nie behalwe op magtiging van die Raad.

C11.6 (a) Die toekennung aan 'n beampete of werknemer van siekterverlof sonder betaling kragtens subregulasie 5 is onderworpe aan die voorlegging deur hom van 'n bevredigende sertifikaat van ongesteldheid ten opsigte van elke afwesigheid van langer as drie dae.

(b) Ten opsigte van afwesighede wat nie drie dae oorskry nie, is die bepalings van regulasies C12.4 en C12.5 van toepassing.

C11.7 (a) Aan 'n beampete of werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekterverlof met halwe betaling of siekterverlof sonder betaling: Met dien verstande dat—

(i) sodanige aansoek ingedien word uiterlik drie maande nadat hy diens hervat het;

(ii) die getal dae vakansieverlof wat aldus toegestaan word, nie altesaam 365 dae in enige tydkring oorskry nie;

(iii) die Posmeester-generaal oortuig moet wees dat die betrokke beampete of werknemer op die betrokke tydstip nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en

(iv) ondanks die bepalings van subparagraph (iii) die voorsiening in hierdie regulasie ook toegepas kan word ten opsigte van 'n beampete of werknemer se afwesigheid weens siekte nadat stappe vir die beëindiging van sy dienste weens swak gesondheid ingestel is.

(b) As bedoelde vakansieverlof aan 'n beampete of werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, mag sodanige verlof nie weer in siekterverlof met halwe betaling of sonder betaling omgesit word nie.

C11.8 (a) As 'n beampete of werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van bedoelde vakansieverlof ten opsigte waarvan hy 'n sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts indien wat aan die vereistes voorgeskryf in regulasie C12 voldoen, deur die Posmeester-generaal in siekterverlof omgeskep word mits die nodige siekterverlof kragtens hierdie regulasies beskikbaar is.

(b) Vakansieverlof sonder betaling mag nie in siekterverlof omskep word nie.

C11.9 (a) Aan 'n beampete of werknemer wat minstens 21 jaar ononderbroke diens voltooi het en wat weens langdurige siekte al die siekterverlof met volle betaling opgebruik het wat kragtens hierdie regulasies aan hom toegestaan kan word, kan 'n getal dae bykomende siekterverlof met volle betaling toegestaan word, bereken volgens die formule  $A - \frac{B}{7}$ , waar—

"A" die voorsiening verteenwoordig ten opsigte van siekterverlof met volle betaling wat kragtens regulasie C6.1 (b) op die betrokke beampete of werknemer van toepassing is gedurende die tydkring waarin hierdie bepaling in werking tree [met enige vermindering van siekterverlofvoorsiening kragtens regulasie C18.1 (b) buite rekening gelaat]; en

"B" die getal dae gewone siekterverlof met volle betaling verteenwoordig wat die betrokke beampete of werknemer gedurende sy eerste 21 jaar van diens geneem het:

(c) If an officer or employee has been granted the sick leave without pay provided for in this subregulation, he shall not, during the particular cycle, be granted any further leave of whatever nature, to cover his absence from duty owing to illness, except on the authority of the Board.

C11.6 (a) The granting to an officer or employee of sick leave without pay in terms of subregulation 5 shall be subject to the submission by him of a satisfactory certificate of indisposition in respect of each absence that exceeds three days.

(b) The provisions of regulations C12.4 and C12.5 shall apply in respect of absences that do not exceed three days.

C11.7 (a) An officer or employee may, on application in writing, be granted any vacation leave that he may have to his credit in lieu of sick leave with half-pay or sick leave without pay: Provided that—

(i) such application is submitted not later than three months after he has resumed duty;

(ii) the number of days vacation leave so granted shall not exceed 365 days in the aggregate in any cycle;

(iii) the Postmaster General shall be satisfied that the officer or employee concerned is not at that stage permanently unfit for the resumption of his normal duties; and

(iv) notwithstanding the provisions of subparagraph (iii), the provisions of this regulation may also be applied in respect of an officer's or employee's absence owing to illness after steps have been taken to terminate his services on grounds of ill-health.

(b) Once the vacation leave referred to has been granted to an officer or employee and he has received payment in respect thereof, such leave shall not be reconverted into sick leave with half-pay or without pay.

C11.8 (a) If an officer or employee to whom vacation leave has been granted becomes ill after he has left his duties to proceed on vacation leave, that portion of the vacation leave referred to in respect of which he submits a certificate by a registered medical practitioner or a registered dentist that complies with the requirements prescribed in regulation C12, may be converted into sick leave by the Postmaster General, provided the necessary sick leave is available in terms of these regulations.

(b) Vacation leave without pay shall not be converted into sick leave.

C11.9 (a) An officer or employee who has completed at least 21 years' continuous service and who, because of prolonged illness, has utilised all the sick leave with full pay that may be granted to him in terms of these regulations may be granted a number of days additional sick leave with full pay calculated according to the formula

$A - \frac{B}{7}$ , where—

"A" represents the provision in respect of sick leave with full pay applicable to the officer or employee concerned in terms of regulation C6.1 (b) during the cycle in which this provision becomes effective [no account being taken of any reduction in the sick leave provision in terms of regulation C18.1 (b)]; and

"B" represents the number of days ordinary sick leave with full pay taken by the officer or employee concerned during his first 21 years of service:

Met dien verstande dat hoogstens altesaam die getal dae bykomende siekterlof met volle betaling wat volgens die formule bereken is gedurende 'n beampete of werknemer se hele dienstydperk na 21 jaar diens toegestaan kan word.

(b) Die bepalings van regulasie C12 is *mutatis mutandis* van toepassing op die bykomende siekterlof met volle betaling.

#### Toestaan van siekterlof

C12.1 Siekterlof word toegestaan in verband met 'n beampete of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering: Met dien verstande dat die Posmeester-generaal kan weier om siekterlof toe te staan as hy van mening is dat sodanige siekte, ongesteldheid of besering te wyte is aan die beampete of werknemer se wangedrag of gebrek aan behoorlike voorborg.

C12.2 Siekterlof ten opsigte van senuwee-aandoenings, slapeilosheid, swakte en dergelike minder goed omskreve siektes of ongesteldhede mag toegestaan word slegs as die Posmeester-generaal oortuig is dat die beampete of werknemer se gesondheidstoestand—

- (a) hom ongesik maak vir sy werk; en
- (b) nie voortvloeи uit sy versuim om van vakansieverlof gebruik te maak nie.

C12.3 (a) Die Posmeester-generaal kan te eniger tyd eis dat 'n beampete of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneeshere wat die Posmeester-generaal aanwys.

(b) Die uitgawe verbonde aan sodanige ondersoek word uit die fonds betaal.

C12.4 (a) As 'n beampete of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae kan siekterlof aan hom toegestaan word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat die tydperk aantoon wat nodig is vir sy herstel, by die hoof van sy kantoor indien.

(b) Die Posmeester-generaal kan na goeddunke eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(c) Indien die Posmeester-generaal daarvan oortuig is dat die beampete of werknemer se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n sertifikaat van ongesteldheid nie ingedien is nie, kan hy die beampete of werknemer van die indiening van sodanige sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekterlof van hoogstens 14 dae. Sodanige vrystelling moet op die verlofaansoek geëndosseer word.

C12.5 Siekterlof met of sonder betaling ten opsigte waarvan 'n sertifikaat in subregulasie 4 bedoel nie ingedien is nie, kan toegestaan word slegs vir altesaam 10 dae gedurende enige jaar eindigende op 31 Desember en enige verdere afwesigheid moet gedeck word deur die toestaan van vakansieverlof met volle betaling of, as die beampete of werknemer geen vakansieverlofkrediet het nie, van vakansieverlof sonder betaling. Die bepalings van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens subregulasie 4 (c) verleen is nie, en sodanige tydperke word ook nie ingerekken by die vasstelling van die 10 dae nie.

C12.6 Ondanks die indiening van 'n sertifikaat soos in subregulasie 4 omskryf, kan die Posmeester-generaal na goeddunke weier om siekterlof met betaling toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalings van regulasie C3.4 ten opsigte daarvan van toepassing.

Provided that the total additional sick leave with full pay that may be granted during the whole period of service of an officer or employee after 21 years' service may not exceed in the aggregate the number of days calculated according to the formula.

(b) The provisions of regulation C12 shall apply *mutatis mutandis* to the additional sick leave with full pay.

#### Granting of sick leave

C12.1 Sick leave shall be granted in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury: Provided that the Postmaster General may refuse to grant sick leave if he is of the opinion that such illness, indisposition or injury of an officer or employee is the result of misconduct or failure to take proper precautions.

C12.2 Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the Postmaster General is satisfied that the state of health of the officer or employee—

- (a) incapacitates him for duty; and
- (b) does not arise from his failure to take vacation leave.

C12.3 (a) The Postmaster General may at any time require an officer or employee to submit to an examination by one or more registered medical practitioners nominated by the Postmaster General.

(b) The expenses in connection with such examination shall be met from the fund.

C12.4 (a) If an officer or employee is absent from duty for a continuous period of more than three days owing to illness, he may be granted sick leave only if he furnishes the head of his office with a certificate by a registered medical practitioner or a registered dentist that clearly describes the nature of the illness, states that he is not capable of performing his official duties, and indicates the period necessary for his recuperation.

(b) The Postmaster General may, at his discretion, require the submission of a similar certificate in respect of periods of three days or less.

(c) If the Postmaster General is satisfied that the absence of the officer or employee is *bona fide* owing to illness and that there are good reasons for the non-submission of a certificate of indisposition, he may waive the submission of such certificate by the officer or employee in respect of sick leave for a continuous period not exceeding 14 days. Such exemption shall be endorsed on the leave application.

C12.5 Sick leave, with or without pay, in respect of which a certificate referred to in subregulation 4 is not submitted may be granted only for an aggregate of 10 days during any year ending on 31 December and any further absences shall be covered by the granting of vacation leave with full pay or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. The provisions of this subregulation shall not apply to periods of absence in respect of which exemption in terms of subregulation 4 (c) has been granted and such periods shall not be taken into account in the determination of the 10 days.

C12.6 Notwithstanding the submission of a certificate as defined in subregulation 4 the Postmaster General may, at his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, and in such case the absence shall be regarded as unauthorised and the provisions of regulation C3.4 shall apply.

C12.7 (a) Die afwesigheid van diens van 'n vroulike beampte of werknemer as gevolg van swangerskap mag nie deur die toestaan van siekteverlof gedek word nie, maar deur die toestaan van eerstens haar beskikbare vakansieverlof met volle betaling en daarna vakansieverlof sonder betaling kragtens regulasie C10.1.

(b) Behoudens die regulasies mag siekteverlof eger toegestaan word—

(i) gedurende 'n tydperk van swangerskap, maar nie ten opsigte van enige afwesigheid wat die bevalling onmiddellik voorafgaan en aanenlopend met die bevalingsafwesigheid is nie; of

(ii) ten opsigte van 'n afwesigheid van diens as gevolg van 'n miskraam of beëindiging van 'n swangerskap op mediese advies; of

(iii) ten opsigte van die tydperk wat sy vir die werklike bevalling die bed moet hou of in 'n inrigting opgegneem word: Met dien verstande dat die beperking opgelê by regulasie C11.8 (b) nie op so 'n afwesigheid van toepassing is nie.

#### *Spesiale siekteverlof*

C13.1 Aan 'n beampte of werknemer wat van diens afwesig is weens 'n besering wat voortspruit 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 gewone pligte uit te voer nie of, indien die geval binne die bestek val van die Ongevallewet, 1941, soos gewysig, spesiale siekteverlof met betaling gelykstaande met die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is: Met dien verstande dat spesiale siekteverlof met betaling kragtens hierdie regulasie nie toegestaan word waar die ongeval deur 'n derde party veroorsaak is nie, tensy die beampte of werknemer of die departement magtig om in sy naam 'n eis in te stel teen die derde party vir skade deur hom gely of onderneem om self 'n eis teen die derde party in te stel en om uit enige bedrag wat verhaal word die departement te vergoed vir die skade wat die departement as gevolg van die ongeval gely het.

C13.2 Spesiale siekteverlof kragtens hierdie regulasie word nie toegestaan as die Posmeester-generaal van oordeel is dat die ongeval aan die ernstige en opsetlike wan gedrag van die beampte of werknemer toe te skryf is nie.

C13.3 Aan 'n beampte of werknemer wat van diens afwesig is as gevolg van 'n ongeskiktheid wat opgedoen is in die loop van militêre diens kan spesiale siekteverlof toegestaan word op dié grondslag en voorwaardes wat in die kode bepaal word.

C13.4 Die bepalings van regulasies C12.3, C12.4 en C12.5 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

#### *Spesiale verlof met volle betaling*

C14.1 Spesiale verlof met volle betaling kan aan 'n beampte of werknemer toegestaan word—

(a) wanneer hy enige voorgeskrewe eksamen, 'n eksamen van 'n erkende universiteit binne die Republiek, enige regseksamen van die staatsdiens en enige ander eksamen wat die Raad mag aanwys, aflê;

(b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie kragtens geneeskundige instruk ties waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het, maar die toestaan van spesiale verlof kragtens hierdie paragraaf is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde

C12.7 (a) The absence from duty of a female officer or employee as a result of pregnancy shall not be covered by the granting of sick leave but by the granting first of her available vacation leave with full pay and thereafter vacation leave without pay in terms of regulation C10.1.

(b) Subject to the regulations, sick leave may, however, be granted—

(i) during a period of pregnancy but not in respect of any absence which immediately precedes and is continuous with the absence owing to confinement; or

(ii) in respect of an absence from duty as a result of a miscarriage or termination of pregnancy on medical advice; or

(iii) in respect of the period during which she is confined to bed or an institution, for the actual confinement: Provided that the restriction imposed by regulation C11.8 (b) shall not be applicable to such an absence.

#### *Special sick leave*

C13.1 An officer or 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, special sick leave with pay equal to the difference between full pay and the compensation payable to him in terms of that Act in the form of periodical payments of his monthly earnings: Provided that special sick leave with pay, in terms of this regulation, shall not be granted where the accident was caused by a third party, unless the officer or employee either authorises the department to bring a claim in his name against the third party for damages suffered by him, or undertakes himself to bring a claim against the third party and to recompense the department for the damages suffered by it, as a result of the accident, from any amount that may be recovered.

C13.2 Special sick leave in terms of this regulation shall not be granted if the Postmaster General is of opinion that the accident is attributable to the serious and wilful misconduct of the officer or employee.

C13.3 An officer or employee who is absent from duty owing to a disability sustained in the course of military service may be granted special sick leave on the basis and conditions determined in the code.

C13.4 The provisions of regulations C12.3, C12.4 and C12.5 shall apply *mutatis mutandis* to the granting of special sick leave.

#### *Special leave with full pay*

C14.1 Special leave with full pay may be granted to an officer or employee—

(a) when he sits for any prescribed examination, an examination of a recognised university within the Republic, any law examination of the public service and any other examination that the Board may indicate;

(b) 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, which special leave shall be subject to the submission of a certificate by a registered

genesheer wat die tydperk en oorsaak van afsondering of isolasie aandui;

(c) wanneer hy gevange geneem is of voor die hof moet verskyn op 'n aanklag van misdaad en later vrygespreek of die aanklag teruggetrek word;

(d) wanneer hy kragtens die Verdedigingswet, 1957, of enige regulasie daarkragtens uitgevaardig, as lid van die Burgermag, 'n Kommando, die Reservé van Offisiere, die Staandemagreserwe, die Burgermagreserwe, die Kommandoreserwe of die Nasionale Reservé, of kragtens die Polisiewet, 1958, of enige regulasie daarkragtens uitgevaardig, as lid van die Reservewpolisiemag, na gelang van die geval, aangesê of opgeroep word om—

(i) hom met die oog op diens in die Burgermag of Kommando's medies te laat ondersoek; of

(ii) met die oog op 'n offisiersaanstelling in die Suid-Afrikaanse Staande Mag, voor 'n militêre keurraad te verskyn; of

(iii) as bevelvoerder van 'n kommando 'n kommandementsvergadering by te woon; of

(iv) enige militêre diens te verrig of opleiding te ontvang of 'n oefen-, instruksie- of kwalifiserende kursus by te woon; of

(v) enige optog of parade by te woon; of

(vi) diens te verrig in verband met die voorkoming of onderdrukking van onluste of enige noodtoestand in die Republiek, tensy hy aldus aangesê of opgeroep word terwyl hy ingevolge artikel 20 van die Verdedigingswet, 1957, vrywillige voltydse diens in die Burgermag verrig:

Met dien verstande dat—

(aa) in die geval van sy aanvanklike tydperk van ononderbroke verpligte militêre diens as lid van die Burgermag of 'n Kommando, asook in die geval van vrywillige verlengde militêre diens vir 'n ononderbroke tydperk van ses of 12 maande wat aaneenlopend is met sy aanvanklike tydperk van verpligte militêre diens, slegs die verskil tussen sy gewone Poskantoor-salaris en die toepaslike militêre soldy vir dié doel goedgekeur kragtens die Burgermagregulasies aan hom betaal mag word onderworpe aan die voorwaardes wat die Raad magtig:

(bb) 'n beampte of werknemer wat aansoek doen om en daarna deur die militêre owerhede gekeur word vir vrywillige verlengde militêre diens soos in subparaagraaf (aa) bedoel, toegelaat kan word om vir sodanige diens in te skryf slegs op voorwaarde dat die Postmeester-generaal—

betyds daarvan verwittig word dat die beampte of werknemer vir sodanige diens gekeur is; en

die reg het om in individuele gevalle met die militêre owerhede te onderhandel;

(cc) nadat hy sy verpligte militêre diens en, indien van toepassing, sy vrywillige verlengde militêre diens soos in subparagraaf (aa) bedoel, voltooi het, enige verdere vrywillige militêre diens, behalwe vrywillige voltydse diens ingevolge artikel 20 van die Verdedigingswet, 1957, slegs met die instemming van die Postmeester-generaal geskied;

(dd) die beampte of werknemer aanneemlike skriftelike bewys deur die betrokke militêre of polisie-owerheid van die noodsaaklikheid vir sy afwesigheid van diens indien;

(e) wanneer, in die geval van 'n vrouebeampte of -werknemer, sy gekies word om die tuisfrontopleidingskursus vir vroue, aangebied deur die Afdeling

medical practitioner indicating the period of and reason for segregation or isolation;

(c) when he is arrested or has to appear before court on a criminal charge and he is subsequently acquitted or the charge withdrawn;

(d) when, as a member of the Citizen Force, a Commando, the Reserve of Officers, the Permanent Force Reserve, the Citizen Force Reserve, the Commando Reserve or the National Reserve, or as a member of the Reserve Police Force, he is, in terms of the Defence Act, 1957, or any regulation made thereunder, or the Police Act, 1958, or any regulation made thereunder, as the case may be, instructed or called up to—

(i) undergo a medical examination with a view to service in the Citizen Force or Commandos; or

(ii) appear before a military selection board with a view to a commissioned appointment in the South African Permanent Force; or

(iii) attend a Command meeting in his capacity as commanding officer of a Commando; or

(iv) perform any military service, undergo training or attend a practice course, an instructional course or a qualifying course; or

(v) attend any procession or parade; or

(vi) perform service in the prevention or suppression of disorder or other emergency in the Republic, unless he is so instructed or called up while he is performing voluntary whole-time service in the Citizen Force in terms of section 20 of the Defence Act, 1957:

Provided that—

(aa) in the case of his initial period of continuous compulsory military service as a member of the Citizen Force or a Commando, as well as in the case of voluntary extended military service for a continuous period of six or 12 months continuous with his initial period of compulsory military service, only the difference between his normal Post Office salary and the military pay applicable for this purpose in terms of the Citizen Force Regulations, may be paid to him, subject to the conditions authorised by the Board;

(bb) an officer or employee who applies and is subsequently selected by the military authorities for voluntary extended military service as intended in subparagraph (aa), may be permitted to enlist for such service only on condition that the Postmaster General—

is notified timeously of the officer's or employee's selection for such service; and

has the right to negotiate with the military authorities in individual cases;

(cc) after he has completed his compulsory military service and, if applicable, his voluntary extended military service as intended in subparagraph (aa), any further voluntary military service, excluding voluntary whole-time service in terms of section 20 of the Defence Act, 1957, shall be undertaken only with the consent of the Postmaster General;

(dd) the officer or employee submits acceptable written evidence by the military or police authority concerned of the necessity for his absence from duty;

(e) when, in the case of a female officer or employee, she is selected to attend the home-front training course

Burgerlike Beskerming van die Departement van Verdediging, by te woon: Met dien verstande dat—

- (i) sy met die instemming van die Posmeester-generaal aansoek om toelating tot die kursus gedoen het;
- (ii) sy aanneemlike skriftelike bewys daarvan dat sy gekies is om die kursus by te woon, indien;
- (iii) haar gewone Poskantoorsalaris vir die tydperk van die kursus verminder word met 'n bedrag gelyk aan die toepaslike militêre soldy vir dié doel goedkeur; en
- (iv) bywoning van die kursus voorts onderworpe is aan die verdere voorwaardes wat die Raad bepaal.

(f) wanneer hy as lid van die St. John Ambulansbrigade, die Suid-Afrikaanse Rooikruisvereniging of die Noodhulpliga gekies is en toegelaat word om ooreenkomsdig die bepalings van paragrawe 11 en 12 van Hoofstuk XV (B) van die Burgermagregulasies 'n opleidingskursus aan 'n militêre hospitaal te volg, mits die Direkteur van Mediese Dienste sertifiseer dat hy gekies is om sodanige kursus te deurloop en dat sy bywoning daarvan nodig is in belang van die korps waarby hy ingedeel is;

(g) wanneer hy ingevolge regulasie B10.3 of met die goedkeuring van die Posmeester-generaal vergaderings van departementebevorderingskomitees as waarnemer bywoon en hy as gevolg van sodanige bywoning een of meer volle werkdae van diens afwesig is;

(h) wanneer hy deur 'n erkende amateursportvereniging gekies word om—

(i) as lid van 'n georganiseerde sportgroep, hetsy as 'n deelnemer, afriger of bestuurder, aan 'n sporttoer buite die Republiek en die gebied mee te doen; of

(ii) Suid-Afrika by 'n internasionale sportwedstryd of 'n provinsie of die gebied by 'n erkende interprovinciale sportwedstryd of 'n sportwedstryd tussen 'n provinsie en die gebied binne die Republiek of die gebied as deelnemer, afriger of bestuurder te verteenwoordig; of

(iii) 'n buitelandse nasionale span wat die Republiek of die gebied besoek, te vergesel as verteenwoordiger van die Suid-Afrikaanse sportliggaam wat die toer reël; en

(i) wat die president van 'n personeelvereniging is wanneer hy in daardie hoedanigheid besoek by takke van die betrokke personeelvereniging aflê: Met dien verstande dat sodanige besoeke beperk word tot een besoek van hoogstens twee dae, reistyd ingesluit, aan elke tak per jaar en tot 'n totaal van hoogstens 10 werkdae per jaar.

C14.2 Spesiale verlof wat ooreenkomsdig subregulasie 1 toegestaan word, kan enige tydperk insluit wat werkelik en noodsaklikkerwys deurgebring word met reise vir doelendes waarvoor die verlof toegestaan word.

#### *Verlof vir studiedoeleindes*

C15. Verlof vir studiedoeleindes kan aan 'n beampete of werknemer toegestaan word op dié grondslag en voorwaardes wat in die kode bepaal word.

#### *Rusdae*

C16. 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofregister as sodanig aangeteken nie: Met dien verstande dat 'n rusdag, of twee of meer opeenvolgende rusdae—

(a) wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof volgens die indeling in regulasie C5.1 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;

(b) wat tussen 'n tydperk van gemagtigde vakansieverlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die

for females presented by the Civil Defence Division of the Department of Defence: Provided that—

(i) she applied for admission to the course with the permission of the Postmaster General;

(ii) she submits acceptable written evidence that she has been selected to attend the course;

(iii) her normal Post Office salary shall be reduced for the period of the course by an amount equivalent to the applicable military pay approved for this purpose; and

(iv) attendance of the course shall further be subject to such further conditions as the Board may determine;

(f) when, as a member of the St John Ambulance Brigade, the South African Red Cross Society or the "Noodhulpliga", he is selected and permitted to undergo a course of training at a military hospital in accordance with the provisions of paragraphs 11 and 12 of Chapter XV (B) of the Citizen Force Regulations, provided that the Director of Medical Services certifies that he has been selected to undergo such training and that his attendance thereof is necessary in the interest of the corps of which he is a member;

(g) when, in terms of regulation B10.3 or with the approval of the Postmaster General, he attends meetings of departmental promotion committees as an observer and, as a result of such attendance, is absent from duty for one or more full working days;

(h) when he is selected by a recognised amateur sports association to—

(i) take part, as a member of an organised sports group, in a sports tour outside the Republic and the territory, whether as a competitor, coach or manager; or

(ii) represent South Africa at an international sporting event, or a province or the territory at a recognised interprovincial sporting event or a sporting event between a province and the territory within the Republic or the territory as a competitor, coach or manager; or

(iii) accompany a foreign national team visiting the Republic or the territory, as a representative of the South African sports association organising the tour; and

(i) who is the president of a staff association, when he visits branches of the staff association concerned in that capacity: Provided that such visits shall be limited to one visit not exceeding two days, inclusive of travelling time, to each branch per year and to a total of not more than 10 working days per year.

C14.2 Special leave granted in terms of subregulation 1 may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

#### *Leave for study purposes*

C15. Leave may be granted to an officer or employee for study purposes on the basis and conditions determined in the code.

#### *Days of rest*

C16. A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that a day of rest, or two or more consecutive days of rest—

(a) falling within a period of leave, shall be regarded as leave falling under the same heading, according to the classification in regulation C5.1, as the leave which precedes and succeeds such day or days of rest;

(b) falling between a period of authorised vacation leave and a period of sick leave (or vice versa), shall be regarded as vacation leave, unless the officer or

betrokke beampte of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was, in watter geval dit geag word siekteleverlof te wees;

(c) wat tussen 'n tydperk van gemagtigde vakansie- of spesiale verlof en 'n tydperk van ongemagtigde afwesigheid (of omgekeerd) val, geag word vakansieverlof met betaling, indien beskikbaar, of andersins vakansieverlof sonder betaling te wees;

(d) wat tussen 'n tydperk van siekteleverlof en 'n tydperk van ongemagtigde afwesigheid (of omgekeerd) val, geag word vakansieverlof met betaling, indien beskikbaar, of andersins vakansieverlof sonder betaling te wees, tensy die betrokke beampte of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was, in watter geval dit geag word siekteleverlof te wees; en

(e) wat tussen 'n tydperk van gemagtigde spesiale verlof en 'n tydperk van gemagtigde siekte- of vakansieverlof (of omgekeerd) val, geag word spesiale verlof te wees:

Met dien verstande voorts dat in die geval van 'n beampte of werknemer wat 'n sesdaewerkweek nakom 'n afwesigheid van minstens twee weke gemagtigde vakansieverlof met of sonder betaling aangeteken word op die grondslag wat van toepassing is op beamptes of werknemers wat 'n vyfdaewerkweek nakom. Vir hierdie doel word 'n afwesigheid van minstens twee weke beskou as 'n tydperk wat strek van die eerste werkdag van een week tot en met die laaste werkdag van die daaropvolgende week.

#### Betaling van toelaes, ens. tydens verlof

C17. Die voortsetting of staking van die betaling aan 'n beampte of werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreeklikheid van 'n beampte of werknemer vir die betaling aan die departement van gelde vir goedere of dienste deur die departement gelewer gedurende tydperke van verlof is onderworpe aan die bepalings van die regulasies wat daarop van toepassing is en opdragte wat die Raad daaromtrent uitreik.

#### Verlof wat vir verlofdoeleindes tel

C18.1 Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie- en siekteleverlof sonder betaling van altesaam hoogstens 15 dae in 'n maand, tel ingevolge regulasie C7.1 as diens vir die doel van verlofaanwas. As die verlof sonder betaling die hierin gemelde getal dae oorskry, word—

(a) die maand waarin sodanige oorskryding plaasvind, nie as diens vir die doeleindes van regulasie C7.1 gereken nie; en

(b) die voorsiening ten opsigte van siekteleverlof met volle betaling en siekteleverlof met halwe betaling wat kragtens regulasie C6.1 (b) op 'n beampte of werknemer van toepassing is met een ses-en-dertigste verminder ten opsigte van elke maand waarin sodanige oorskryding plaasvind en hierdie vermindering word aangebring aan die voorsiening vir die tydkring waarin die oorskryding voorkom of, as die beskikbare siekteleverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening vir die eersvolgende tydkring.

C18.2 Vakansieverlof sonder betaling en siekteleverlof sonder betaling tel as diens vir die doel van die vasstelling van die indeling van 'n beampte of werknemer by 'n verlofgroep kragtens regulasie C6.

#### Verlof tel vir salarisverhogingsdoeleindes

C19. Alle verlof, van watter aard ook al, het sy met of sonder betaling, tel vir salarisverhogingsdoeleindes tensy die Raad anders gelas.

employee concerned produces evidence that he was actually ill on such day or days of rest, in which case it shall be regarded as sick leave;

(c) falling between a period of authorised vacation, or special leave and a period of unauthorised absence (or vice versa), shall be regarded as vacation leave with pay, if available, or else vacation leave without pay;

(d) falling between a period of sick leave and a period of unauthorised absence (or vice versa), shall be regarded as vacation leave with pay, if available, or else vacation leave without pay, unless the officer or employee concerned produces evidence that he was actually ill on such day or days of rest, in which case it shall be regarded as sick leave; and

(e) falling between a period of authorised special leave and a period of authorised sick or vacation leave (or vice versa), shall be regarded as special leave:

Provided further that in the case of an officer or employee who observes a six-day working week, an absence of not less than two weeks' authorised vacation leave with or without pay shall be recorded on the basis applicable to officers or employees who observe a five-day working week. For this purpose an absence of not less than two weeks is regarded as a period reckoned from the first working day of one week up to and including the last working day of the ensuing week.

#### Payment of allowances etc. during leave

C17. The continuance or cessation of the payment to an officer or employee of allowances or remuneration other than salary or wage and the liability of an officer or employee for payments due to the department in respect of goods supplied or services rendered by the department during periods of leave shall be subject to the provisions of the regulations applicable thereto and directives issued by the Board in connection therewith.

#### Leave that counts for leave purposes

C18.1 All leave, of whatever nature, with full or part pay, and vacation and sick leave without pay not exceeding 15 days in the aggregate in a month, shall count as service for the purpose of leave accrual in terms of regulation C7.1. If the leave without pay exceeds the number of days mentioned herein—

(a) the month in which such excess occurs, shall not be regarded as service for the purposes of regulation C7.1; and

(b) the provision in respect of sick leave with full pay and sick leave with half pay that applies to an officer or employee in terms of regulation C6.1(b) shall be reduced by one thirty-sixth in respect of each month in which such excess occurs, 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 used, from the provision of the next succeeding cycle.

C18.2 Vacation leave without pay and sick leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation C6.

#### Leave counts for the purpose of salary increments

C19. All leave, of whatever nature, whether with or without pay, shall count for the purpose of salary increments, unless the Board directs otherwise.

*Verval van toegestane verlof by beëindiging van diens*

C20.1 Sodra 'n beampte of werknemer kennis gee van bedanking verval enige verlof met betaling wat op daardie tydstip reeds toegestaan mag wees vir 'n tydperk of tydperke vanaf of na die datum van sodanige kennisgewing, of indien die kennisgewing nie gedateer is nie, vanaf of na die datum van ontvangs daarvan deur die hoof van die kantoor, en alle afwesighede van diens op of na bedoelde datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie subregulasie—

- (a) van toepassing is slegs ten opsigte van afwesighede gedurende die laaste 30 dae van 'n beampte of werknemer se diens; en
- (b) nie van toepassing is nie op—
  - (i) siekteverlof;
  - (ii) spesiale verlof wat kragtens regulasie C14.1 (b), (c) of (d) toegestaan word;
  - (iii) vakansieverlof wat kragtens regulasie C11.7 toegestaan word; en
  - (iv) 'n werknemer wie se dienskontrak of aanstellingsbrief 'n klousule bevat wat uitdruklik bepaal dat sy dienste met wedersydse kennisgewing van 24 uur beëindig kan word, maar wat desnieteenstaande langer as 24 uur kennis van sy bedanking gee:

Met dien verstande voorts dat vakansieverlof met volle betaling ook aan 'n werknemer gedurende sy laaste 30 dae van diens toegestaan kan word as hy weens swak gesondheid of afnemende kragte bedank nadat hy die ouderdom van 60 jaar bereik het, mits die Posmeester-generaal daarvan oortuig is dat as die werknemer nie bedank het nie, die departement sy dienste sou beëindig het as gevolg van swak gesondheid of afnemende kragte weens hoeë ouderdom.

C20.2 (a) As 'n beampte of werknemer se dienste eindig om enige ander rede as dié in subregulasie 1 genoem, verval enige afwesighedsverlof wat op daardie tydstip reeds toegestaan mag wees vir 'n tydperk of tydperke na die datum van sy diensbeëindiging.

(b) 'n Beampte of werknemer se dienstydperk mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat aan hom toegestaan mag gewees het nie.

*Verval van opgelope verlof by beëindiging van diens*

C21.1 As—

- (a) 'n beampte aftree uit 'n pos of 'n vaste betrekking neerlê of as sy vaste aanstelling beëindig word om watter rede ook al; of
  - (b) 'n werknemer 'n tydelike betrekking neerlê of as sy tydelike aanstelling beëindig word om watter rede ook al, uitgesonderd 'n werknemer wat sonder onderbreking van diens in 'n vaste hoedanigheid aangestel word,

veral enige opgelope verlof wat tot sy krediet staan op die datum waarop sy dienste eindig, behoudens die bepalings van regulasie C2.3.

C21.2 As 'n persoon bedoel in—

- (a) subregulasie 1 (a) met of sonder onderbreking van diens in 'n vaste of tydelike hoedanigheid heraangestel word; of
  - (b) subregulasie 1 (b)—
    - (i) met of sonder onderbreking van diens in 'n tydelike hoedanigheid heraangestel word; of
    - (ii) met onderbreking van diens in 'n vaste hoedanigheid heraangestel word.

word sodanige heraanstelling vir alle doeleindes van hierdie regulasies as 'n nuwe aanstelling beskou, tel sy vorige diens nie as diens vir verlofdoeleindes nie, en opgelope

*Lapse of granted leave on termination of service*

C20.1 Immediately an officer or employee gives notice of resignation, any leave with pay which at that time may already have been granted for a period or periods as from or after the date of such notice, or, if the notice is undated, as from or after the date the notification is received by the head of the office, shall lapse and any absences from duty on or after the date referred to shall be regarded as vacation leave without pay: Provided that the provisions of this subregulation shall—

- (a) apply only in respect of absences during an officer's or employee's last 30 days of service; and
  - (b) not apply to—
    - (i) sick leave;
    - (ii) special leave granted in terms of regulation C14.1 (b), (c) or (d);
    - (iii) vacation leave granted in terms of regulation C11.7; and
- (iv) an employee whose contract of service or letter of appointment contains a clause expressly providing that his services may be terminated on 24 hours' notice on either side, but who nevertheless gives more than 24 hours' notice of resignation:

Provided further that vacation leave with full pay may also be granted during his last 30 days of service to an employee who resigns on account of ill-health or failing powers after he has reached the age of 60 years, if the Postmaster General is satisfied that, had the employee not resigned, the department would have terminated his services owing to ill-health or failing powers as a result of advanced age.

C20.2 (a) If an officer's or employee's services terminate for any reason other than that mentioned in subregulation 1, any leave of absence that at that time may already have been granted to him for a period or periods after the date of termination of his services shall lapse.

(b) The period of service of an officer or employee may not be extended in order to enable him to utilise leave that may have been granted to him.

*Lapse of accumulated leave on termination of service*

C21.1 If—

(a) an officer retires from a post or relinquishes a permanent appointment or if his permanent appointment is terminated for any reason whatsoever; or

(b) an employee relinquishes a temporary appointment or if his temporary appointment is terminated for any reason whatsoever, excluding an employee appointed in a permanent capacity without a break in service,

any accumulated leave standing to his credit on the date on which his services terminate shall lapse, subject to the provisions of regulation C2.3.

C21.2 If a person referred to in—

(a) subregulation 1 (a) is reappointed, with or without a break in service, in a permanent or temporary capacity; or

(b) subregulation 1 (b)—

(i) is reappointed, with or without a break in service, in a temporary capacity; or

(ii) is reappointed, with a break in service, in a permanent capacity,

such reappointment shall be regarded as a new appointment for all purposes of these regulations, his previous service shall not count as service for leave purposes, and

verlof wat ingevolge subregulasie 1 verval het, word nie weer tot sy krediet geplaas nie: Met dien verstande dat in die geval van 'n beampete wie se proefaanstelling beëindig word weens sy onvermoë om aan die voorgeskrewe aanstellingskwalifikasies te voldoen en wat sonder onderbreking van diens in 'n tydelike hoedanigheid aangestel word enige vakansieverlof met volle betaling wat hy op die laaste dag van sy proefdiens tot sy krediet gehad het, tot sy krediet geplaas kan word by sy aanstelling in 'n tydelike hoedanigheid. Vir hierdie doeleindes word 'n rusdag, of twee of meer agtereenvolgende rusdae wat tussen so 'n persoon se tydperke van vaste (proef) en tydelike diensval, nie geag 'n onderbreking van diens te wees nie.

#### Buitengewone gevalle

C22. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

### HOOFSTUK D

#### VERBLYF- EN KAMPTOELAES

##### Daagliks verblyftoelaes en terugbetaling van uitgawes aan herberg aangegaan

D1.1 Behoudens die bepalings van regulasie D2 en behalwe waar in hierdie hoofstuk ander spesiale voorseeing gemaak word, of tensy herberg van Regerings- of departementswëe verskaf of verblyftoelae op 'n ander manier betaal word, of waar 'n beampete of werknemer tydens sy afwesigheid van sy hoofkwartier by sy tuiste tuisgaan, kan die Posmeester-generaal aan 'n beampete of werknemer wat vir 'n tydperk van 24 uur of langer met inbegrip van die reistyd noodwendig op amptelike diens van sy hoofkwartier in die Republiek, die gebied, die Caprivi-strook, Botswana, Lesotho of Swaziland afwesig is verblyftoelae betaal teen die daagliks tarief in die kode bepaal.

D1.2 Behalwe waar herberg van Regerings- of departementswëe verskaf of verblyftoelae op 'n ander manier betaal word, kan die Posmeester-generaal aan 'n beampete of werknemer wat vir 'n tydperk van minder as 24 uur in die Republiek, die gebied, die Caprivi-strook, Botswana, Lesotho of Swaziland van sy gewone werkplek en sy tuiste op amptelike diens afwesig is redelike uitgawes terugbetaal wat hy werklik en noodwendig aan herberg moes aangaan.

D1.3 Die Posmeester-generaal kan aan 'n beampete of werknemer wat—

(a) op amptelike diens van sy hoofkwartier afwesig is en in verband daarvan buite die Republiek, die gebied, die Caprivi-strook, Botswana, Lesotho of Swaziland vertoeft; of

(b) 'n aangewese sessie-amptenaar is,

'n spesiale daagliks verblyftoelae betaal of uitgawes aan herberg terugbetaal teen tariewe en volgens voorskrifte wat in die kode bepaal is.

##### Maksimum tydperk ten opsigte waarvan verblyftoelae betaalbaar is en uurlikse tariewe van toelaes

D2.1 Behalwe met die goedkeuring van die Raad of waar in hierdie hoofstuk ander spesiale voorseeing gemaak word, kan die verblyftoelae wat in regulasie D1 bedoel word aan 'n beampete of werknemer betaal word gedurende tydperke van afwesigheid van sy hoofkwartier vir 'n deurlopende tydperk van hoogstens ses maande in dieselfde dorp of plek. Die tydsduur van 'n beampete of werknemer se reis na en van sy bestemming word nie by die berekening van die tydperk van ses maande in aanmerking geneem nie en vir doeleindes van hierdie subregulasie word daar nie beskou dat die deurlopendheid van 'n tydperk van verblyf in dieselfde dorp of plek deur

accumulated leave that has lapsed in terms of subregulation 1, shall not be placed to his credit again: Provided that in the case of an officer whose probationary appointment is terminated on account of his inability to comply with the prescribed qualifications for appointment and who is appointed in a temporary capacity without a break in service, any vacation leave with full pay standing to his credit on the last day of his probationary service shall be placed to his credit on his temporary appointment. For this purpose, a day of rest or two or more consecutive days of rest falling between such person's periods of permanent (probationary) and temporary service shall not be regarded as a break in service.

#### Exceptional cases

C22. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

### CHAPTER D

#### SUBSISTENCE AND CAMP ALLOWANCES

##### Daily subsistence allowances and repayment of expenditure incurred on accommodation

D1.1 Subject to the provisions of regulation D2 and save where other special provision is made in this chapter, or unless accommodation is provided by the Government or the department or subsistence allowance is paid in another manner, or where an officer or employee during his absence from his headquarters stays at his home, the Postmaster General may pay to an officer or employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Republic, the territory, the Caprivi Strip, Botswana, Lesotho or Swaziland, including the travelling time, subsistence allowance at the daily rate determined in the code.

D1.2 Except where accommodation is provided by the Government or the department or subsistence allowance is paid in another manner, the Postmaster General may reimburse an officer or employee who is absent from his normal place of work and his home for a period of less than 24 hours, on official duty in the Republic, the territory, the Caprivi Strip, Botswana, Lesotho or Swaziland, reasonable expenditure actually and necessarily incurred by him on accommodation.

D1.3 The Postmaster General may pay to an officer or employee who is—

(a) absent from his headquarters on official duty and who sojourns outside the Republic, the territory, the Caprivi Strip, Botswana, Lesotho or Swaziland in connection therewith; or

(b) a designated sessional official,

a special daily subsistence allowance, or refund to him expenditure on accommodation, at the rates and in accordance with directives determined in the code.

##### Maximum period in respect of which subsistence allowance is payable and hourly rates of allowances

D2.1 Except with the approval of the Board or where other special provision is made in this chapter, the subsistence allowance mentioned in regulation D1 may be paid to an officer or employee during periods of absence from his headquarters for a continuous period not exceeding six months in the same town or place. The time occupied by an officer's or employee's journey to and from his destination shall be disregarded for the purpose of the calculation of the period of six months and, for the purpose of this subregulation, the continuity of any period of sojourn at the same town or place shall not be

afwesigheidsverlof, van watter aard ook al, van minder as een maand onderbreek word nie.

D2.2 Vir elke volle uur bo 24 uur, of bo 'n veelvoud van 24 uur, kan 'n daaglikse toelae wat kragtens die bepalings van hierdie hoofstuk betaal kan word, aan 'n beampte of werknemer teen een vier-en-twintigste van die tarief van sodanige toelae betaal word tensy 'n bepaalde uurlikse ekwivalent ten opsigte van die daaglikse tarief in die kode bepaal is.

#### Lugreise

D3.1 Behoudens die bepalings van regulasie D1.2 kan die Posmeester-generaal aan 'n beampte of werknemer wat op amptelike diens per lug tussen plekke in die Republiek, die gebied, die Caprivi-strook, Botswana, Lesotho of Swaziland reis vir die volle duur van sodanige reis verblyftoeleae betaal teen die tarief wat in die kode bepaal is.

D3.2 Aan 'n beampte of werknemer wat per lug op amptelike diens na, van of in die buiteland, maar uitgesonderd Botswana, Lesotho of Swaziland, reis, word vir die duur van die reis geen verblyf- of spesiale verblyftoeleae betaal nie, behalwe ten opsigte van die spesifieke lugreise in die buiteland wat die Raad gelas: Met dien verstande dat die Posmeester-generaal die redelike uitgawes aan herberg kan terugbetaal wat 'n beampte of werknemer aangaan ten opsigte van 'n lugreis waartydens die spesiale verblyftoeleae nie betaalbaar is nie.

#### Skeepsreise

D4.1 Behoudens die bepalings van subregulasie 2 word verblyftoeleae nie betaal ten opsigte van 'n tydperk wat 'n beampte of werknemer aan boord deurbring nie en mag uitgawes ten opsigte van ekstras of drank nie terugbetaal word nie.

D4.2 Ondanks die bepalings van subregulasie 1 kan die Posmeester-generaal aan 'n beampte of werknemer wat op amptelike diens 'n skeepsreis onderneem die redelike uitgawes terugbetaal wat hy werklik aan herberg en hofmeestersfooie aangaan, behoudens die beperkings en voorwaardes wat in die kode bepaal word.

#### Amptelike diens in omgewing van hoofkwartier

D5.1 As 'n beampte of werknemer amptelike diens in die omgewing van sy hoofkwartier vir 'n tydperk van langer as 24 uur moet verrig en sy tydelike werkplek na die oordeel van die Posmeester-generaal daagliks met gesikte openbare, amptelike of gesubsidieerde vervoer sonder enige onredelike ongerief kan bereik, kan die Posmeester-generaal besluit, met inagneming van watter reëeling die ekonomieste sal wees, of die beampte of werknemer daagliks tussen sy hoofkwartier en tydelike werkplek moet reis en of hy teen betaling van verblyftoeleae by laasgenoemde plek moet tuisgaan.

D5.2 As die Posmeester-generaal sou besluit dat die beampte of werknemer by sy tydelike werkplek moet tuisgaan, kan die beampte of werknemer desondanks kies om daagliks te reis en sy eie vervoer te verskaf, en in so 'n geval kan verblyftoeleae teen die tarief wat op hom van toepassing is aan hom betaal word asof hy by sy tydelike werkplek tuisgegaan het, asook 'n bedrag gelyk aan wat dit sou gekos het om amptelike vervoer vir een retroerrit tussen sy hoofkwartier en die tydelike werkplek te verskaf.

#### Betaling van verblyftoeleae tydens reise met ander vervoermiddels as voorgeskrewe vervoermiddels

D6. Aan 'n beampte of werknemer wat kragtens voorseening in die regulasies uit eie keuse gebruik maak van

regarded as having been interrupted by leave of absence, of whatever nature, of less than one month.

D2.2 In respect of every full hour in excess of 24 hours, or in excess of a multiple of 24 hours, a daily allowance payable in terms of this chapter may be paid to an officer or employee at the rate of one twenty-fourth of the rate of such allowance unless a particular hourly equivalent in respect of the daily rate has been determined in the code.

#### Air journeys

D3.1 Subject to the provisions of regulation D1.2, the Postmaster General may pay to an officer or employee who, on official duty, journeys by air between centres in the Republic, the territory, the Caprivi Strip, Botswana, Lesotho or Swaziland, subsistence allowance for the full duration of such journey at the rate determined in the code.

D3.2 An officer or employee who, on official duty, journeys by air to, from or in a country abroad, excluding Botswana, Lesotho or Swaziland, shall, for the duration of the journey not be paid any subsistence or special subsistence allowance, except in respect of such specific air journeys in countries abroad which the Board directs: Provided that the reasonable expenditure on accommodation incurred by an officer or employee in respect of an air journey during which special subsistence allowance is not payable, may be refunded by the Postmaster General.

#### Voyages

D4.1 Subject to the provisions of subregulation 2, subsistence allowance shall not be paid in respect of a period spent on board by an officer or employee and expenditure in respect of extras or liquor shall not be refunded to him.

D4.2 Notwithstanding the provisions of subregulation 1, the Postmaster General may refund to an officer or employee who undertakes a voyage on official duty, the reasonable expenditure actually incurred by him on accommodation and stewards' fees, subject to such limitations and conditions as contained in the code.

#### Official duty in the vicinity of headquarters

D5.1 If an officer or employee is required to perform official duty in the vicinity of his headquarters for a period in excess of 24 hours and in the opinion of the Postmaster General his temporary place of work can be reached daily by suitable public, official or subsidised transport without any unreasonable inconvenience, the Postmaster General shall, regard being had to the most economical arrangement, decide whether the officer or employee should travel daily between his headquarters and temporary place of work or whether he should board at the latter place against payment of subsistence allowance.

D5.2 If the Postmaster General decides that the officer or employee should board at his temporary place of work, the officer or employee may nevertheless elect to travel daily and to provide his own transport, in which event subsistence allowance may be paid to him at the rate applicable to him as if he boarded at his temporary place of work, plus an amount equal to what it would have cost to provide official transport for one return journey between his headquarters and temporary place of work.

#### Payment of subsistence allowance during journeys by means of transport other than means of transport prescribed

D6. An officer or employee who, in terms of provision in the regulations, of his own free will uses a means of

'n ander vervoermiddel as dié wat by of kragtens Hoofstuk E van die regulasies voorgeskryf is, kan verblyftoelae betaal word gelyk aan die bedrag wat betaalbaar sou gewees het as die reis met die voorgeskrewe vervoermiddel afgelê is: Met dien verstande dat as die tydperk wat die reis met die voorgeskrewe vervoermiddel sou geduur het minder as 24 uur is, die redelike uitgawes wat die beampete of werknemer noodsaklike wyls sou aangegaan het indien hy met die voorgeskrewe vervoermiddel gereis het aan hom terugbetaal kan word.

*Onderbreking van tydperke van diens ten opsigte waarvan verblyftoelae betaalbaar is, deur diens op 'n ander plek*

D7.1 Wanneer 'n beampete of werknemer se verblyf op enige plek gedurende sy afwesigheid van sy hoofkwartier deur diens op 'n ander plek onderbreek word, word betaling van verblyftoelae ten opsigte van die tydsduur van sodanige onderbreking gestaak vir sover dit sy diens by eersgenoemde plek betref en word sy diens na sy terugkeer na eersgenoemde plek geag 'n nuwe tydperk van diens vir die doeleindes van die betaling van verblyftoelae te wees.

D7.2 Ondanks die bepalings van subregulasie 1 kan 'n beampete of werknemer se vrugtelose uitgawes aan herberg op die aanvanklike plek van diens vir die tydperk van onderbreking aan hom terugbetaal word mits die Posmeester-generaal oortuig is dat hy nie sy verblyfplek tydelik kon opse nie.

*Betaling van verblyftoelae tydens afwesighede van hoofkwartier om getuienis af te lê in hofsake, ens.*

D8. 'n Beampete of werknemer wat moet verskyn as getuie in 'n strafsaak, 'n siviele hofsaak (met inbegrip van 'n egskeidingssaak), 'n militêre hofsaak, 'n wangedrag-saak ingevolge die een van ander wet, voor 'n Kommissie of Komitee van Ondersoek deur die Staat ingestel, by 'n geregtelike doodsondersoek, by 'n huurraadondersoek of as verweerde of medeverweerde in 'n siviele hofsaak wat voortspruit uit sy ampspligte en waarby die Staat 'n direkte belang het, word geag op amptelike diens te wees en verblyftoelae teen die toepaslike tarief kan betaal word ten opsigte van sy afwesighede van sy hoofkwartier wat daaruit voortspruit.

*Verblyfuitgawes en reiskoste van eggenotes wat beampetes en werknemers op amptelike diens of op uitnodiging gesel*

D9. Die verblyfuitgawes en reiskoste wat 'n beampete of werknemer ten opsigte van sy eggenote aangaan wanneer sy hom vergesel by dié geleenthede en onder dié omstandighede wat in die kode bepaal word, kan op dieselfde grondslag wat op die beampete of werknemer self van toepassing is uit departementele fondse terugbetaal word: Met dien verstande dat goedkeuring vir die beampete of werknemer se eggenote om hom amptelik te vergesel, voordat die reis onderneem word, verkry word van—

(a) die Minister ten opsigte van 'n buitelandse reis; of

(b) die Posmeester-generaal ten opsigte van 'n binne-landse reis in die geval van 'n beampete of werknemer wat nie 'n lid van die Raad is nie.

*Minimum kamputrusting en kamptoelae*

D10. 'n Beampete of werknemer wat uit hoofde van die aard van sy pligte en/of die omstandighede waaronder dit verrig word, verplig is om te kampeer, moet deur die Posmeester-generaal van die minimum kamputrusting voorsien en dié kamptoelae, in plaas van verblyftoelae, betaal word wat in die kode bepaal word.

transport other than that prescribed by or in terms of Chapter E of the regulations, may be paid subsistence allowance equal to the amount that would have been payable had the journey been undertaken by the prescribed means of transport: Provided that if the period the journey by the prescribed means of transport would have taken is less than 24 hours, the reasonable expenses that the officer or employee would necessarily have incurred had he travelled by the prescribed means of transport may be refunded to him.

*Interruption of periods of duty in respect of which subsistence allowance is payable, by duty elsewhere*

D7.1 When an officer's or employee's sojourn at any place during his absence from his headquarters is interrupted by duty at another place, the payment of subsistence allowance in respect of the duration of such interruption shall be discontinued in so far as his duty at the first-mentioned place is concerned and his duty upon his return to the first-mentioned place shall be regarded as being a new period of duty for the purposes of the payment of subsistence allowance.

D7.2 Notwithstanding the provisions of subregulation 1, an officer's or employee's fruitless expenditure on accommodation at the initial place of duty for the period of interruption may be refunded to him, provided the Postmaster General is satisfied that he could not temporarily cancel his accommodation.

*Payment of subsistence allowance during absences from headquarters to give evidence in court cases, etc.*

D8. An officer or employee who must appear as a witness in a criminal case, a civil court case (including a divorce suit), a military court case, a misconduct case in terms of some law or other, before a Commission or Committee of Inquiry appointed by the State, at an inquest, at a rentboard inquiry or as respondent or co-respondent in a civil case arising from his official duties, and in which the State has a direct interest, shall be regarded as being on official duty and may be paid subsistence allowance at the appropriate rate in respect of his absences from his headquarters arising therefrom.

*Subsistence and travelling expenses of spouses who accompany officers and employees on official duty or by invitation*

D9. The subsistence and travelling expenses incurred by an officer or employee in respect of his spouse when she accompanies him on those occasions and under the circumstances determined in the code, may be refunded from departmental funds on the same basis applicable to the officer or employee himself: Provided that, prior to the journey being undertaken, authority for the spouse of the officer or employee to accompany him officially is obtained from—

(a) the Minister in respect of a journey abroad; or

(b) the Postmaster General in respect of an inland journey in the case of an officer or employee who is not a member of the Board.

*Minimum camping equipment and camp allowance*

D10. An officer or employee who is required to camp on account of the nature of his duties, and/or the circumstances under which his duties are performed, shall be provided by the Postmaster General with the minimum camping equipment and, in lieu of subsistence allowance, be paid such camp allowance as determined in the code.

*Verblyf by 'n staatsinrigting of by die Departementele Opleidingskollege, Olifantsfontein*

D11.1 As 'n beampte of werknemer gedurende 'n tydperk van afwesigheid van sy hoofkwartier op amptelike diens by 'n staatsinrigting tuisgaan, mag verblyftoelae nie ten opsigte van die tydsduur van sy verblyf aldaar aan hom betaal word nie; in plaas daarvan kan die Posmeester-generaal—

(a) die gelde wat normaalweg ten opsigte van besoekers deur die inrigting vir herberg gehef word—

(i) aan die beampte of werknemer terugbetaal indien hy sodanige gelde betaal het; of

(ii) aan die inrigting betaal indien die beampte of werknemer sodanige gelde nie betaal het nie; en

(b) aan die beampte of werknemer 'n daagliks vergoedende toelae betaal teen 'n tarief wat in die kode bepaal is om bykomstige uitgawes te dek:

Met dien verstande dat, indien herberg gedeeltelik deur 'n private persoon of 'n personeellid van die inrigting verskaf word, die gelde wat deur die gasheer gehef word, ook deur die Posmeester-generaal aan die beampte of werknemer terugbetaal kan word.

**D11.2 Die bepalings van subregulasie 1—**

(a) is nie van toepassing nie op 'n beampte of werknemer wat—

(i) by 'n staatsinrigting tuisgaan maar vir 'n korter tydperk as 24 uur van sy hoofkwartier afwesig is; of

(ii) 'n staatsinrigting besoek maar nie geherberg word nie of slegs gedeeltelik geherberg word deur die inrigting,

in watter geval die bepalings van regulasie D1 van toepassing is; maar

(b) is van toepassing op 'n beampte of werknemer wat 'n staatsinrigting besoek en—

(i) aan wie gedeeltelike herberg deur die inrigting en alle oorblywende items van herberg, soos in regulasie A1 omskryf, deur 'n private persoon by, of 'n personeellid van, die inrigting verskaf word; of

(ii) hoewel die inrigting ingerig is om alle items van herberg te verskaf soos in regulasie A1 omskryf is, uit eie keuse nie van alle sodanige items gebruik maak nie.

**D11.3 Aan 'n beampte of werknemer wat tydens basiese opleidings- of spesiale opknappingskursusse by die Olifantsfonteinopleidingskollege inwoon, mag nie verblyftoelae ooreenkomsdig regulasie D1 ten opsigte van die tydsduur van die kursusse betaal word nie; in plaas daarvan kan die Posmeester-generaal die spesiale verblyftoelae of bedrag of bedrae ter vergoeding van abnormal bestaansuitgawes betaal wat in die kode bepaal word.**

*Ontoereikende verblyftoelae*

**D12.1 As die verblyf- of spesiale verblyftoelae wat in die kode bepaal is, ontoereikend is om die uitgawes te dek wat 'n beampte of werknemer benewens sy normale bestaanuitgawes by sy tuiste moet aangaan wanneer hy op amptelike diens van sy hoofkwartier afwesig is, kan die verskil tussen die bedrag wat aan verblyf- of spesiale verblyftoelae betaalbaar is ten opsigte van die hele deurlopende tydperk van sodanige beampte of werknemer se afwesigheid van sy hoofkwartier en die *redelike* uitgawes wat hy werklik en noodwendig aan herberg ten opsigte van sodanige tydperk aangaan aan hom terugbetaal word, op voorwaarde dat—**

(a) die Posmeester-generaal oortuig is dat die herberg waarvan die beampte of werknemer gebruik gemaak het by sy status as amptenaar pas;

*Sojourn at a State institution or at the Departmental Training College, Olifantsfontein*

D11.1 If an officer or employee stays at a State institution during a period of absence from his headquarters on official duty, subsistence allowance shall not be paid to him in respect of the period of such sojourn; in lieu thereof—

(a) the charges normally levied by the institution for accommodation in respect of visitors—

(i) may be refunded by the Postmaster General to the officer or employee if he paid such charges; or

(ii) may be paid by the Postmaster General to the institution if the officer or employee did not pay such charges; and

(b) such daily reimbursive allowance at a rate as determined in the code may be paid by the Postmaster General to the officer or employee to cover incidental expenses:

Provided that if accommodation is partly provided by a private person or a member of the staff of the institution, the charges levied by the host may also be refunded to the officer or employee by the Postmaster General.

**D11.2 The provisions of subregulation 1—**

(a) shall not apply to an officer or employee who—

(i) stays at a State institution but is absent from his headquarters for a shorter period than 24 hours; or

(ii) visits a State institution but is not accommodated or is only partly accommodated by the institution, in which case the provisions of regulation D1 shall apply; but

(b) shall apply to an officer or employee who visits a State institution and—

(i) is provided with partial accommodation by the institution and all remaining items of accommodation as defined in regulation A1 by a private person at, or member of the staff of, the institution; or

(ii) while the institution is equipped to provide all items of accommodation as defined in regulation A1, of his own free will does not make use of all such items.

**D11.3 An officer or employee who resides at the Olifantsfontein training college whilst attending basic training or special refresher courses at that centre shall not be paid subsistence allowance in terms of regulation D1 in respect of the duration of the courses; in lieu thereof the Postmaster General may pay such special subsistence allowance or amount or amounts as compensation for abnormal living expenditure as determined in the code.**

*Inadequate subsistence allowance*

**D12.1 If the subsistence or special subsistence allowance determined in the code is inadequate to cover the expenses that an officer or employee incurs over and above his normal living expenses at home when he is absent from his headquarters on official duty, the difference between the amount payable as subsistence or special subsistence allowance in respect of the whole continuous period of such officer's or employee's absence from his headquarters and the *reasonable* expenses actually and necessarily incurred by him on accommodation in respect of such period may be refunded to him on condition that—**

(a) the Postmaster General is satisfied that the accommodation of which the officer or employee availed himself is commensurate with his status as an official;

(b) die betrokke eis deur kwitansies of ander bewysstukke of, in gevalle waar sodanige bewyse nie beskikbaar is nie, 'n skriftelike verklaring gestaaf word;

(c) items wat nie deur die omskrywing van "herberg" in regulasie A1 gedek word nie, uitgesluit word by die berekening van die bedrag wat terugbetaal kan word; en

(d) bedrae wat toegelaat word ten opsigte van die huur van beddegoed op 'n trein beperk word tot die koste van 'n beddegoedkaartjie wat by kaartjies- en plekbesprekingskantore verkrybaar is—die koste van luukse-beddegoed en 'n spesiale matras is nie toelaatbaar nie:

Met dien verstande dat—

(i) bedrae wat kragtens die bepalings van hierdie subregulasie terugbetaal kan word aan 'n beampot of werknemer wat gedurende een reis meer as een land in die buiteland besoek, bereken kan word ten opsigte van die tydsduur van sy verblyf in elke afsonderlike land in plaas van die hele tydsduur van sy afwesigheid van sy hoofkwartier; en

(ii) die bepalings van hierdie subregulasie nie van toepassing is in gevalle waar kamp- of vaste verblyftoelae of die spesiale verblyftoelae vir sessie-amptenare betaalbaar is nie.

D12.2 Benewens die terugbetaling van bedrae in subregulasie 1 bedoel, kan die Posmeester-generaal aan 'n beampot of werknemer op wie subregulasie 1 van toepassing is 'n daaglikse vergoedende toelae betaal teen 'n tarief wat in die kode bepaal is om bykomstige uitgawes te dek.

*Betaling van verblyf-, kamp- of spesiale verblyftoelae gedurende tydperke van verlof en oor naweke*

D13.1 Behoudens die bepalings van subregulasie 2 mag die toelae wat kragtens die bepalings van hierdie hoofstuk betaal kan word, nie gedurende 'n tydperk van verlof aan 'n beampot of werknemer betaal word nie.

D13.2 Ondanks die bepalings van subregulasie 1 kan—

(a) 'n toelae wat kragtens die bepalings van hierdie hoofstuk betaal kan word, aan 'n beampot of werknemer betaal word ten opsigte van 'n tydperk van siekterverlof, met inbegrip van spesiale siekterverlof wat kragtens regulasie C13 toegestaan is: Met dien verstande dat—

(i) die beampot of werknemer nie na sy hoofkwartier terugkeer nie en werklik en noodwendig herberguitgawes ten opsigte van homself gedurende sy tydperk van siekte aangaan; en

(ii) uitgawes aan hospitalisasie nie as herberguitgawes beskou word nie;

(b) aan 'n sessie-amptenaar die voorgeskrewe verblyftoelae ten opsigte van sy sessiediens betaal word ten opsigte van afwesighede met vakansieverlof van altesaam hoogstens ses dae gedurende 'n bepaalde parlementsitting; en

(c) die vaste verblyftoelae in regulasie D15 bedoel, betaal word ten opsigte van altesaam hoogstens 12 dae verlof, uitgesonderd siekterverlof, gedurende 'n jaar eindigende op 31 Desember.

D13.3 Die Posmeester-generaal kan, met inagneming van die ekonomiesste reëling, besluit of 'n beampot of werknemer wat amptelike diens weg van sy hoofkwartier verrig vir 'n naweek of naweke na sy hoofkwartier moet terugkeer, al dan nie. As die Posmeester-generaal sou besluit dat die beampot of werknemer na sy hoofkwartier moet terugkeer, word sy reiskoste in verband daarvan uit departementele fondse bestry en verblyf- of kamptoelae ten opsigte van die duur van die naweek of naweke word nie betaal nie.

(b) the relative claim is supported by receipts or other vouchers or, where such evidence is not available, by a written statement;

(c) items not covered by the definition of "accommodation" in regulation A1, are excluded in calculating the amount that may be refunded; and

(d) amounts allowed in respect of the hire of bedding on a train are limited to the cost of a bedding ticket obtainable at ticket and reservation offices—the cost of luxury bedding and a special mattress shall not be allowed:

Provided that—

(i) amounts that may be refunded in terms of the provisions of this subregulation to an officer or employee who visits more than one country abroad during one journey may be calculated in respect of the period of his sojourn in each separate country instead of the whole period of this absence from his headquarters; and

(ii) the provisions of this subregulation shall not apply in cases where camp or commuted subsistence allowances are payable, nor where the special subsistence allowance for sessional officials are payable.

D12.2 In addition to the refundment of the amounts referred to in subregulation 1 the Postmaster General may pay an officer or employee to whom subregulation 1 applies a special daily reimbursive allowance at a rate determined in the code to cover incidental expenses.

*Payment of subsistence, camp or special subsistence allowance during periods of leave and over week-ends*

D13.1 Subject to the provisions of subregulation 2, the allowances payable in terms of the provisions of this chapter shall not be paid to an officer or employee during a period of leave.

D13.2 Notwithstanding the provisions of subregulation 1—

(a) an allowance payable in terms of this chapter may be paid to an officer or employee in respect of a period of sick leave, including special sick leave granted in terms of regulation C13: Provided that—

(i) the officer or employee does not return to his headquarters and actually and necessarily incurs expenditure on accommodation for himself during the period of his illness; and

(ii) expenses in respect of hospitalisation shall not be regarded as expenditure on accommodation;

(b) a sessional official may be paid the prescribed subsistence allowance in respect of his sessional duty for absences on vacation leave not exceeding six days in the aggregate during a particular parliamentary session; and

(c) the commuted subsistence allowance mentioned in regulation D15 may be paid in respect of leave not exceeding 12 days in the aggregate, excluding sick leave, during a year ending 31 December.

D13.3 The Postmaster General may, regard being had to the most economical arrangement, decide whether or not an officer or employee who performs duty away from his headquarters should return to his headquarters during a week-end or week-ends. If the Postmaster General decides that an officer or employee must return to his headquarters, his travelling expenses in connection therewith shall be met from departmental funds and he shall not be paid subsistence or camp allowance in respect of the duration of a week-end or week-ends.

### Betaling van verblyftoelae by aanstelling

D14. Verblyftoelae word nie aan 'n persoon by sy eerste aanstelling in die diens betaal ten opsigte van sy reis na die plek waar hy diens moet aanvaar nie: Met dien verstande dat die Posmeester-generaal aan 'n persoon wat buite die gebied woonagtig is en wat in die gebied as 'n beampie of werknemer (met inbegrip van 'n werknemer op kontrak tensy sy dienskontrak anders bepaal) aangestel word, verblyftoelae ten opsigte van hom en sy huishouding kan betaal op die grondslag wat op 'n oorgeplaaste beampie of werknemer kragtens Hoofstuk F van toepassing is, ten opsigte van die tydsduur van sy treinreis van De Aar na sy bestemming.

### Vaste verblyftoelae

D15. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Raad magtig dat 'n vaste verblyftoelae ooreenkomsdig die bepalings van die kode betaal word aan 'n beampie of werknemer wat gereeld en dikwels vir 'n min of meer vaste aantal dae elke jaar van sy hoofkwartier afwesig is.

### Vorm vir die indiening van eise

D16. Aansoek om die betaling van die verblyf-, kamp- of ander toelaes wat in hierdie hoofstuk bedoel word, uitgesonderd vaste verblyftoelae, moet gedoen word op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

### Laer tarief as maksimum tarief van verblyftoelae

D17. Die tariewe waarteen verblyftoelae kragtens hierdie hoofstuk betaal kan word, is maksimum tariewe en die Posmeester-generaal kan betaling teen 'n laer tarief goedkeur indien die omstandighede van 'n bepaalde gevval na sy oordeel sodanig is dat betaling teen die volle tarief nie geregtig is nie.

### Verhoogde verblyftoelae nie terugwerkend betaalbaar nie

D18. Die verhoging, met terugwerkende krag, van die salaris van 'n beampie of werknemer of van die tarief van verblyftoelae wat op 'n beampie of werknemer van toepassing is, bring nie die betaling van 'n hoër tarief van verblyftoelae mee ten opsigte van eise wat reeds vereffen is nie.

### Buitengewone gevalle

D19. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

## HOOFSTUK E

### AMPTELIKE REISE EN VERVOER

#### Besuiniging en beheer

E1.1 Alle amptelike reise moet deur die Posmeester-generaal goedgekeur word.

E1.2 'n Beampie of werknemer moet, behoudens die bepalings van regulasie E3, 'n amptelike reis op die ekonomiesste wyse onderneem met behoorlike inagneming van besikbare vervoermiddels, roete, tydsduur en alle ander uitgawe-items wat in die omstandighede van toepassing is.

E1.3 Die rede(s) vir nie-nakoming van die bepalings van subregulasie 2 moet skriftelik deur die beampie of werknemer verstrek word en 'n uitleg daarvan moet geheg word aan die vorm wat in regulasie E10 vermeld word.

E1.4 Indien 'n beampie of werknemer op 'n wyse gereis het wat groter vervoeruitgawes meegebring het of 'n langer tydperk in beslag geneem het as wat nodig was en nie ingevolge regulasie E1.3 redes daarvoor verstrek het wat

### Payment of subsistence allowance on appointment

D14. Subsistence allowance shall not be paid to a person on his first appointment in the service in respect of his journey to the place where he is required to assume duty: Provided that the Postmaster General may pay subsistence allowance to a person living outside the territory and who is appointed in the territory as an officer or employee (including an employee on contract unless his service contract stipulates otherwise) in respect of himself and his household on the basis applicable to a transferred officer or employee, in terms of Chapter F, in respect of the duration of this journey by train from De Aar to his destination.

### Commuted subsistence allowance

C15. Notwithstanding anything to the contrary contained in this chapter, the Board may authorise the payment of a commuted subsistence allowance in accordance with the provisions of the code, to an officer or employee who is regularly and often absent from his headquarters for a more or less fixed number of days each year.

### Form for the submission of claims

D16. Application for the payment of the subsistence, camp or other allowances referred to in this chapter excluding commuted subsistence allowance, shall be made in a form approved by the Postmaster General.

### Lower rate than maximum rate of subsistence allowance

D17. The rates at which subsistence allowance may be paid in terms of this chapter are maximum rates and the Postmaster General may approve payment at a lower rate if, in his opinion, the circumstances of a particular case are such that payment at the full rate is not justified.

### Increased subsistence allowance not payable retrospectively

D18. The increase, with retrospective effect, of the salary of an officer or employee, or of the rate of subsistence allowance that applies to an officer or employee, shall not entail the payment of a higher rate of subsistence allowance in respect of claims already settled.

### Exceptional cases

D19. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

## CHAPTER E OFFICIAL TRAVELLING AND TRANSPORT

#### Economy and control

E1.1 All official journeys shall be approved by the Postmaster General.

E1.2 An officer or employee shall, subject to the provisions of regulation E3, undertake an official journey by the most economical means with due regard to available means of transport, routes, duration and all other items of expenditure applicable in the circumstances.

E1.3 The reason(s) for any non-observance of the provisions of subregulation 2 shall be furnished by the officer or employee, in writing, and such explanation shall be attached to the form mentioned in regulation E10.

E1.4 If an officer or employee has travelled in a manner that results in greater transport expenditure or that involves a longer period of time than was necessary and did not furnish reasons in terms of regulation E1.3 for such greater expenditure or longer travelling time

na die oordeel van die Posmeester-generaal aanneemlik is nie, moet—

(a) die Posmeester-generaal die bedrag wat ter vereffening van sy reiskoste aan hom betaal kan word, beperk tot wat dit sou beloop het as hy die bepalings van subregulasie 2 nagekom het;

(b) die beampot of werknemer die uitgawes wat onnodig aangegaan is, terugbetaal as hy op 'n departementele order of met departementele motorvervoer gereis het; en

(c) elke werkdag waarmee die normale reistyd oorskry word deur afwesigheidsverlof ooreenkomsdig Hoofstuk C gedek word.

#### Vervoeruitgawes

E2. Behoudens die bepalings van hierdie hoofstuk en ander voorwaardes in die kode bepaal, kan die Posmeester-generaal aan 'n beampot of werknemer van wie dit vereis word dat hy op amptelike diens moet reis, die uitgawe verbonde aan die vervoer van hom en sy noodsaaklike persoonlike bagasie, asook redelike uitgawes wat in verband met huurmotors (as departementele of kontrakvervoer nie beskikbaar is nie), kruiersloon, fooitjies, inskeping en ontskeping en ander bykomende dienste aangegaan is, terugbetaal.

#### Vervoermiddels wat gebruik moet word

E3.1 Indien 'n beampot of werknemer op amptelike diens moet reis, moet hy van 'n openbare vervoermiddel gebruik maak en as 'n openbare vervoermiddel nie beskikbaar is nie of die gebruik daarvan onprakties is, moet hy van sy gesubsidieerde motorvervoer of, in afwesigheid daarvan, van beschikbare departementele motorvervoer gebruik maak of as sodanige motorvervoer ook nie beskikbaar is nie, moet hy by 'n persoon wat 'n vervoerkontrak met die Staat het 'n bestelling plaas vir dié vervoermiddel wat vir die reis nodig is of as nie een van hierdie vervoermiddels beskikbaar is nie, moet hy die beste en ekonomieste vervoerreëlings, met inbegrip van die gebruik van private vervoer, tref: Met dien verstande dat die voorbehoudsbepaling vervat in subregulasie 2 *mutatis mutandis* van toepassing is in 'n geval waar gesubsidieerde motorvervoer gebruik word.

E3.2 Ondanks die bepalings van subregulasie 1 kan die Posmeester-generaal 'n beampot of werknemer magtig om 'n amptelike reis of 'n gedeelte daarvan met enige vervoermiddel te onderneem ongeag of dit moontlik is of nie om die reis met 'n ander vervoermiddel te onderneem, as die Posmeester-generaal oortuig is dat die departementele belang beter daardeur gedien sal word of as dit noodsaaklik is in die belang van die gesondheid van die beampot of werknemer, of van 'n lid van sy huishouing (uitgesonderd 'n bediende) wat op departementele koste vervoer word, in watter geval die Posmeester-generaal, na goeddunke, kan vereis dat 'n stawende geneeskundige sertifikaat ingedien word: Met dien verstande dat indien van gesubsidieerde motorvervoer gebruik gemaak word die afstand wat aldus afgelê word as amptelik beskou moet word.

E3.3 Ondanks andersluidende bepalings in hierdie hoofstuk kan—

(a) die Posmeester-generaal of 'n ander beampot of werknemer met 'n salaris gelyk aan of hoër as dié verbonden aan 'n pos van Direkteur na goeddunke van enige vervoermiddel gebruik maak om 'n amptelike reis te onderneem: Met dien verstande dat—

(i) sodanige reis met die Bloutrein van die Suid-Afrikaanse Spoorweë slegs sal geskied op die voorwaardes wat in die kode bepaal word; en

(ii) indien van gesubsidieerde vervoer gebruik gemaak word die afstand aldus afgelê as amptelik beskou moet word;

that, in the opinion of the Postmaster General, are acceptable—

(a) the Postmaster General shall limit the amount payable to him in reimbursement of his travelling expenses to what it would have amounted to had he observed the provisions of subregulation 2;

(b) the officer or employee shall refund the expenditure unnecessarily incurred if he has travelled on a departmental warrant or by means of departmentally owned motor transport; and

(c) each working day by which the normal travelling time has been exceeded shall be covered by leave of absence in accordance with Chapter C.

#### Transport expenses

E2. Subject to the provisions of this chapter and other conditions determined in the code, the Postmaster General may reimburse an officer or employee who is required to travel on official duty, the cost of conveying himself and his essential personal luggage, as well as reasonable expenditure incurred in connection with taxi hire (if departmentally owned or contract transport is not available), porterage, gratuities, landing or shipping fees and other incidental services.

#### Means of transport to be used

E3.1 If an officer or employee has to travel on official duty, he shall use public transport and if public transport is not available or the use thereof is unpractical, he shall use his subsidised motor transport or in the absence thereof, available departmentally owned motor transport, or if such motor transport is also not available, he shall requisition on a person having a transport contract with the State for such means of transport as may be necessary for the journey, or, if none of these means of transport is available, he shall make the best and most economical transport arrangements, including the use of private transport: Provided that the proviso contained in subregulation 2 shall apply *mutatis mutandis* in a case where subsidised motor transport is used.

E3.2 Notwithstanding the provisions of subregulation 1, the Postmaster General may authorise an officer or employee to undertake an official journey or part thereof by any means of transport, irrespective of whether or not it is possible to undertake the journey by other means of transport, if the Postmaster General is satisfied that the departmental interest will be better served thereby or if it is essential in the interests of the officer's or employee's health, or that of a member of his household (excluding a servant) who travels at departmental expense, in which case the Postmaster General may, at his discretion, require the submission of a supporting medical certificate: Provided that in the event of use being made of subsidised motor transport, the distance so covered shall be regarded as official.

E3.3 Notwithstanding any provisions to the contrary in this chapter—

(a) the Postmaster General or any other officer or employee with a salary equivalent to or higher than that applicable to a post of Director may, at his discretion, undertake an official journey by any means of transport: Provided that—

(i) such journey by Blue Train of the South African Railways shall be undertaken only on such conditions as determined in the code; and

(ii) in the event of use being made of subsidised motor transport, the distance so covered shall be regarded as official;

(b) 'n ander beampete of werknemer as dié in paraaf (a) bedoel na goeddunke van private vervoer of gesubsidieerde motorvervoer gebruik maak of per vliegtuig of boot reis om 'n ampelike reis te onderneem op die voorwaardes in die kode bepaal en met dien verstande dat—

(i) private vervoer of gesubsidieerde motorvervoer op eie risiko gebruik word vir sover dit niestrydig met die bepalings van die Ongevallewet, 1941, soos gewysig, of enige ander wetsbepaling is nie;

(ii) sodanige vervoermiddels nie op ampelike diens gebruik mag word in die plek van toegegewese departementeel motorvervoer nie; en

(iii) indien van gesubsidieerde motorvervoer gebruik gemaak word die afstand aldus afgelê as privaat beskou word.

E3.4 Lede van 'n beampete of werknemer se huishouding (uitgesonderd bediendes) wat op departementeel koste vervoer word, kan, indien hulle hom vergesel, van dieselfde vervoermiddel as die betrokke beampete of werknemer gebruik maak asook in dieselfde klas of graad reis en hulle word vir dié doel as ampelike passasiers beskou: Met dien verstande dat wanneer hulle hom nie vergesel nie, die bepalings van regulasies E3.3 en E4.3 *mutatis mutandis* op sodanige lede van toepassing is vir sover dit die keuse betref van vervoermiddels en klasse en grade waarin gereis kan word.

E3.5 'n Nie-Blanke bediende van 'n beampete of werknemer wat op departementeel koste vervoer word, kan van dieselfde vervoermiddel as 'n Nie-Blanke beampete of werknemer gebruik maak en in dieselfde klas of graad reis: Met dien verstande dat 'n kinderoppasser wat toesig oor 'n suigling moet hou met dieselfde vervoermiddel en in dieselfde klas of graad as die ander lede van die beampete of werknemer se huishouding kan reis.

#### *Klas waarin per trein, boot of vliegtuig gereis moet word*

E4.1 'n Beampete of werknemer wat 'n ampelike reis per trein, boot of vliegtuig moet onderneem, kan in die volgende klasse reis:

##### *(a) Per trein:*

(i) In die Republiek of die gebied:

- (aa) 'n Blanke beampete of werknemer: Eerste klas.
- (bb) 'n Nie-Blanke beampete: Eerste klas.
- (cc) 'n Nie-Blanke werknemer: Tweede klas.

##### *(ii) In die buiteland:*

In die klas wat volgens die oordeel van die Posmeester-generaal by die beampete of werknemer se status pas, met inagneming van die klas waarin persone met vergelykbare status in die betrokke land of gebied reis.

##### *(b) Per boot:*

Eerste klas: Met dien verstande dat, indien dié klas in verskillende grade verdeel is, die beampete of werknemer van die ekonomieste graad gebruik moet maak.

##### *(c) Per vliegtuig:*

(i) In die Republiek of die gebied: Standaard diens.  
(ii) Na en van lande of gebiede buite die Republiek en die gebied: Ekonomiese klas.

(iii) Tussen en in lande en gebiede buite die Republiek en die gebied: In die klas wat volgens die oordeel van die Posmeester-generaal by die beampete of werknemer se status pas, met inagneming van die klas waarin persone met vergelykbare status tussen en in die betrokke lande of gebiede reis.

E4.2 Neteenstaande die bepalings van subregulasië 1 kan die Posmeester-generaal 'n beampete of werknemer na goeddunke magtig om in 'n duurder klas of graad te reis as dié wat voorgeskryf is.

(b) any officer or employee, other than an officer or employee referred to in paragraph (a), may, at his discretion, use privately owned transport or subsidised motor transport or travel by air or by boat to undertake an official journey subject to such conditions as determined in the code and provided that—

(i) privately owned transport or subsidised motor transport shall be utilised at own risk in so far as it is not in conflict with the provisions of the Workmen's Compensation Act, 1941, as amended, or any other legal provision;

(ii) such means of transport shall not be used on official duty instead of allocated departmentally owned motor transport; and

(iii) in the event of use being made of subsidised motor transport, the distance so covered shall be regarded as private.

E3.4 Members of an officer's or employee's household (servants excluded) who are conveyed at departmental expense may, if they accompany him, use the same means of transport and travel in the same class or grade as the officer or employee concerned and shall be regarded for this purpose as official passengers: Provided that when they do not accompany him the provisions of regulations E3.3 and E4.3 shall apply *mutatis mutandis* to such members in so far as the choice of means of transport and the classes and grades in which they may travel are concerned.

E3.5 A Non-White servant of an officer or employee, who is conveyed at departmental expense, may use the same means of transport and travel in the same class or grade as a Non-White officer or employee: Provided that a nursemaid in charge of an infant may travel by the same means of transport and in the same class or grade as the other members of the officer's or employee's household.

#### *Class of travel by train, boat or air*

E4.1 An officer or employee who is required to undertake an official journey by train, boat or air may travel in the following classes:

##### *(a) By train:*

(i) In the Republic or the territory:

- (aa) A White officer or employee: First class.
- (bb) A Non-White officer: First class.
- (cc) A Non-White employee: Second class.

##### *(ii) Abroad:*

In the class considered by the Postmaster General to be in keeping with the officer's or employee's status, with due regard to the class by which persons of a comparable status travel in the country or territory concerned.

##### *(b) By boat:*

First class: Provided that if that class is divided into various grades the officer or employee shall travel in the most economical grade.

##### *(c) By air:*

(i) In the Republic or the territory: Standard service.  
(ii) To and from countries or territories outside the Republic and the territory: Economy class.

(iii) Between and in countries and territories outside the Republic and the territory: In the class which is considered by the Postmaster General to be in keeping with the officer's or employee's status, with due regard to the class by which persons of a comparable status travel in and between the countries and territories concerned.

E4.2 Notwithstanding the provisions of subregulation 1 the Postmaster General may, at his discretion, authorise an officer or employee to travel in a more expensive class or grade than that prescribed.

E4.3 Ondanks andersluidende bepalings in hierdie hoofstuk kan—

(a) die Posmeester-generaal of 'n ander beampot of werknemer met 'n salaris gelyk aan of hoër as dié verbonde aan 'n pos van Direkteur, behoudens die eerste voorbehoudsbepaling van regulasie E3.3 (a), na goedgunke in enige klas of graad reis; en

(b) 'n ander beampot of werknemer as dié in paraagraaf (a) bedoel na goedgunke in enige klas of graad reis, op voorwaarde dat die uitgawe wat uit die fonds bestry kan word, beperk word tot wat dit sou beloop het indien die beampot of werknemer in die voorgeskwee klas of graad gereis het.

#### Gesubsidieerde en departementele motorvervoer

E5.1 As die Posmeester-generaal oortuig is dat dit in departementele belang is, kan hy ondanks andersluidende bepalings in hierdie hoofstuk, van 'n beampot of werknemer wie se pligte hom noodsaak om dikwels of gereeld in amptelike diens te reis, vereis dat hy—

(a) gebruik moet maak van dié departementele motorvervoer wat vir die doeltreffende verrigting van sy pligte nodig geag word; of

(b) gesubsidieerde motorvervoer vir amptelike doelendes moet aanhou as die gebruik van departementele motorvervoer na die mening van die Posmeester-generaal onprakties of ongerade is.

E5.2 Die voorwaardes waarop gesubsidieerde motorvervoer aangeskaf en aangehou word en die toelaes wat in verband met die gebruik van sodanige vervoer betaal kan word, is soos in die kode bepaal.

E5.3 'n Beampot of werknemer van wie daar kragtens die bepalings van subregulasie 1 vereis word dat hy van departementele motorvervoer gebruik maak of dat hy gesubsidieerde motorvervoer aanhou, is nie daarop geregtig om van 'n motorbestuurder op departementele koste voorsien te word nie.

E5.4 As 'n beampot of werknemer van wie daar kragtens die bepalings van subregulasie 1 vereis word dat hy departementele motorvervoer of gesubsidieerde motorvervoer gebruik, nie 'n gepaste bestuurderslisensie besit nie, kan die Posmeester-generaal hom op departementele koste van die nodige onderrig voorsien en alle eksamen- of bestuurderslisensiegeld, die koste van foto's wat aan die lisensie geheg moet word en die gelde vir enige vereiste geneeskundige onderzoek uit die fonds betaal.

#### Bedrae en toelaes betaalbaar vir die gebruik van private of gesubsidieerde vervoer of openbare vervoermiddels uit eie keuse

E6. Die Posmeester-generaal kan aan 'n beampot of werknemer wat kragtens die bepalings van regulasies E3.1, E3.2 of E3.3 van private of gesubsidieerde motorvervoer of van 'n openbare vervoermiddel in plaas van die aangewese vervoermiddel gebruik maak om 'n amptelike reis te onderneem die volgende betaal:

(a) In die geval van private of gesubsidieerde motorvervoer wat kragtens die bepalings van regulasies E3.1, E3.2 of E3.3 (a) (ii) gebruik word: Die toepaslike toelaes ten opsigte van private motorvervoer en die loop- en waardeverminderingstoelaes in die geval van gesubsidieerde motorvervoer wat in die kode bepaal word.

(b) In die geval van private of gesubsidieerde motorvervoer of 'n openbare vervoermiddel wat kragtens die bepalings van regulasie E3.3 (b) gebruik word: 'n Bedrag gelyk aan wat dit sou gekos het, teen staatstarief waar van toepassing, indien die beampot of werknemer en enige amptelike passasier(s) wat hom vergesel, gebruik gemaak het van die aangewese openbare vervoermiddel [met

E4.3 Notwithstanding any provisions to the contrary in this chapter—

(a) the Postmaster General or any other officer or employee with a salary equivalent to or higher than that applicable to a post of Director may, at his discretion, subject to the first proviso of regulation E3.3 (a), travel in any class or grade; and

(b) any officer or employee other than an officer or employee referred to in paragraph (a) may, at his discretion, travel in any class or grade provided that the expenditure that may be met from the fund is limited to what it would have amounted to had the officer or employee travelled in the prescribed class or grade.

#### Subsidised and departmentally owned motor transport

E5.1 If the Postmaster General is satisfied that the interests of the department will be best served thereby, he may, notwithstanding any provisions to the contrary in this chapter, require an officer or employee whose duties necessitate frequent or regular travelling on official duty—

(a) to utilise such departmentally owned motor transport as may be deemed necessary for the efficient performance of his duties; or

(b) to maintain subsidised motor transport for official purposes if, in the opinion of the Postmaster General, the use of departmentally owned motor transport is unpractical or inadvisable.

E5.2 The conditions governing the acquisition and maintenance of subsidised motor transport and the allowances payable in connection with the use of such transport shall be as determined in the code.

E5.3 An officer or employee who is required in terms of the provisions of subregulation 1 to utilise departmentally owned motor transport or to maintain subsidised motor transport shall not be entitled to be provided with a driver at departmental expense.

E5.4 If an officer or employee who is required in terms of the provisions of subregulation 1 to use departmentally owned motor transport or subsidised motor transport is not in possession of an appropriate driver's licence, the Postmaster General may provide him with the necessary tuition at departmental expense and may pay from the fund all examination or driver's licence fees, the cost of photographs that must be affixed to the licence, and the fee for any medical examination required.

#### Amounts and allowances payable for the voluntary use of privately owned or subsidised motor transport or public transport

E6. The Postmaster General may pay the following to an officer or employee who, in terms of the provisions of regulations E3.1, E3.2 or E3.3, uses privately owned or subsidised motor transport or a means of public transport instead of the proper means of transport for the undertaking of an official journey:

(a) In the case of privately owned or subsidised motor transport that is used in terms of the provisions of regulations E3.1, E3.2 or E3.3 (a) (ii): The appropriate allowances in respect of privately owned motor transport and the running and depreciation allowances in the case of subsidised motor transport determined in the code.

(b) In the case of privately owned or subsidised motor transport or a means of public transport that is used in terms of the provisions of regulation E3.3 (b): An amount equal to what it would have cost, at Government rate where applicable, had the officer or employee and any official passenger(s) accompanying him travelled by the proper means of public transport [includ-

inbegrip van die uitgawe wat uit die fonds bestry sou gewees het om hom en die passasier(s) na en van die punt van vertrek of aankoms van die openbare vervoermiddel te vervoer] of, in die afwesigheid van sodanige openbare vervoermiddel, van enige ander vervoermiddel ingevolge die bepaling van regulasie E1.2: Met dien verstande dat—

(i) die vergoeding vir die gebruik van private motorvervoer of gesubsidieerde motorvervoer in die plek van departementeel motorvervoer nie die toelaes in paraaf (a) vermeld, oorskry nie; en

(ii) toevalige vervoeruitgawes verbonde aan reise met openbare vervoermiddels, naamlik kruiersloon (by spoorwegstations en lughawens), toeslag op koepees en bagasiekamergelde, waarvan toepassing, vir doeleindes van hierdie paragraaf buite rekening gelaat moet word.

(c) In die geval van ander private vervoermiddels: Die bedrae of toelaes wat in die kode bepaal word.

#### Vaste vervoertoelae

E7. Ondanks andersluidende bepalinge in hierdie hoofstuk kan die Posmeester-generaal goedkeur dat 'n vervoertoelae op 'n vaste grondslag, ooreenkomsdig die bepalinge van die kode, aan 'n beampie of werknemer betaal word.

*Betaling van 'n vaste vervoertoelae gedurende tydperke van afwesigheidsverlof en wanneer pligte verrig word waarby die gebruik van vervoer nie noodsaaklik is nie*

E8. Die betaling van 'n vaste vervoertoelae aan 'n beampie of werknemer kragtens die bepalinge van regulasie E7 word vir hoogstens onderstaande tydperke voortgesit terwyl hy met verlof is of pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie:

(a) In die geval van motorvervoer: 'n Totaal van 14 dae gedurende 'n jaar eindigende op 31 Desember.

(b) In die geval van ander vervoer as motorvervoer: Enige tydperk ten opsigte waarvan die vervoer tot beskikking van die departement gestel word, ongeag of dit vir ampelike diens gebruik word of nie.

#### Reisvoorregte by keuring, aanstelling, diensbeëindiging en die dood

E9.1 Aan 'n persoon wat in die Republiek of in die gebied woonagtig is en wat 'n kandidaat is vir aanstelling in of 'n vaste of 'n tydelike hoedanigheid (met inbegrip van 'n aanstelling op kontrak) kan die Posmeester-generaal die reisvoorregte op departementele koste wat in die kode bepaal is, toestaan om hom vir 'n onderhoud aan te meld.

E9.2 Die Posmeester-generaal kan aan 'n persoon wat in die Republiek of die gebied woonagtig is en in 'n hoedanigheid in subregulasie 1 gemeld, aangestel word in gevalle waar dit nie moontlik is om 'n gesikte kandidaat plaaslik te werf nie reisvoorregte vir hom en lede van sy huishouing van die plek waar hy gewerf is of die plek waar hy woonagtig is, watter ook al van toepassing is, tot by die plek waar hy aangesê is om diens te aanvaar, op departementele koste toestaan op voorwaardes betreffende vervoermiddels, reisklasse en -grade wat ooreenstem met dié vir vergelykbare beampies en werknemers wat voorgeskryf en in die kode bepaal is.

E9.3 Aan 'n persoon wat buite die Republiek of die gebied woonagtig is en wat aangestel word of 'n kandidaat is vir aanstelling in 'n hoedanigheid in subregulasie 1 gemeld, kan die Posmeester-generaal ooreenkomsdig die bepalinge van die kode reisvoorregte ten opsigte van hom en lede van sy huishouing op departementele koste toestaan ten einde hom in staat te stel om diens in die Republiek te aanvaar of hom (en sy vrou, indien nodig)

sive of the expenditure which would have been defrayed from the fund to convey him and the passenger(s) to and from the point of departure or arrival by means of public transport] or in the absence of such means of public transport by any other means of transport in terms of the provisions of regulation E1.2: Provided that—

(i) reimbursement for the use of privately owned motor transport or subsidised motor transport instead of departmentally owned motor transport shall not exceed the allowances mentioned in paragraph (a); and

(ii) expenditure incidental to journeys by means of public transport, such as portage (at railway stations and airports), surcharges on coupés and baggage room fees, where applicable, shall be disregarded for the purposes of this paragraph.

(c) In the case of other means of private transport: The amounts or allowances determined in the code.

#### Commuted transport allowance

E7. Notwithstanding any provisions to the contrary in this chapter, the Postmaster General may approve the payment of a transport allowance on a commuted basis in accordance with the provisions of the code, to an officer or employee.

*Payment of commuted transport allowance during periods of leave and while duties are performed that do not necessitate the use of transport*

E8. The payment of a commuted transport allowance to an officer or employee in terms of the provisions of regulation E7 shall at most be continued for the periods indicated below while he is on leave or is performing duties not necessitating the use of transport:

(a) In the case of motor transport: Fourteen days in the aggregate during a year ending on 31 December.

(b) In the case of transport other than motor transport: Any period in respect of which the transport is placed at the disposal of the department, whether or not it is used for official purposes.

#### Travelling privileges on selection, appointment, termination of services and death

E9.1 The Postmaster General may grant a person who is resident in the Republic or the territory and who is a candidate for appointment in either a permanent or temporary capacity (including an appointment on contract), such travelling privileges at departmental expense as determined in the code, in order to enable him to report for an interview.

E9.2 In cases where the local recruitment of suitable candidates is not possible, the Postmaster General may grant a person who is resident in the Republic or in the territory, and who is appointed in a capacity mentioned in subregulation 1, travelling privileges at departmental expense for himself and members of his household from the place where he is recruited or the place where he is resident, whichever is applicable, to the place where he is instructed to assume duty, on the same conditions concerning means of transport and classes and grades of travel as those prescribed and determined in the code for comparable officers and employees.

E9.3 The Postmaster General may, in accordance with the provisions of the code, grant a person who resides outside the Republic or the territory and who is either appointed in or is a candidate for appointment in a capacity mentioned in subregulation 1, travelling privileges at departmental expense in respect of himself and members of his household to enable him to assume duty in the Republic or to enable him (and his wife,

in staat te stel om aan te meld vir 'n onderhoud op 'n gesikte plek in die land waar hy woonagtig is.

E9.4 Die Posmeester-generaal kan aan 'n beampie of werknemer wat vir uitdienstredingsvoordele by diensbeëindiging kwalifiseer soos voorgeskryf in Hoofstuk F, en/of aan sy huishouing, reisvoorruste op departementele koste toestaan van sy woonplek na 'n plek in die Republiek of in die gebied waar hy en/of sy huishouing voornemens is om te woon, op die voorwaardes betreffende vervoermiddels, reisklasse en -grade wat voorgeskryf en in die kode bepaal is: Met dien verstande dat in die geval van 'n getroude vroulike beampie of werknemer genoemde voorregte slegs toegestaan kan word as sy na die oordeel van die Posmeester-generaal die broodwinner van die huishouing is.

#### Vorm vir die indiening van eise

E10. Aansoeke om die vergoeding van vervoeruitgawes wat kragtens die bepalings van hierdie hoofstuk betaal kan word, uitgesonderd 'n vaste vervoertoelae, moet gedoen word op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

#### Buitengewone gevalle

E11. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

### HOOFSTUK F

### OORPLASINGSKOSTE EN VERVOERVOORREGTE BY AANSTELLING, VIR SESSIEAMPTENARE EN BY DIENSBEËINDIGING EN DIE DOOD

#### Oorplasing van beampies en werknemers binne die Republiek en die gebied en tussen die Republiek en die gebied

F1.1 (a) Behoudens die bepalings van hierdie hoofstuk kan 'n beampie of werknemer wat oorgeplaas word en sy huishouing en persoonlike besittings op departementele koste van een hoofkwartier na 'n ander binne die Republiek en die gebied vervoer word.

(b) Vir die doeleindeste van hierdie hoofstuk—

(i) sluit persoonlike besittings nie enige item in wat 'n beampie of werknemer aangeskaf het nadat sy dienste by sy ou hoofkwartier geëindig het nie; en

(ii) berus die beslissing of 'n beampie of werknemer se woonplek by of sy ou of nuwe hoofkwartier vir die doeleindeste van die bestryding van oorplasingskoste as deel van sy hoofkwartiergebied geag kan word by die Posmeester-generaal: Met dien verstande dat as dit nie as sodanig geag word nie, die beampie of werknemer en sy huishouing en persoonlike besittings nogtans op departementele koste vervoer kan word mits die departement se uitgawe beperk word tot dit wat dit sou gekos het as die oorplasing regstreeks van die ou na die nuwe hoofkwartier plaasgevind het.

(c) Die bepalings van hierdie hoofstuk is ook *mutatis mutandis* van toepassing op persone wat kragtens artikel 16 (1) van die Wet oorgeplaas en aangestel word, mits sodanige oorplasing en aanstelling sonder 'n onderbreking in diens geskied.

(d) As 'n beampie of werknemer op eie versoek oorgeplaas word, mag geen uitgawe in verband daarvan uit die fonds gedek word nie en enige afwesigheid van diens as gevolg van sodanige oorplasing moet deur die toestaan van vakansieverlof kragtens Hoofstuk C gedek word: Met dien verstande dat die bepalings van hierdie paragraaf nie op 'n beampie of werknemer van toepassing is

if necessary) to report for an interview at a suitable place in the country where he is resident.

E9.4 The Postmaster General may grant an officer or employee who on termination of services qualifies for the retirement benefits prescribed in Chapter F and/or his household travelling privileges at departmental expense from his place of residence to a place in the Republic or the territory where he and/or his household wishes to reside on the conditions concerning the means of transport and classes and grades of travel prescribed and determined in the code: Provided that in the case of a married female officer or employee, the privileges mentioned may only be granted if, at the discretion of the Postmaster General, she is the breadwinner of the household.

#### Form for the submission of claims

E10. Claims for the reimbursement of transport expenses that may be paid in terms of the provisions of this chapter, excluding a commuted transport allowance, shall be made in a form approved by the Postmaster General.

#### Exceptional cases

E11. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

### CHAPTER F

### TRANSFER EXPENDITURE AND TRANSPORT PRIVILEGES ON APPOINTMENT, FOR SESSIONAL OFFICIALS AND ON TERMINATION OF SERVICES AND DEATH

#### Transfer of officers and employees within the Republic and the territory and between the Republic and the territory

F1.1 (a) Subject to the provisions of this chapter, an officer or employee who is transferred and his household and personal effects may be moved at departmental expense from one headquarters to another within the Republic and the territory.

(b) For the purposes of this chapter—

(i) personal effects shall not include any item acquired by an officer or employee after his services have terminated at his old headquarters; and

(ii) the decision whether or not an officer's or employee's residence at either his old or his new headquarters be regarded as forming part of his headquarters area for the purposes of the defrayment of transfer expenditure shall rest upon the Postmaster General: Provided that if it is not regarded as such, the officer or employee and his household and personal effects may nevertheless be moved at departmental expense on condition that the department's expenses are limited to what they would have been had the transfer taken place direct from the old to the new headquarters.

(c) The provisions of this chapter are applicable *mutatis mutandis* to persons who are transferred and appointed in terms of section 16 (1) of the Act, provided that such transfer and appointment is effected without a break in service.

(d) If an officer or employee is transferred at his own request, no expenditure in connection therewith shall be met from the fund and any absence from duty as a result of such transfer shall be covered by the granting of vacation leave in terms of Chapter C: Provided that the provisions of this paragraph shall not

nie as die Posmeester-generaal oortuig is dat sodanige oorplasing—

- (i) in die belang van die departement is; of
- (ii) noodsaaklik is in die belang van die gesondheid van die beampete of werknemer of van sy vrou of kind, met inbegrip van 'n aangenome kind, in watter geval die Posmeester-generaal na goeddunke kan vereis dat 'n stawende geneeskundige sertifikaat ingedien word.

F1.2 As 'n beampete of werknemer op departementele koste oorgeplaas word, word hy geag op amptelike diens te reis en kan aan hom en sy huishouing—

- (a) die voorregte voorgeskryf in hierdie hoofstuk en in Hoofstuk E toegestaan word; en
- (b) verblyftoelae kragtens die bepalings van Hoofstuk D betaal word: Met dien verstande dat die Posmeester-generaal aan die beampete of werknemer verblyftoelae teen die volle tarief wat op hom van toepassing is, kan betaal ten opsigte van elke lid van sy huishouing wat 10 jaar of ouer is, en teen die helfte van sodanige tarief ten opsigte van elke ander lid, vir die tydperk wat die reis van een hoofkwartier na 'n ander noodwendig in beslag neem, maar uitgesonderd 'n bediende, ten opsigte van wie die Posmeester-generaal redelike bestaansuitgawes wat werklik en noodwendig aangegaan is, kan terugbetaal.

F1.3 By die oorplasing van 'n beampete of werknemer op departementele koste is onderstaande voorwaardes en die verdere voorwaardes en beperkings wat in die kode bepaal word van toepassing op die vervoer van een hoofkwartier na 'n ander van homself, sy huishouing en persoonlike besittings, mits die beampete of werknemer sy huishouing en persoonlike besittings oorplaas binne twee maande na die datum waarop sy dienste by sy ou hoofkwartier eindig, tensy hy toestemming (wat deur die Posmeester-generaal verleen kan word) vir die uitstel van oorplasing van sy huishouing en persoonlike besittings verkry:

(a) Oormassabagasié tot hoogstens 225 kg (bruto) kan per passasierstrein vervoer word.

(b) Persoonlike besittings tot hoogstens 6 350 kg (bruto) kan met 'n goederetrein of die padmotordiens van die Suid-Afrikaanse Spoorweë of 'n ander openbare vervoermiddel of departementele vervoermiddel van een hoofkwartier na 'n ander en van die woning na die spoorwegstasie, en omgekeerd, en na en van 'n opbergplek as die persoonlike besittings opgeberg was of moet word, vervoer word: Met dien verstande dat as vervoer met een van gemelde vervoermiddelle nie moontlik of doenlik is nie, of duurder is, die Posmeester-generaal na goeddunke kan goedkeur dat 'n ander vervoermiddel gebruik word. Die voorgeskrewe massa sluit die massa van 'n beampete of werknemer en sy huishouing se motorvoertuig of -voertuie, woonwa en sleepwa in.

(c) Die vervoer van 'n beampete of werknemer en dié van sy huishouing se motorvoertuig of -voertuie, woonwa en sleepwa op departementele koste is onderworpe aan die voorwaardes dat—

- (i) die departement geen aanspreeklikheid aanvaar vir die verlies van of skade aan die motorvoertuig of -voertuie, woonwa of sleepwa tydens die oplaai, vervoer en aflaai daarvan nie; en
- (ii) motorvoertuie per goederetrein vervoer word teen dié spoorwegtarief wat in die kode bepaal word.

(d) Die verpakkingskoste (met inbegrip van die koste van verpakkingsmateriaal) en uitpakkingkoste van persoonlike besittings binne die voorgeskrewe massabeperking kan uit die fonds bestry word: Met dien verstande dat—

- (i) die verpakkingsmateriaal aan die departement oorhandig word;

apply to an officer or employee if the Postmaster General is satisfied that such transfer—

(i) is in the interests of the department; or

(ii) is necessary in the interests of the officer's or employee's health or that of his wife or child, including an adopted child, in which case the Postmaster General may, at his discretion, require the submission of a supporting medical certificate.

F1.2 If an officer or employee is transferred at departmental expense, he shall be deemed to be travelling on official duty and he and his household may be—

(a) granted the privileges prescribed in this chapter and in Chapter E; and

(b) paid subsistence allowance in terms of the provisions of Chapter D: Provided that the Postmaster General may pay to the officer or employee subsistence allowance at the full rate applicable to himself, in respect of each member of his household who is 10 years old or older, and at half such rate in respect of each other member, for the period necessarily spent in travelling from one headquarters to another, but excluding a servant, in respect of whom the Postmaster General may refund reasonable living expenses actually and necessarily incurred.

F1.3 On the transfer of an officer or employee at departmental expense, the following conditions and such further conditions and limitations as determined in the code, shall be applicable to the transport from one headquarters to another of himself, his household and personal effects, provided that the officer or employee transfers his household and personal effects within two months of the date on which his services at his old headquarters terminate, unless he obtains permission (which permission may be granted by the Postmaster General) to defer the transfer of his household and personal effects:

(a) Excess luggage not exceeding 225 kg (gross) may be transported by passenger train.

(b) Personal effects not exceeding 6 350 kg (gross) may be transported by goods train or the road motor service of the South African Railways or other public conveyance or departmentally owned transport, from one headquarters to another and from the dwelling to the railway station, and vice versa and to and from a warehouse if the personal effects have been or are to be stored: Provided that if conveyance by one of the said means of transport is impossible or impracticable or more expensive, the Postmaster General may, at his discretion, approve the use of any other means of transport. The prescribed mass shall include the mass of the motor vehicle or vehicles, caravan and trailer of an officer or employee, and that of his household.

(c) The conveyance of the motor vehicle or vehicles, caravan and trailer of an officer or employee, and that of his household, at departmental expense is subject to the conditions that—

(i) the department accepts no liability for loss of or damage to a motor vehicle or vehicles, caravan or trailer during the loading, conveyance or unloading thereof; and

(ii) motor vehicles are transported by goods train at the railway tariff determined in the code.

(d) The cost of packing (including the cost of packing material) and unpacking of personal effects within the prescribed mass limit may be met from the fund: Provided that—

(i) the packing material be handed over to the department;

(ii) as die departement die materiaal nie nodig het nie, dit per openbare veiling verkoop of aan die betrokke beampete of werknemer of aan 'n ander persoon verkoop moet word teen 'n prys waaroer die Posmeester-generaal besluit; en

(iii) die Posmeester-generaal sodanige verpakkingsmateriaal vir latere gebruik deur 'n oorgeplaaste beampete of werknemer kan behou.

(e) Die beampete of werknemer moet 'n redelike aantal skriftelike tenders verkry vir die verpakking en uitpakking en laai en aflaai van persoonlike besittings en, waar van toepassing, vir die vervoer en opbergung daarvan, en dit vooraf aan die Posmeester-generaal voorlê wat die aanname van die laagste tender moet magtig: Met dien verstande dat—

(i) die Posmeester-generaal die aanname van 'n hoër tender kan magtig as hy oortuig is dat daar voldoende redes vir die verwering van die laagste tender is;

(ii) die Posmeester-generaal namens die beampete of werknemer die verdere tenders kan inwin wat hy nodig ag bo en behalwe dié wat die beampete of werknemer verkry het en dat hy ook na goeddunke die vervoer van die persoonlike besittings van twee of meer oorgeplaaste beampetes en/of werknemers kan koördineer deur gesamentlike tenders daarvoor te verkry; en

(iii) die beampete of werknemer 'n ander tender as die laagste tender kan aanneem, mits die uitgawes wat uit departementele fondse bestry word, nie die bedrag van die laagste tender oorskry nie.

(f) Die Posmeester-generaal kan goedkeur dat 'n beampete of werknemer se persoonlike besittings, of 'n gedeelte daarvan, maar uitgesonderd 'n motorvoertuig, karavaan en sleepwa, binne die voorgeskrewe massa-beperking, vir 'n tydperk van hoogstens ses maande of die langer tydperk wat die Raad magtig, of by sy ou of by sy nuwe hoofkwartier op departementele koste opgeberg word.

F1.4 Behoudens die beperkings en voorwaardes wat in die kode bepaal word, kan die Posmeester-generaal die volgende aan 'n beampete of werknemer wat op departementele koste oorgeplaas is, betaal of terugbetaal mits die beampete of werknemer sy huishouding en persoonlike besittings oorplaas binne twee maande na die datum waarop sy dienste by sy ou hoofkwartier eindig, tensy hy toestemming vir die uitstel van oorplasing van sy huishouding en persoonlike besittings verkry:

(a) Die bedrag wat werklik en noodwendig aan huur of losies en bediendeloen by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van oorplasing, mits daar gelyktydig ook uitgawes aangegaan word aan huur of losies en bediendeloen by die hoofkwartier waarheen die beampete of werknemer oorgeplaas is.

(b) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodesie by die oorspronklike hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die beampete of werknemer en sy huishouding verplig is om in 'n losieshuis of hotel tuis te gaan of privaat te loseer terwyl sy persoonlike besittings ingepak of na sy nuwe hoofkwartier vervoer word.

(c) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodesie by die nuwe hoofkwartier uitgegee is deurdat die beampete of werknemer en sy huishouding verplig is om vir 'n tydperk van hoogstens sewe dae in 'n losieshuis of hotel tuis te gaan of privaat te loseer terwyl sy persoonlike besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis van woonstel is.

(ii) if the department does not require the material, it shall be sold by public auction or sold to the officer or employee concerned or to any other person at a price decided upon by the Postmaster General; and

(iii) the Postmaster General may retain such packing material for subsequent use by a transferred officer or employee.

(e) The officer or employee shall obtain a reasonable number of written tenders for the packing and unpacking and loading and unloading of personal effects and, where applicable, for the conveyance and storage thereof, and submit them beforehand to the Postmaster General who shall authorise the acceptance of the lowest tender: Provided that—

(i) the Postmaster General may authorise the acceptance of a higher tender if he is satisfied that there are adequate reasons for the rejection of the lowest tender;

(ii) the Postmaster General may obtain, on behalf of the officer or employee, such further tenders, in addition to those obtained by the officer or employee, as he deems necessary, and he may, at his discretion, co-ordinate the conveyance of the personal effects of two or more transferred officers and/or employees by obtaining combined tenders therefor; and

(iii) the officer or employee may accept a tender other than the lowest tender on condition that the expenditure to be met from departmental funds shall not exceed the amount of the lowest tender.

(f) The Postmaster General may approve that an officer's or employee's personal effects or part thereof, but excluding a motor vehicle, caravan and trailer, within the prescribed mass limit, be stored at departmental expense for a period not exceeding six months or such longer period as the Board authorises, at either his old or his new headquarters.

F1.4 Subject to such limitations and conditions as determined in the code, the Postmaster General may pay or refund the following to an officer or employee who has been transferred at departmental expense provided that the officer or employee transfers his household and personal effects within two months of the date on which his services terminate at his old headquarters, unless he obtains permission to defer the transfer of his household and personal effects:

(a) The amount actually and necessarily expended on rent or board and lodging and servants' wages at the original headquarters and forfeited in consequence 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 officer or 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 seven days through the officer or employee and his household being compelled to reside at a boarding-house or hotel or to board privately while his personal 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 through the officer or employee and his household being compelled to reside in a boarding-house or an hotel or to board privately for a period not exceeding seven days while his personal effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat.

(d) (i) Die verskil tussen die normale bestaansuitgawes bestaande uit huur, belastings, water, ligte, brandstof, voedsel en bedieneloon en die abnormale uitgawes werklik en noodwendig deur 'n beampete of werknemer by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om—

(aa) vir 'n tydperk van langer as sewe dae in 'n hotel, losieshuis, gemeubileerde huis, gemeubileerde woonstel of gemeubileerde kamers tuis te gaan of privaat te loseer; of

(bb) toegewese getroude amptelike kwartiere te betrek,

terwyl sy persoonlike besittings uitgepak of van die ou hoofkwartier vervoer word of terwyl hy op soek na 'n ongemeubileerde huis of woonstel is of as sy huishouding as gevolg van die skoolbelange van kinders verdeel is: Met dien verstande dat abnormale bestaansuitgawes vir 'n tydperk van hoogstens twee maande betaal kan word: Met dien verstande voorts dat waar sodanige uitgawes uit die skoolbelange van kinders voòrtspuit abnormale bestaansuitgawes betaal kan word tot aan die einde van die skooljaar waarin die betrokke beampete of werknemer oorgeplaas is.

(ii) Eise om die terugbetaling van abnormale bestaansuitgawes moet skriftelik ingedien word op 'n vorm wat deur die Posmeester-generaal goedgekeur is.

(e) Die huurgeld, vir 'n tydperk van hoogstens een maand, wat 'n beampete of werknemer, ten einde 'n huis of woonstel by sy nuwe hoofkwartier te bekom, verplig is om te betaal voordat hy dit kan betrek, mits hy gelyktydige uitgawes aan huur by sy ou hoofkwartier aangaan en die omstandighede gemeld in subparagraph (d) (i) (aa) in sy geval geld.

(f) Uitgawes wat noodwendig as gevolg van die beampete of werknemer se oorplasing aangegaan is in verband met die herregistrasie van—

(i) private voertuie wat normaalweg vir persoonlike gebruik aangewend word; en

(ii) een gesubsidieerde motorvoertuig,

maar uitgesonderd uitgawes wat aangegaan is vir die aanbring, verstelling of vervanging van defekte onderdele en toebehore.

(g) Uitgawes wat noodwendig as gevolg van die beampete of werknemer se oorplasing aangegaan is in verband met die vervanging van die nommerplate deur *standaard* nommerplate ten opsigte van—

(i) private voertuie wat normaalweg vir persoonlike gebruik aangewend word; en

(ii) een gesubsidieerde motorvoertuig.

(h) Telefoonhuur wat vooruitbetaal is ten opsigte van 'n tydperk waarvoor die beampete of werknemer as gevolg van sy oorplasing nie sy telefoon kan gebruik nie: Met dien verstande dat telefoonhuur wat deur die Departement aan hom terugbetaalbaar is ooreenkomsdig die voorwaardes wat op sy telefoondiens betrekking het, nie terugbetaal word nie.

(i) Die koste verbonde aan die oorplasing of installering van 'n telefoon: Met dien verstande dat sodanige koste betaalbaar is slegs waar 'n beampete of werknemer 'n telefoon by sy vorige hoofkwartier gehuur het.

(j) Die koste—

(i) van herstel of vervanging van persoonlike besittings wat *in transitus* beskadig is;

(ii) van ontkoppeling en koppeling en verandering of vervanging van huishoudelike toestelle, die los- en vas-skroef van die eenhede van elektriese toestelle en die toe- en oopdraai van gaskleppe van ys- en vrieskaste;

(iii) van die vervanging van muurkontakproppe vir elektriese huishoudelike toestelle wat gebruik is by die ou hoofkwartier, maar nie geskik is vir gebruik by die nuwe hoofkwartier nie;

(d) (i) 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 officer or employee at his new headquarters through being compelled to—

(aa) reside for a period of longer than seven days in an hotel, boarding-house, furnished house, furnished flat, furnished rooms or to board privately; or

(bb) occupy married official quarters assigned to him, while his personal effects are being unpacked or transported from the old headquarters, or while he is in search of an unfurnished house or flat or if his household is divided owing to his children's schooling: Provided that abnormal living expenses may be paid for a period not exceeding two months: Provided further that where such expenses arise from children's schooling, abnormal living expenses may be paid till the end of the school year in which the officer or employee concerned was transferred.

(ii) Claims for the refund of abnormal living expenses shall be submitted in writing in a form approved by the Postmaster General.

(e) The rental, for a maximum period of one month, that an officer or employee is compelled to pay in order to procure a house or flat at his new headquarters before he can take occupation thereof, provided he incurs concurrent expenditure on rent at his old headquarters and the circumstances referred to in subparagraph (d) (i) (aa) are applicable in his case.

(f) Expenditure necessarily incurred as a result of the officer's or employee's transfer, in connection with the reregistration of—

(i) privately owned vehicles that are normally applied to personal use; and

(ii) one subsidised motor vehicle,

but excluding expenditure incurred on the fitting, adjustment or replacement of defective parts and accessories.

(g) Expenditure necessarily incurred, as a result of the officer's or employee's transfer, in connection with the replacement of number plates by *standard* number plates in respect of—

(i) privately owned vehicles that are normally applied to personal use; and

(ii) one subsidised motor vehicle.

(h) Telephone rental paid in advance in respect of a period during which the officer or employee is unable to use his telephone as a result of his transfer: Provided that telephone rental refundable to him by the department in accordance with the conditions pertaining to his telephone service shall not be refunded.

(i) the cost of transferring or installing a telephone: Provided that such cost shall be payable only where an officer or employee rented a telephone at his previous headquarters.

(j) The cost—

(i) of repairs to or replacement of personal effects damaged *in transitus*;

(ii) of disconnecting and connecting and altering or replacing domestic appliances, the unbolting and the bolting down of the units of electrical appliances and the closing and opening of gas valves of refrigerators and freezers;

(iii) of the replacement of wall plugs for electrical domestic appliances used at the old headquarters but that are not suitable for use at the new headquarters;

(iv) van inspeksie in gevalle waar dit nodig geag word om tegniese advies in te win ten einde vas te stel of elektriese huishoudelike toestelle by die elektrisiteitstoevoer by die nuwe hoofkwartier aangepas moet word, of nie; en

(v) verbonde aan die aankoop van noodsaklike skoolboeke en skooluniforms vir 'n kind of ander afhanklike lid van die beampete of werknemer se huis-houding.

F1.5 Aan 'n beampete of werknemer wat op departementele koste oorgeplaas word en wat sy persoonlike besittings vervoer uit—

(a) 'n huis of woonstel by of in die omgewing van sy ou hoofkwartier, wat hy self ten volle of gedeeltelik gemeubileer het, na 'n huis of woonstel by of in die omgewing van sy nuwe hoofkwartier of na 'n opbergplek; of

(b) 'n opbergplek na 'n huis of woonstel wat hy self gaan bewoon by of in die omgewing van sy nuwe hoofkwartier of na 'n ander opbergplek.

kan die Posmeester-generaal, behoudens die beperkings en voorwaardes in die kode bepaal, 'n vergoedende bedrag betaal ten opsigte van waardevermindering van persoonlike besittings en ter dekking van die uitgawes wat uit sy oorplasing voortspruit waarvoor daar nie elders in hierdie regulasies voorsiening gemaak is nie.

F1.6 'n Beampete of werknemer wat een of meer kamers bewoon wat hy gemeubileer het, word by die toepassing van subregulasies 4 (a), (b), (c) en (d) en 5 beskou as 'n beampete of werknemer wat 'n huis of woonstel bewoon het, mits die Posmeester-generaal oortuig is dat dit die beampete of werknemer se woonreëling by beide hoofkwartiere is.

F1.7 'n Beampete of werknemer wat sy woonwa op eie koste vervoer deur dit met sy private motorvoertuig van sy ou na sy nuwe hoofkwartier te sleep en die woonwa vir woondoeleindes vir hom en sy huishouding aanwend terwyl sy persoonlike besittings verpak/uitgepak word of terwyl hy na 'n huis of woonstel by sy nuwe hoofkwartier soek, en sodoende 'n besparing aan hotelkoste of abnormale bestaansuitgawes bewerkstellig, kan uit die fonds vir die uitgawes wat hy met die sleep van sy woonwa oor die kortste roete tussen sy ou en nuwe hoofkwartier aangegaan het, vergoed word tot 25 persent van die myltoelae wat kragtens regulasie E6 (a) ten opsigte van sy private motorvoertuig bepaal is.

F1.8 Die Posmeester-generaal kan, behoudens die beperkings en voorwaardes wat in die kode bepaal word, aan 'n beampete of werknemer wat in bepaalde omstandighede op departementele koste oorgeplaas is, die heregchte en ander relevante koste, of 'n gedeelte daarvan, wat hy werklik in verband met die aankoop of oprigting van 'n woning by sy nuwe hoofkwartier aangegaan het, terugbetaal.

#### Vervoervoorregte by aanstelling

F2.1 Aan 'n persoon wat in die Republiek of in die gebied woonagtig is en wat as 'n beampete of as 'n werknemer (met inbegrip van 'n werknemer op kontrak, tensy sy dienskontrak anders bepaal) aangestel word in gevalle waar dit nie moontlik is om gesikte kandidate plaaslik te werk nie, kan die Posmeester-generaal, behoudens die bepalings van subregulasie 2, vervoer op departementele koste vir hom en sy huishouding ooreenkomsdig Hoofstuk E toestaan en sy persoonlike besittings op departementele koste laat vervoer op die grondslag wat geld vir 'n oorgeplaaste beampete of werknemer, soos bepaal in regulasies F1.1 (a) en F1.3 (a), (b), (c), (d) en (e).

F2.2 As 'n persoon aan wie die vervoervoorregte gemeld in subregulasie 1 toegestaan is, se dienste binne ses maande na die datum van sy diensaanvaarding as

(iv) of inspection in cases where it is considered necessary to obtain technical advice in order to determine whether or not electrical domestic appliances require adjusting to the electricity supply at the new headquarters; and

(v) involved in purchasing essential school books and school uniforms for a child or other dependent member of the officer's or employee's household.

F1.5 An officer or employee who is transferred at departmental expense and who moves his personal effects from—

(a) a house or flat at or in the vicinity of his old headquarters, which was wholly or partly furnished by himself, to a house or flat at or in the vicinity of his new headquarters or to a warehouse; or

(b) a warehouse to a house or flat in which he sets up a home at or in the vicinity of his new headquarters or to another warehouse,

may be paid by the Postmaster General, subject to the limitations and conditions determined in the code, a compensating amount in respect of depreciation of personal effects and to meet those expenses arising from his transfer for which provision has not been made elsewhere in these regulations.

F1.6 An officer or employee occupying a room or rooms furnished by him shall, for the purpose of the application of subregulations 4 (a), (b), (c), and (d) and 5, be regarded as an officer or employee occupying a house or flat provided the Postmaster General is satisfied that such room or rooms constitute the officer's or employee's living arrangement at both headquarters.

F1.7 An officer or employee who, at his own cost, conveys his caravan by towing it with his private motor vehicle from his old to his new headquarters and who utilises the caravan for the accommodation of himself and his household while his personal effects are being packed or unpacked, or while he is in search of a house or flat at his new headquarters, and in consequence effects a saving on hotel accommodation and abnormal living expenditure, may be reimbursed from the fund the expenditure incurred by him on the towing of his caravan over the shortest route between his old and his new headquarters to the extent of 25 per cent of the mileage allowance determined in terms of regulation E6 (a) in respect of his private motor vehicle.

F1.8 The Postmaster General may, subject to the limitations and conditions determined in the code, reimburse an officer or employee who, in specific circumstances, is transferred at departmental expense, the transfer duties and other relevant costs, or a portion thereof, actually incurred by him in connection with the purchase or erection of a dwelling at his new headquarters.

#### Transport privileges on appointment

F2.1 In cases where the local recruitment of suitable candidates is not possible, the Postmaster General may, subject to the provisions of subregulation 2, grant a person who is resident in the Republic or in the territory and who is appointed as an officer or an employee (including an employee on contract unless his service contract provides otherwise) transport at departmental expense for himself and his household in accordance with Chapter E and have his personal effects conveyed at departmental expense on the basis laid down for a transferred officer or employee in regulations F1.1 (a) and F1.3 (a), (b), (c), (d) and (e).

F2.2 If the services of a person who has been granted the transport privileges mentioned in subregulation 1 terminates within six months of the date of his assumption

gevolg van sy bedanking of ontslag weens onbevredigende diens eindig, moet hy die koste terugbetaal wat ten opsigte van sy huishouing en persoonlike besittings aangegaan is: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op 'n persoon wat buite die gebied gewoon het en in die gebied aangestel is vir sover dit die vervoerkoste van sy huishouing en persoonlike besittings vanaf die punt van binnekoms op die grens tot by sy bestemming betref.

F2.3 Aan 'n persoon wat buite die Republiek en die gebied woonagtig is en wat as 'n beampie of 'n werknemer (met inbegrip van 'n werknemer op kontrak, tensy sy dienskontrak anders bepaal) aangestel word, kan die Posmeester-generaal die reisvoorregte wat ooreenkomsdig Hoofstuk E voorgeskryf is vir hom en lede van sy huishouing toestaan, asook die vervoervoorregte ten opsigte van sy persoonlike besittings wat in die kode bepaal word.

#### *Vervoervoorregte vir sessie-amptenare*

F3. Aan 'n sessie-amptenaar kan vervoer op departementele koste na en van Kaapstad verskaf word vir—

(a) hom en 'n lid of lede van sy huishouing op die grondslag wat vir 'n oorgeplaaste beampie of werknemer voorgeskryf is: Met dien verstande dat 'n lid of lede van die huishouing se reiskoste betaal kan word slegs as die Posmeester-generaal daarvan oortuig is dat dit die *bona fide*-bedoeling van die sessie-amptenaar is dat hy/hulle hom vergesel met die doel om vir die duur van sy sessiediens in Kaapstad te bly: Met dien verstande voorts dat aan 'n afhanglike kind(ers) wat 'n hoërskool of hoër opvoedkundige inrigting bywoon die reisvoorregte toegestaan kan word wat in die kode bepaal word;

(b) sy oormassabagasie/persoonlike besittings, per passasierstrein, beperk tot hoogstens—

(i) 225 kg (bruto) in die geval van 'n ongetrouwe sessie-amptenaar of 'n getrouwe sessie-amptenaar wat nie deur sy huishouing vergesel word nie; en

(ii) 500 kg (bruto) in die geval van 'n getrouwe sessie-amptenaar wat deur sy huishouing vergesel word; en

(c) 'n private en/of gesubsidieerde motorvoertuig of motorfiets en fietse (asook driewiele) op sodanige voorwaardes as wat in die kode bepaal word.

#### *Vervoervoorregte by diensbeëindiging en die dood*

F4.1 Die Posmeester-generaal kan aan 'n beampie of werknemer wat minstens 10 jaar aaneenlopende diens voltooi het of by bereiking van die ouderdom van 65 jaar sou voltooi het en wie se dienste eindig op gronde wat vir doeleindes van hierdie regulasie in die kode bepaal is, vervoer ten opsigte van sy persoonlike besittings (of dié van sy huishouing indien hy te sterwe kom), benewens die reisvoorregte voorgeskryf in Hoofstuk E, op departementele koste toestaan van sy woonplek na 'n plek in die Republiek of die gebied waar hy of sy huishouing begerig is om te woon, onderworpe aan die beperkings en voorwaardes wat in die kode bepaal word: Met dien verstande dat in die geval van 'n getrouwe vroulike beampie of werknemer wie se dienste op die betrokke gronde eindig, genoemde voorregte slegs toegestaan kan word as sy na die oordeel van die Posmeester-generaal die broodwinner van die huishouing is.

F4.2 Die bepalings van regulasie F1.4 (i) is *mutatis mutandis* van toepassing op 'n beampie of werknemer in subregulasie 1 bedoel wat ten tyde van sy diensbeëindiging amptelike kwartiere bewoon het.

of duty, as a result of his resignation or discharge as a result of unsatisfactory service, he shall refund the expenditure incurred in respect of his household and personal effects: Provided that the provisions of this subregulation shall not apply to a person who resided outside the territory and who is appointed in the territory in so far as they concern the transport expenses of his household and personal effects from the point of entrance on the border to his destination.

F2.3 The Postmaster General may grant a person who resides outside the Republic and who is appointed as an officer or an employee (including an employee on contract unless his service contract provides otherwise) the travelling privileges prescribed in Chapter E for himself and members of his household and such transport privileges for the conveyance of his personal effects as determined in the code.

#### *Transport privileges for sessional officials*

F3. A sessional official may be granted conveyance to and from Cape Town at departmental expense for—

(a) himself and a member or members of his household on the basis prescribed for a transferred officer or employee: Provided that the travelling expenses of a member or members of the household may be paid only if the Postmaster General is satisfied that it is the *bona fide* intention of the sessional official that he/they should accompany him with the object of staying in Cape Town for the duration of his sessional duty: Provided further that any dependant child(ren) who attends/attend a secondary school or higher educational institution may be granted such travelling privileges as determined in the code;

(b) his excess luggage/personal effects by passenger train, limited to a maximum of—

(i) 225 kg (gross) in the case of a single sessional official or a married sessional official not accompanied by his household; and

(ii) 500 kg (gross) in the case of a married sessional official accompanied by his household; and

(c) a private and/or subsidised motor vehicle or motorcycle and bicycles (including tricycles) on such conditions as determined in the code.

#### *Transport privileges on termination of services and death*

F4.1 The Postmaster General may grant an officer or employee whose services terminate on grounds determined in the code for the purpose of this regulation, and who has completed or would have completed not less than 10 years' continuous service on attainment of the age of 65 years, conveyance at departmental expense for his personal effects (or those of his household in the event of his death), apart from the travelling privileges prescribed in Chapter E, from his place of residence to a place in the Republic or the territory where he or his household wishes to reside, subject to such limitations and conditions as determined in the code: Provided that in the case of a married female officer or employee whose services terminate on the grounds concerned, the privileges mentioned shall be granted only if, at the discretion of the Postmaster General, she is the breadwinner of the household.

F4.2 The provisions of regulation F1.4 (i) apply *mutatis mutandis* to an officer or employee referred to in subregulation 1 who, at the time of the termination of his services, occupied official quarters.

*Vervoer van persoonlike benodigdhede na 'n kamp*

F5. Die Posmeester-generaal kan aan 'n beampte of werknemer wie se ampelike pligte vereis dat hy in 'n kamp moet woon kosteloze vervoer toestaan tussen die naaste spoorwegstasie of winkel en die kamp vir sy persoonlike benodigdhede, met inbegrip van voedselvoorraad, mits die ekonomieste vervoerreëeling ooreenkomsdig Hoofstuk E getref word.

*Vervoer- en ander voorregte van beamptes of werknemers wat toegewese of toegekende ampelike kwartiere by hulle hoofkwartier betrek of ontruim*

F6.1 As 'n beampte of werknemer as gevolg van departementele vereistes verplig is om by sy hoofkwartier—

(a) sy toegewese of toegekende ampelike kwartiere permanent te ontruim en ander ampelike kwartiere of private huisvesting te betrek; of

(b) private huisvesting te ontruim omdat hy toegevuese of toegekende ampelike kwartiere moet betrek,

is die bepalings van hierdie hoofstuk, behoudens die goedkeuring van die Posmeester-generaal, *mutatis mutandis* op hom en lede van sy huishouding van toepassing. Die bepalings van hierdie subregulasie kan ook aldus toegepas word op 'n beampte of werknemer en lede van sy huishouding wat kwartiere waarop Hoofstuk H van die regulasies nie van toepassing is nie, as gevolg van departementele vereistes moet betrek of permanent moet ontruim.

F6.2 Indien 'n beampte of werknemer sy toegewese of toegekende ampelike kwartiere kragtens die bepalings van regulasie H11 (a) tydelik moet ontruim, kan sy persoonlike besittings, indien dit van die perseel verwijder moet word, ooreenkomsdig die bepalings van regulasie F1.3 (b), (d) en (f) op departementele koste vervoer en vir die duur van die ontruiming opgeberg word.

F6.3 Aan 'n beampte of werknemer wat sy toegewese of toegekende ampelike kwartiere kragtens die bepalings van regulasie H11 (b) tydelik moet ontruim, kan die Posmeester-generaal die vervoer- en opbergingsvoorregte voorgeskryf in subregulasie 2 ten opsigte van sy persoonlike besittings toestaan en die Posmeester-generaal kan aan sodanige beampte of werknemer ook die verskil tussen sy normale en abnormal bestaanuitgawes ooreenkomsdig die bepalings van regulasie F1.4 (d) (i) gedurende die tydperk van ontruiming uit die fonds terugbetaal: Met dien verstande dat die Posmeester-generaal 'n kleiner bedrag as die bedrag wat ten opsigte van abnormal bestaanuitgawes geëis word, kan terugbetaal as hy van mening is dat die eis buitensporig is.

*Buitengewone gevalle*

F7. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle afwykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

**HOOFSTUK G**

**AMPELIEK DIENSURE, BYWONINGSREGISTERS,  
WERKWEKE EN OORTYDBESOLDIGING**

*Amptelike diensure*

G1.1 Ondanks enige andersluidende bepaling in hierdie hoofstuk kan die hoof van die kantoor van 'n beampte of werknemer vereis om op enige dag van die week of op enige tyd van die dag of die nag ampelike diens te verrig, of om by sy normale werkplek of elders vir sodanige diens aanwesig te wees.

*Conveyance of personal requirements to a camp*

F5. The Postmaster General may grant an officer or employee who, for the purpose of carrying out his official duties, is required to live in a camp free conveyance for his personal requirements, including provisions, between the nearest railway station or trading store and the camp, provided the most economical transport arrangements are made in accordance with Chapter E.

*Transport and other privileges of officers or employees who vacate or move into official quarters assigned or allotted to them at their headquarters*

F6.1 If an officer or employee is obliged, as a result of departmental requirements—

(a) to permanently vacate official quarters assigned or allotted to him and to move into other official quarters or private quarters; or

(b) to vacate private quarters because he has to occupy official quarters assigned or allotted to him, at his headquarters, the provisions of this chapter shall apply *mutatis mutandis* to him and members of his household, subject to the approval of the Postmaster General. The provisions of this subregulation shall also be thus applied to an officer or employee and members of his household who are required, as a result of departmental requirements, to move into or permanently vacate official quarters to which Chapter H of the regulations is not applicable.

F6.2 If an officer or employee is required, in terms of the provisions of regulation H11 (a), temporarily to vacate official quarters assigned or allotted to him, his personal effects may, if they should be removed from the premises, be conveyed and stored at departmental expense for the duration of the evacuation in accordance with the provisions of regulation F1.3 (b), (d) and (f).

F6.3 The Postmaster General may grant an officer or employee who is required, in terms of regulation H11 (b), temporarily to vacate official quarters assigned or allotted to him the transport and storage privileges in respect of his personal effects prescribed in subregulation 2 and the Postmaster General may refund to such an officer or employee from the fund the difference between his normal and abnormal living expenses for the period of evacuation in accordance with the provisions of regulation F1.4 (d) (i): Provided that the Postmaster General may refund an amount less than the amount claimed for abnormal living expenses if he is of the opinion that the claim is excessive.

*Exceptional cases*

F7. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

**CHAPTER G**

**OFFICIAL HOURS OF ATTENDANCE, ATTENDANCE REGISTERS, WORKING WEEKS AND OVERTIME REMUNERATION**

*Official hours of attendance*

G1.1 Notwithstanding any provisions to the contrary contained in this chapter, the head of an office may require an officer or employee to perform official duty on any day of the week or at any time during the day or night or to attend at his normal place of work or elsewhere for such duty.

G1.2 Behoudens die bepalings van subregulasie 1, van die voorbehoudsbepalings by subregulasies 5 en 6 en van regulasie G3 moet 'n beampete of werknemer op dié tye by sy werkplek vir diens aanwesig wees wat die Posmeester-generaal met inagneming van plaaslike toestande en die departementele belang bepaal.

G1.3 Die Posmeester-generaal bepaal die etenspouse van 'n beampete of werknemer of klasse beampetes of werknemers en waar sodanige etenspouse binne die amptelike diensure val wat ingevolge regulasie G1.2 bepaal is, word dit nie as dienstyd vir die voltooiing van die werkweek gereken nie: Met dien verstande dat die Posmeester-generaal 'n etenspouse van minder as 45 minute wat as dienstyd gereken word, kan toestaan aan dié beampetes of werknemers of klasse beampetes of werknemers wat die Raad bepaal.

G1.4 'n Beampete of werknemer—

(a) moet gedurende sy amptelike diensure sy volle aandag wy aan die pligte wat aan hom toevertrou is; en

(b) mag nie gedurende sy amptelike diensure sonder toestemming van die hoof van sy kantoor van sy kantoor of werkplek afwesig wees nie.

G1.5 In die geval van beampetes of werknemers wat nie gerealde diensure nakom nie, moet die hoof van die kantoor hulle volledige diensrooster vir die volgende week voor of op die vorige Vrydag vir hulle inligting bekend maak: Met dien verstande dat die hoof van die kantoor die bevoegdheid het om sodanige diensrooster daarna te wysig, mits—

(a) hy die beampetes of werknemers wat deur die wysiging of wysigings geraak word, uiterlik om twaalfuur die middag van die dag vóór die dag waarop dit in werking moet tree daarvan kennis gee; en

(b) sodanige wysiging of wysigings dit nie ten doel het om betaling vir oortyddiens wat reeds verrig is te voorkom nie.

G1.6 Behoudens die bepalings van regulasie G3 kan beampetes of werknemers vir onderbroke tydperke op een dag, of vir lang diens op een dag en kort diens op 'n ander dag, vir diens gelys word indien dit in belang van die werk is: Met dien verstande dat—

(a) die gewone daaglikske diensure van 'n beampete of werknemer in die reël oor nie meer as twaalf uur op één dag mag strek nie en op één dag nie meer as tien uur mag wees nie; en

(b) 'n ander pouse as 'n etenspouse wat in subregulasie 3 bedoel word, wat twee tydperke van diens skei, minstens één uur moet wees.

G1.7 Wanneer 'n beampete of werknemer 'n dag of langer van gewone diens afwesig is en versuim om vooraf kennis te gee dat hy nie in staat is om vir diens aan te meld nie, word sodanige afwesigheid, ongeag ander stappe wat kragtens die bepalings van die Wet teen hom gedoen kan word, geag verlof sonder betaling te wees tensy hy 'n aanneemlike rede kan verstrek waarom hy nie sodanige kennis kon gee nie.

G1.8 'n Beampete of werknemer wat versuim om op die vasgestelde tyd vir gewone diens aan te meld en wie se diens as gevolg daarvan deur 'n plaasvervanger of by wyse van ander reellings gedek word, kan, indien hy daarna vir diens aannemel, van diens gestuur word en daar kan, ongeag stappe wat kragtens die bepalings van die Wet teen hom gedoen kan word, van hom vereis word om die onverstreke deel van sy diens te verrig op 'n tyd wat die hoof van sy kantoor bepaal.

G1.2 Subject to the provisions of subregulation 1, of the provisos to subregulations 5 and 6 and of regulation G3, an officer or employee shall be present for duty at his place of work at those times that shall be determined by the Postmaster General with due observance of local conditions and the departmental interest.

G1.3 The Postmaster General shall determine the meal interval of an officer or employee or classes of officers or employees and where such meal interval falls within the official hours of attendance determined in terms of regulation G1.2, it shall not be reckoned as duty time for the completion of the working week: Provided that the Postmaster General may grant to those officers or employees or classes of officers or employees determined by the Board a meal interval of less than 45 minutes, which shall be reckoned as duty time.

G1.4 An officer or employee—

(a) shall, during his official hours of attendance, give his full attention to the duties entrusted to him; and

(b) shall not without the consent of the head of his office be absent from his office or place of work during his official hours of attendance.

G1.5 In the case of officers or employees who do not observe regular hours of attendance, the head of the office shall post for their information their complete duty chart for the following week not later than the previous Friday: Provided that the head of the office shall be competent to alter such duty chart on the understanding that—

(a) he gives notice thereof to the officers or employees affected by the alteration or alterations not later than noon on the day preceding the day on which it shall become effective; and

(b) such alteration or alterations shall not be intended to avoid payment of overtime duty already performed.

G1.6 Subject to the provisions of regulation G3, officers or employees may, if necessary in the interests of the work, be listed for duty for interrupted periods on one day, or for long duty on one day and short duty on another: Provided that—

(a) no single day's ordinary attendance shall, as a rule, exceed ten hours and be spread over more than twelve hours; and

(b) an interval, other than a meal interval mentioned in subregulation 3, separating two periods of duty shall be at least one hour.

G1.7 When an officer or employee has been absent from ordinary duty for a day or longer and has failed to give notice beforehand of his inability to report for duty, such absence may, notwithstanding other steps that may be taken against him in terms of the provisions of the Act, be regarded as leave without pay unless he can advance an acceptable reason for his inability to give such notice.

G1.8 An officer or employee who fails to assume ordinary duty at the appointed time, and whose duty has in consequence thereof been covered by a substitute or other arrangements, may, if he reports for duty later and notwithstanding other steps that may be taken against him in terms of the provisions of the Act, be sent off duty and be required to perform the unexpired portion of the duty at a time determined by the head of his office.

G1.9 'n Beamppte of werknemer wat hom vir gewone diens aanmeld ná die tyd wat vasgestel is vir die aanvang van sy diens, of wat gedurende sy daagliks diensure vir 'n gedeelte daarvan sonder die toestemming van die hoof van sy kantoor van sy werkplek afwesig is, kan, ongeag ander stappe wat kragtens die bepalings van die Wet teen hom gedoen kan word, gepenaliseer word deur die geldwaarde-ekwivalent van die verlore tyd, bereken op sy daagliks salaris en toelaes, van sy besoldiging af te trek.

#### Bywoningsregisters

G2.1 Die hoof van elke kantoor is verantwoordelik vir die nakoming deur die personeel onder sy beheer van die voorgeskrewe amptelike diensure.

G2.2 'n Bywoningsregister moet gehou word waarin 'n beamppte in die klerklike, tegniese, algemene A- of algemene B-afdeling, of 'n werknemer, persoonlik die tyd van sy aankoms by en vertrek van sy werkplek moet aanteken: Met dien verstande dat die voorskrifte van hierdie subregulasie nie van toepassing is nie op—

(a) dié klasse of groepe beamptes of werknemers wat die Posmeester-generaal bepaal; en

(b) 'n beamppte of werknemer wat onder omstandighede dien wat, na die Posmeester-generaal se mening, die hou van 'n register van sy bywoning onprakties of onwenslik maak;

in sodanige geval moet die Posmeester-generaal dié ander reëlings tref wat hy gesik ag ten einde te verseker dat die kragtens regulasie G1.2 bepaalde amptelike diensure nagekom word.

G2.3 Die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n beamppte of werknemer wie se plig dit is om—

(a) toe te sien 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 aan die einde van die dagtaak wat deur die hoof van die kantoor aangedui word;

(b) toe te sien dat slegs outentieke aantekeninge van aankoms en vertrek gemaak word deur die beamptes en werknemers in subregulasie 2 genoem;

(c) die aantekeninge in die bywoningsregister na te gaan en die register daagliks vir inspeksiedoeleindes voor te lê aan die hoof van die kantoor of aan 'n beamppte wat vir daardie doel aangewys is;

(d) verslag te doen van enige onreëlmatigheid aan die beamppte wie se plig dit kragtens paragraaf (c) is om die bywoningsregister te inspekteer; en

(e) toe te sien dat aangetekende gevalle van afwesigheid deur verlof gedek word.

#### Werkweke

G3.1 Behoudens die bepalings van regulasie G1 en die goedkeuring van die Minister besluit die Posmeester-generaal, met inagneming van die openbare belang, watter beamptes en werknemers, of klasse of groepe beamptes of werknemers, afdelings, takke of kantore 'n vyfdaewerkweek of andersins moet nakom, en hy kan verskillende werkweke vir verskillende klasse of groepe beamptes en werknemers, of vir individue binne sodanige klasse of groepe, of vir afdelings, takke of kantore bepaal.

G3.2 Tensy uitdruklik anders voorgeskryf of in die dienskontrak van 'n werknemer wat op kontrak dien

G1.9 An officer or employee who reports for ordinary duty after the time fixed for the commencement of his duty, or who, during his daily hours of attendance is absent for part thereof from his place of work without the consent of the head of his office, may, notwithstanding other steps that may be taken against him in terms of the provisions of the Act, be penalised by deducting the money-equivalent of the time lost, based on his daily salary and allowances from his emoluments.

#### Attendance registers

G2.1 The head of each office shall be responsible for the observance by the staff under his control of the prescribed hours of attendance.

G2.2 An attendance register shall be kept in which an officer in the clerical, technical, general A or general B division, or an employee, shall personally record the time of his arrival at and departure from his place of work: Provided that the provisions of this subregulation shall not be applicable to—

(a) those classes or groups of officers and employees determined by the Postmaster General; and

(b) an officer or employee who serves under circumstances that, in the opinion of the Postmaster General, render the keeping of a record of his attendance impracticable or undesirable,

in which event the Postmaster General shall make such other arrangements as he may consider adequate to ensure that the hours of attendance determined in terms of regulation G1.2 are observed.

G2.3 The attendance register shall be entrusted by the head of the office to the personal custody of an officer or employee whose duty it shall be to—

(a) ensure that the attendance register is accessible to members of the staff for the purpose mentioned in subregulation 2 and then only during such limited periods at the commencement and conclusion of the day's duties as may be indicated by the head of the office;

(b) ensure that only authentic recordings of arrival and departure are made by the officers and employees mentioned in subregulation 2;

(c) examine the entries made in the attendance register and submit it daily for inspection by the head of the office or by an officer designated for that purpose;

(d) report any irregularity to the officer whose duty it is to inspect the record of attendance in terms of paragraph (c); and

(e) ensure that recorded absences are covered by leave.

#### Working weeks

G3.1 Subject to the provisions of regulation G1 and the approval of the Minister, the Postmaster General shall decide, with due regard to the public interest, which officers and employees, or classes or groups of officers or employees, sections, branches or offices shall observe a five-day working week or otherwise, and he may determine different working weeks for different classes or groups of officers and employees, or for individuals within such classes or groups, or for sections, branches or offices.

G3.2 Unless explicitly otherwise prescribed or otherwise determined in the service contract of an employee

anders bepaal, moet 'n beampte of werknemer onderstaande *minimum* ure diens lewer:

	Weeklikse diensure
(a) In die algemeen in die geval van—	
(i) 'n beampte in die administratiewe, klerklike of vakkundige afdeling.....	42
(ii) 'n beampte in die tegniese of algemene A-afdeling.....	44
(iii) 'n beampte in die algemene B-afdeling of 'n voltydse werknemer.....	48
(b) In die besonder in die geval van—	
(i) 'n sentralesuperintendent:	
Man.....	42
Vrou.....	40
(ii) 'n telefonis (vrou) wat diens doen by 'n telefooncentrale met—	
40 en meer telefoonaansluitings.....	40
minder as 40 telefoonaansluitings.....	42
(iii) 'n telefonis (man).....	42
(iv) 'n klerk wat diens doen by 'n graad IV-kantoor, 'n ongegradeerde kantoor of 'n klas B-takkantoor.....	44

Met dien verstande dat die Posmeester-generaal kan toelaat dat 'n beampte in die tegniese, algemene A- of algemene B-afdeling of 'n voltydse werknemer wat 'n werkweek genoem in subparagrawe (a) (ii) en (iii) moet nakom, minstens 42 uur per week werk.

G3.3 Die werkweek en minimum diensure van 'n deeltydse werknemer is soos van tyd tot tyd deur die Raad bepaal.

G3.4 Waar die amptelike diensure wat vir 'n beampte of werknemer kragtens regulasie G1.2 bepaal is in die geheel of gedeeltelik gedurende die nag val, moet sodanige beampte of werknemer se werkweek vir doeleinades van die berekening van oortyddiens verminder word met een sesde van daardie gedeelte van genoemde diensure wat gedurende die nag val: Met dien verstande dat, behalwe in die geval van telefooncentrale-operateurs en hul toesighoudende personeel, die bepalings van hierdie subregulasie nie van toepassing is nie op 'n beampte of werknemer wat in 'n klas val wat as 'n diensvoorraarde nagdiens moet verrig: Met dien verstande voorts dat die nagdiens van telefooncentrale-operateurs en hul toesighoudende personeel vir die doeleinades van die toepassing van hierdie subregulasie gereken word vanaf 18h00 tot 07h00 in die geval van vroulike personeel en van 18h00 tot 08h00 in die geval van manlike personeel.

G3.5 (a) Wanneer 'n beampte of werknemer gedurende die amptelike diensure wat ingevolge regulasie G1.2 vir hom bepaal is, van diens afwesig is as gevolg van toegestane verlof of weens ander omstandighede wat vir die hoof van die kantoor aanneemlik is, moet hy, vir doeleinades van die voltooiing van sy werkweek, geag word gedurende sodanige afwesigheid op diens te gewees het.

(b) Die amptelike diensure wat ten opsigte van 'n bepaalde dag van die week vir 'n beampte of werknemer ingevolge regulasie G1.2 bepaal is, moet vir doeleinades van die voltooiing van sy werkweek ingerekken word wanneer daardie dag van die week op 'n openbare vakansiedag val.

#### Oortyddiens en oortydbesoldiging

G4.1 Wanneer die hoof van 'n beampte of werknemer se kantoor kragtens regulasie G1.1 van sodanige beampte of werknemer vereis om oortyddiens te verrig, mag oortydbesoldiging ten opsigte van sodanige oortyddiens nie as 'n reg geëis word nie.

G4.2 Ondanks die bepalings van subregulasie 1 kan die Posmeester-generaal oortydbesoldiging aan 'n beampte of werknemer betaal wat onvermydelike oortyddiens moet verrig.

serving on contract, an officer or employee shall render the undermentioned *minimum* hours of service:

	Weekly hours of attendance
(a) Generally in the case of—	
(i) an officer in the administrative, clerical or professional division.....	42
(ii) an officer in the technical or general A division.....	44
(iii) an officer in the general B division or a full-time employee.....	48
(b) In particular in the case of—	
(i) an exchange superintendent:	
Male.....	42
Female.....	40
(ii) a telephonist (female) performing duty at a telephone exchange with—	
40 and more telephone connections.....	40
less than 40 telephone connections.....	42
(iii) a telephonist (male).....	42
(iv) a clerk performing duty at a grade IV office, an ungraded office or a class B branch office.....	44

Provided that the Postmaster General may permit an officer in the technical, general A or general B division or a full-time employee who observes a working week mentioned in subparagraphs (a) (ii) and (iii) to work not less than 42 hours per week.

G3.3 The working week and minimum hours of attendance of a part-time employee shall be as determined by the Board from time to time.

G3.4 Where the official hours of attendance determined for an officer or employee in terms of regulation G1.2 fall wholly or partially during the night, the working week of such officer or employee shall, for the purposes of calculating overtime duty, be reduced by one-sixth of that portion of the said hours of attendance falling during the night: Provided that, except in the case of telephone exchange operators and their supervising staff, the provisions of this subregulation shall not apply to an officer or employee falling in a class whose conditions of service require him to perform night duty: Provided further that the night duty of telephone exchange operators and their supervising staff shall, for the purposes of the application of this subregulation be reckoned from 18h00 to 07h00 in the case of female personnel and from 18h00 to 08h00 in the case of male personnel.

G3.5 (a) If an officer or employee, during the official hours of attendance determined for him in terms of regulation G1.2, is absent from duty as a result of leave granted or as a result of other circumstances that are acceptable to the head of the office, he shall be regarded as having been on duty during such absence for the purpose of the completion of his working week.

(b) The official hours of attendance determined for an officer or employee in terms of regulation G1.2 in respect of a particular day of the week shall be reckoned for the purposes of the completion of the working week if that day of the week falls on a public holiday.

#### Overtime duty and overtime remuneration

G4.1 If the head of an officer's or employee's office requires such officer or employee, in terms of regulation G1.1, to perform overtime duty, no overtime remuneration shall of right be claimable in respect of such overtime duty.

G4.2 Notwithstanding the provisions of subregulation 1 the Postmaster General may pay overtime remuneration to an officer or employee who has to perform unavoidable overtime duty.

G4.3 Besoldiging ten opsigte van oortyddiens word betaal teen die uurtariewe wat in die kode bepaal word en genoemde tariewe kan verskillend wees—

(a) ten opsigte van oortyddiens wat op 'n Sondag en oortyddiens wat op 'n ander dag as 'n Sondag verrig word; en

(b) ten opsigte van beampies en werknemers wat verskillende salarisse en lone ontvang: Met dien verstande dat die Posmeester-generaal kan vereis dat oortyddiens waartydens 'n beampte of werknemer ander pligte as die gewone pligte verbonde aan sy graad, pos of werkindeling onderneem teen 'n laer tarief van besoldiging verrig word as dié wat op die beampte of werknemer se salaris gegrond is.

G4.4 Besoldiging ten opsigte van oortyddiens is nie pensioengewend nie.

G4.5 By die berekening van oortyddiens deur 'n beampte of werknemer verrig, moet—

(a) 'n tydperk van oortyddiens van korter as 'n kwartier wat aaneenlopend is met die amptelike diensure wat vir die betrokke beampte of werknemer kragtens regulasie G1.2 bepaal is buite rekening gelaat word;

(b) 'n tydperk van oortyddiens van korter as 'n uur wat nie aaneenlopend is nie met die amptelike diensure wat vir die betrokke beampte of werknemer kragtens regulasie G1.2 bepaal is as een uur gereken word;

(c) een uur by die tydperk van oortyddiens gereken word ten opsigte van elke geval waar 'n beampte of werknemer later as 18h00 op die vorige dag of na afsluiting van die dienstydperk wat die oortyddiens onmiddellik voorafgaan, naamlik die laatste—

(i) aangesê word om oortyddiens te verrig; of

(ii) kennis gegee word dat oortyddiens wat hy aangesê is om te verrig, maar waarvoor hy hom nog nie aangemeld het nie, gekanselleer is;

(d) die volle tydperk van oortyddiens wat 'n beampte of werknemer aangesê is om te verrig, tot 'n maksimum van twee uur, by die ekstra diens gereken word ten opsigte van oortyddiens wat gekanselleer is, maar waarvoor sodanige beampte of werknemer hom aangemeld het omdat hy nie vooraf van die kanselering in kennis gestel is nie;

(e) 'n tydperk of tydperke van oortyddiens van altesaam minder as twee uur wat geheel en al gedurende een nag val, gereken word ten minste twee uur oortyddiens te wees, tensy die oortyddiens aaneenlopend met gewone diens is;

(f) 'n tydperk van oortyddiens wat deur 'n etenspouse van minder as 45 minute onderbreek word as deurlopend beskou word vir die doelindes van die betaling van oortydbesoldiging; en

(g) wagtyd, dit wil sê 'n tydperk waartydens 'n beampte of werknemer nie toegelaat word om sy werkplek te verlaat nie, hoewel daar nie vir hom werk is nie, as oortyddiens geag word: Met dien verstande dat 'n tydperk van minder as een uur wat 'n beampte of werknemer in sodanige omstandighede toegelaat word om sy werkplek te verlaat ook as wagtyd gereken kan word.

G4.6 By die berekening van die oortyddiens wat 'n beampte of werknemer verrig het oor 'n tydperk wat deur 'n werkweek gedeck word, en behoudens die bepalings van paragraaf (b) van subregulasie 5, moet gedeeltes van 'n uur in elke totaal wat teen 'n afsonderlike tarief bereken word—

(a) buite rekening gelaat word as dit korter as 'n halfuur is; en

(b) as een uur gereken word as dit 'n halfuur of langer is.

G4.3 Remuneration in respect of overtime duty shall be paid at the hourly rates determined in the code and such rates may differ—

(a) in respect of overtime duty performed on a Sunday and overtime duty performed on a day other than a Sunday; and

(b) in respect of officers and employees receiving different salaries and wages: Provided that the Postmaster General may require that overtime duty during which an officer or employee undertakes duties other than the normal duties attaching to his grade, post or work classification be performed at a lower rate of remuneration than that based on the officer's or employee's salary.

G4.4 Remuneration in respect of overtime duty is not pensionable.

G4.5 In the calculation of the overtime duty performed by an officer or employee—

(a) a period of overtime duty of shorter duration than quarter of an hour, which is continuous with the official hours of attendance determined for the officer or employee concerned in terms of regulation G1.2, shall be ignored;

(b) a period of overtime duty of shorter duration than an hour, which is not continuous with the official hours of attendance determined for the officer or employee concerned in terms of regulation G1.2, shall be reckoned as one hour;

(c) one hour shall be added to the period of overtime duty in respect of each case where an officer or employee is—

(i) notified of overtime duty; or

(ii) informed that overtime duty of which he has been notified but for which he has not yet reported, has been cancelled,

later than 18h00 on the previous day or after the close of the period of service immediately preceding the period of overtime duty, whichever may be the later;

(d) the full period of overtime duty of which an officer or employee has been notified, to a maximum of two hours, shall be added to the extra duty in respect of overtime duty which has been cancelled but for which such officer or employee reported because he was not notified beforehand of the cancellation;

(e) a period or periods of overtime duty of a total of less than two hours which fall wholly during one night, shall be regarded as being at least two hours' overtime duty, unless the overtime duty is continuous with ordinary duty;

(f) a period of overtime duty interrupted by a meal interval of less than 45 minutes shall be regarded as continuous for the purposes of the payment of overtime duty; and

(g) waiting-time, *id est* a period during which an officer or employee, although there is no work for him, is not allowed to leave his place of work, shall be regarded as overtime duty: Provided that if under such circumstances an officer or employee is allowed to leave his place of work for a period of less than one hour, such absence may also be regarded as waiting-time.

G4.6 In the calculation of the overtime duty performed by an officer or employee during a period covered by a working week, and subject to the provisions of paragraph (b) of subregulation 5, portions of an hour in each total that is calculated at a separate rate shall be—

(a) ignored if less than half an hour; and

(b) reckoned as one hour if half an hour or longer.

G4.7 Oortydbesoldiging ten opsigte van oortyddiens wat gedurende die nag verrig is, moet bereken word teen die tariewe wat van toepassing is op oortyddiens op 'n Sondag: Met dien verstande dat, behalwe in die geval van telefooncentrale-operateurs en hul toesighoudende personeel, die bepalings van hierdie subregulasie nie van toepassing is nie op 'n beampte of werknemer wat in 'n klas val wat as 'n diensvoorraarde nagdiens moet verrig.

G4.8 'n Beampte of werknemer moet gedurende tydperke van oortyddiens sy volle aandag wy aan die pligte wat aan hom toevertrou is en mag nie sonder die toestemming van sy toesighouer gedurende sodanige tydperke van sy kantoor of werkplek afwesig wees nie.

G4.9 Wanneer 'n beampte of werknemer—

(a) verpligte oortyddiens op 'n ander plek as sy normale werkplek moet verrig, kan sy vervoerkoste tussen die twee plekke uit departementele gelde aan hom betaal word en kan die tydperk tussen die afsluiting van sy diens by sy normale werkplek en die aanvang van die oortyddiens, tot 'n maksimum van één uur, as deel van sy oortyddiens gereken word; en

(b) gewone diens op 'n ander plek as sy normale werkplek verrig en daarvandaan na 'n ander plek moet gaan om verpligte oortyddiens te verrig, kan die reis-tyd tussen die plek waar die gewone diens afgesluit word en die plek waar die oortyddiens verrig moet word as oortyddiens gereken word.

G4.10 Wanneer 'n beampte of werknemer wat aangesê is om oortyddiens te verrig, versuim om voor die tyd wat vasgestel is vir die aanvang van die oortyddiens kennis te gee dat hy nie in staat is om sodanige diens te verrig nie, of nie 'n aanneemlike rede kan verstrek waarom hy nie sodanige kennis vir die aanvang van sy oortyddiens kon gee nie, kan, ongeag ander stappe wat kragtens die bepalings van die Wet teen hom gedoen kan word—

(a) sodanige afwesigheid, in die geval van oortyddiens op 'n Sondag of openbare feesdag, geag word een dag se verlof sonder betaling te wees; en

(b) in die geval van gewone oortyddiens, die beampte of werknemer gepenaliseer word deur 'n bedrag gelykstaande met  $\frac{X}{7}$  van sy daaglikselararis, waar X die getal ure oortyddiens verteenwoordig wat hy moes verrig het, van sy besoldiging af te trek.

G4.11 'n Beampte of werknemer wat hom vir oortyddiens aanmeld ná die tyd wat vasgestel is vir die aanvang van die diens, of wat gedurende sy oortyddiens vir 'n gedeelte daarvan sonder die toestemming van die hoof van sy kantoor van sy werkplek afwesig is, kan, ongeag ander stappe wat kragtens die bepalings van die Wet teen hom gedoen kan word, gepenaliseer word deur die geldwaarde-ekwivalent van die verlore tyd, bereken teen sy oortydtarief, van sy besoldiging af te trek.

G4.12 'n Beampte of werknemer wat weens siekte vir 'n gedeelte van enige oortyddiens afwesig is, ontvang oortydbesoldiging slegs vir die gedeelte van die oortyddiens wat hy verrig het; as hy vir die hele tydperk van oortyddiens afwesig is, ontvang hy geen oortydbesoldiging ten opsigte van daardie tydperk nie.

#### Vaste oortydtolae

G5. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Posmeester-generaal, in gevalle waar die betaling van oortydbesoldiging volgens uurtariewe onprakties of onwenslik is, goedkeur dat aan 'n beampte of werknemer wat vir oortydbesoldiging in aanmerking kom 'n tolæe ten opsigte van oortyddiens betaal word wat bereken word volgens 'n grondslag wat in die kode bepaal word.

G4.7 Overtime remuneration in respect of overtime duty performed during the night shall be calculated at the rates applicable to overtime duty on a Sunday: Provided that except in the case of telephone exchange operators and their supervising staff, the provisions of this subregulation shall not apply to an officer or employee falling in a class performing night duty as a condition of service.

G4.8 An officer or employee shall give his full attention to the duties entrusted to him during periods of overtime duty and shall not without the consent of his supervisor be absent from his office or place of work during such periods.

G4.9 When an officer or employee is required to perform—

(a) compulsory overtime duty at a place other than his normal place of work, the cost of his transport between the two places may be paid from departmental funds and the interval between the conclusion of his normal duty at his normal place of work and the commencement of the overtime duty, up to a maximum of one hour, may be regarded as overtime duty; and

(b) normal duty at a place other than his normal place of work and he is required to proceed elsewhere to perform compulsory overtime duty, the travelling time between the place where the normal duty concluded and the place where the overtime duty is to be performed may be regarded as overtime duty.

G4.10 When an officer or employee who is required to perform overtime duty, fails to give notice before the time fixed for the commencement of the overtime duty of his inability to attend for such duty, or is unable to advance an acceptable reason why he could not give such notice prior to the commencement of his overtime duty—

(a) such absence may, in the case of overtime duty on a Sunday or public holiday, be regarded as one day's leave without pay; and

(b) he may, in the case of ordinary overtime duty, be penalised by deducting from his emoluments an amount equivalent to  $\frac{X}{7}$  of this day's salary, where X represents the number of hours overtime duty he was required to perform,

notwithstanding other steps that may be taken against him in terms of the provisions of the Act.

G4.11 An officer or employee who reports for overtime duty after the time fixed for the commencement of the duty, or who, during his overtime duty is absent for part thereof from his place of work without the consent of the head of his office, may, notwithstanding other steps that may be taken against him in terms of the provisions of the Act, be penalised by deducting the money-equivalent of the time lost, based on this overtime rate from his salary.

G4.12 An officer or employee who, owing to illness, is absent for a portion of any overtime duty shall receive overtime remuneration only for the portion of overtime duty performed by him; if he is absent during the whole period of overtime duty he shall receive no overtime remuneration in respect of that period.

#### Commututed overtime allowance

G5. Notwithstanding anything to the contrary contained in this chapter, the Postmaster General may, in cases where the payment of overtime remuneration according to hourly rates is impractical or undesirable, approve that an officer or employee who is eligible for overtime remuneration be paid an allowance in respect of overtime duty calculated on a basis determined in the code.

*Buitengewone gevalle*

G6. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle awykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

**HOOFSTUK H**

**AMPTELIKE KWARTIERE**

*Toepaslikheid van regulasies*

H1.1 Die regulasies van hierdie hoofstuk is nie van toepassing nie op—

(a) beampes en werknemers in die gebied of kwartiere wat vir hulle beskikbaar gestel word;

(b) ander beampes en werknemers vir wie kwartiere wat nie ingevolge regulasie H5.1 as amptelike kwartiere aangewys is nie, beskikbaar gestel word.

H1.2 Die voorwaardes van bewoning van kwartiere in subregulasie 1 bedoel, is soos in die kode bepaal of, in gevallen waar die Posmeester-generaal aldus besluit, soos deur die Posmeester-generaal bepaal.

*Duur van verpligtinge van huurders*

H2.1 Behoudens die bepalings van regulasies H6.1 en H7—

(a) neem die verpligtinge wat 'n huurder deur die regulasies van hierdie hoofstuk opgelê word 'n aanvang op die datum waarop hy diens aanvaar in 'n pos waaraan amptelike kwartiere verbonde is, mits die kwartiere beskikbaar is vir onmiddellike bewoning, of op die datum waarop hy die kwartiere betrek, naamlik die vroegste datum;

(b) eindig genoemde verpligtinge op die datum—

(i) waarop die huurder se dienste eindig in die pos in paragraaf (a) genoem of waarop hy die amptelike kwartiere werklik ontruim, naamlik die laatste datum; of

(ii) waarop die toewysing van amptelike kwartiere aan die bekleer van die betrokke pos teruggetrek word of waarop hy die amptelike kwartiere werklik ontruim, naamlik die laatste datum; en

(c) word genoemde verpligtinge opgeskort vir enige tydperk waartydens dit van die huurder vereis word om die amptelike kwartiere te ontruim sodat 'n plaasvervanger dit kan bewoon of sodat herstel- of opknappingswerk uitgevoer kan word.

H2.2 Ondanks die bepalings van subregulasie 1 word 'n beample aan wie amptelike kwartiere kragtens regulasie H5 toegewys of kragtens regulasie H6 toegeken is en aan wie vakansieverlof onmiddellik voor sy uitdienstreding by beroekiging van die pensioenleeftyd toegestaan is, vrygestel van die verpligtinge wat hom deur die regulasie opgelê word met ingang van die datum waarop hy die betrokke kwartiere ontruim: Met dien verstande dat die tydperk van sodanige vrystelling nie drie maande oorskry nie en nie korter as een maand is nie.

*Verskaffing van meubels*

H3. Meubels vir getroude- of enkelkwartiere word slegs verskaf indien die Posmeester-generaal sodanige verskaffing goedkeur.

*Indeling van amptelike kwartiere*

H4. Amptelike kwartiere word deur die Posmeester-generaal ingedeel onder getroude- of enkelkwartiere: Met dien verstande dat enkelkwartiere wat kragtens regulasie H5 toegewys of kragtens regulasie H6 toegeken is aan 'n beample of werknemer met 'n gesin of afhanklikers wat gewoonlik by hom inwoon vir die tydperk van sodanige toewysing of toekennung geag word onder getroudekwartiere ingedeel te wees.

*Exceptional cases*

G6. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

**CHAPTER H**

**OFFICIAL QUARTERS**

*Applicability of regulations*

H1.1 The regulations of this chapter are not applicable to—

(a) officers and employees in the territory or quarters made available to them;

(b) other officers and employees to whom quarters are made available that have not been assigned in terms of regulation H5.1.

H1.2 The conditions of occupation of quarters referred to in subregulation 1 are as determined in the code or, in cases where the Postmaster General so decides, as determined by the Postmaster General.

*Duration of obligations of tenants*

H2.1 Subject to the provisions of regulations H6.1 and H7—

(a) the obligations devolving upon a tenant in terms of the regulations of this chapter shall commence on the date on which he assumes duty in a post to which official quarters are attached, provided that the quarters are available for immediate occupation, or on the date on which he moves into the quarters, whichever is the earlier;

(b) such obligations cease from the date—

(i) on which the tenant's services in the post mentioned in paragraph (a) terminate or on which he actually vacates the official quarters, whichever is the later; or

(ii) on which the assignment of the official quarters to the holder of the post in question is withdrawn or on which he actually vacates the official quarters, whichever is the later; and

(c) such obligations are suspended for any period during which the tenant is required to vacate the official quarters to permit occupation by a *locum tenens* or repairs or renovations to be carried out.

H2.2 Notwithstanding the provisions of subregulation 1, an officer to whom official quarters have been assigned in terms of regulation H5 or allotted in terms of regulation H6 and to whom vacation leave has been granted immediately before his retirement on attaining the pensionable age shall be exempted from the obligations devolving upon him by this regulation with effect from the date on which he vacates the relative quarters: Provided that the period of such exemption shall not exceed a period of three months and shall not be less than one month.

*Provision of furniture*

H3. Furniture for married or single quarters shall be provided only if the Postmaster General approves such provision.

*Classification of official quarters*

H4. Official quarters shall be classified by the Postmaster General as married or single quarters: Provided that single quarters assigned in terms of regulation H5 or allotted in terms of regulation H6 to an officer or employee with a family or dependants who normally reside with him shall for the period of such assignment or allotment, be regarded as classified under married quarters.

*Verskaffing, toewysing en vrystelling van bewoning van amptelike kwartiere*

H5.1 Die Posmeester-generaal kan huise en ander woonakkommodesie waaroor die departement beskik as amptelike kwartiere aanwys en as sodanig toewys aan die bekleërs van die poste wat hy bepaal, en kan sodanige amptelike kwartiere as standaardkwartiere, nie-standaardkwartiere en voetstootse kwartiere klassifiseer op die grondslag soos in die kode bepaal word.

H5.2 As die Posmeester-generaal oortuig is dat dit in departementele belang is, kan hy die geheel of 'n gedeelte van amptelike kwartiere van toewysing terughou of terugtrek.

H5.3 Indien die beampete of werknemer wat 'n ooreenkomsig subregulasie 1 bepaalde pos beklee om redes wat vir die Posmeester-generaal aanneemlik is, nie bereid is of nie in staat is om die amptelike kwartiere te bewoon nie, kan die Posmeester-generaal hom vrystelling verleen van bewoning van die betrokke kwartiere.

*Toekennung van amptelike kwartiere*

H6.1 Amptelike kwartiere wat kragtens regulasie H5.2 teruggehou of teruggetrek is of ten opsigte waarvan vrystelling van bewoning kragtens regulasie H5.3 verleent is, of wat nie toegewys kan word nie omdat die pos ten opsigte waarvan dit verskaf is vakant is, kan deur die Posmeester-generaal aan 'n ander beampete of werknemer toegeken word of vir die tydperk wat dit nie toegewys is nie of vir die tydperk waartydens die bekleer van die pos waaraan dit toegewys is van bewoning daarvan vrygestel is of vir die tydperk waartydens sodanige pos vakant is of, by ooreenkoms met bedoelde beampete of werknemer, vir enige gedeelte van voornoemde tydperke. Sodanige toekenning is in alle opsigte onderworpe aan die bepalings van die regulasies in hierdie hoofstuk.

H6.2 As die Posmeester-generaal die amptelike kwartiere nie kragtens subregulasie 1 kan toeken nie, kan hy die kwartiere na goeddunke tydelik verhuur aan 'n ander Staatsdepartement of ander liggaaam of aan 'n persoon wat nie 'n beampete of werknemer is nie.

*Aanspreeklikheid vir huurgeld*

H7. 'n Huurder moet huurgeld betaal ten opsigte van die hele tydperk waartydens hy ooreenkomsig regulasie H2.1 onderworpe is aan die verpligte wat hom deur die regulasies van hierdie hoofstuk opgelê word, behalwe dat—

(a) wanneer hy oorgeplaas word van een hoofkwartier na 'n ander by albei waarvan amptelike kwartiere beskikbaar en toegewys is, hy huurgeld ten opsigte van die amptelike kwartiere by die ou hoofkwartier moet betaal tot en met die datum wat dié voorafgaan waarop sy aanspreeklikheid vir die betaling van huurgeld ten opsigte van die amptelike kwartiere by die nuwe hoofkwartier 'n aanvang neem; of

(b) as hy op amptelike diens of met verlof, van watter aard ook al, vir 'n aaneenlopende tydperk van langer as 30 dae afwesig is, waartydens die amptelike kwartiere nie vir 'n plaasvervanger nodig is of onderverhuur of bewoon word nie, hy aanspreeklik gehou word vir huurgeld teen die helfte van die tarief wat in die kode bepaal word ten opsigte van die hele tydperk van sy afwesigheid.

*Bedrae van huurgeld betaalbaar ten opsigte van amptelike kwartiere, meubels en motorhuise*

H8. Die bedrag wat deur 'n huurder betaalbaar is ten opsigte van huurgeld—

(a) vir getroude- of enkelkwartiere;

*Provision, assignment and exemption from occupation of official quarters*

H5.1 The Postmaster General may designate as official quarters, houses and other living accommodation available to the department and assign them as such to the incumbents of the posts determined by him and may classify such official quarters as standard quarters, non-standard quarters and voetstoets quarters on the basis determined in the code.

H5.2 If the Postmaster General is satisfied that the departmental interest so demands, he may withhold or withdraw from assignment the whole or a portion of official quarters.

H5.3 If for reasons acceptable to the Postmaster General, the officer or employee who occupies a post determined in accordance with subregulation 1 is not prepared or unable to occupy the official quarters, the Postmaster General may grant him exemption from occupying the quarters concerned.

*Allotment of official quarters*

H6.1 Official quarters that, in terms of regulation H5.2, are withheld or withdrawn or in respect of which exemption from occupation has been granted in terms of regulation H5.3, or that cannot be assigned owing to the post in respect of which they have been provided being vacant, may be allotted by the Postmaster General to any other officer or employee for the period they are not assigned or for the period during which the incumbent of the post for which they have been provided has been exempted from occupying them or for the period such post is vacant or, by agreement with the officer or employee referred to, for any part of the aforementioned periods. Such allotment shall be subject, in all respects, to the provisions of the regulations of this chapter.

H6.2 If the Postmaster General cannot allot the official quarters in terms of subregulation 1, he may, at his discretion, temporarily let the quarters to another state department or another body or to a person who is not an officer or employee.

*Liability for rent*

H7. A tenant shall pay rent in respect of the whole period during which, in accordance with regulation H2.1, he is subject to the obligations imposed upon him by the regulations of this chapter, except that—

(a) when he is transferred from one headquarters to another, at both of which official quarters are available and assigned, he shall pay rent in respect of the official quarters at the old headquarters up to and including the day preceding the date on which he becomes liable to pay rent in respect of the official quarters at the new headquarters; or

(b) if he is absent on official duty or leave, of whatever nature, for a continuous period exceeding 30 days during which the official quarters are not required for a *locum tenens*, nor sublet, nor occupied, he shall be required to pay rent at one half the rate determined in the code in respect of the whole period of his absence.

*Amounts of rent payable in respect of official quarters, furniture and garages*

H8. The amount payable by a tenant in respect of rental—

(a) for married or single quarters;

(b) indien enige, vir die gebruik van meubels wat vir getroude- of enkelkwartiere verskaf is, met inbegrip van die koste verbonde aan die gebruik van stowe en yskaste; en

(c) vir 'n motorhuis by enkelkwartiere, is soos in die kode bepaal word.

*Invoerding van huurgeld en ander verskuldigde gelde*

H9. Die huurgeld en sodanige ander gelde, heffings en opleggings as wat kragtens die regulasies in hierdie hoofstuk deur 'n huurder betaal of op hom verhaal moet word, word van sy salaris afgetrek.

*Bewoning van amptelike kwartiere deur huishouding van 'n oorlede huurder*

H10. In geval van die dood van 'n huurder is sy huishouding daarop geregtig om, sonder om huurgeld te betaal, in die amptelike kwartiere aan te bly tot aan die einde van die maand wat volg op dié waarin hy oorlede is, dog onderworpe daaraan dat voldoen word aan die bepalings van die regulasies in hierdie hoofstuk en die ander voorwaardes wat die kode bepaal.

*Tydelike ontruiming van amptelike kwartiere*

H11. 'n Huurder aan wie amptelike kwartiere kragtens regulasie H5 toegewys of kragtens regulasie H6 toegeken is—

(a) en wat om watter rede ook al van sy gewone werkplek afwesig is, moet, na redelike kennisgewing deur die Posmeester-generaal, sodanige kwartiere tydelik ontruim vir die tydperk wat dit deur 'n plaasvervanger vir bywoning verlang word en hy moet al sy persoonlike besittings verwyder, tensy hy 'n reëling met die plaasvervanger tref waarvolgens sy persoonlike besittings op die perseel bly; of

(b) moet na redelike kennisgewing deur die Posmeester-generaal sy amptelike kwartiere tydelik ontruim vir sodanige tydperk as wat dit onbewoon moet wees om herstel- of opknappingswerk daaraan te doen en, indien nodig, moet hy sy persoonlike besittings daaruit verwryder.

*Bewoning van amptelike kwartiere deur 'n plaasvervanger*

H12. As amptelike kwartiere deur 'n plaasvervanger bewoon word, betaal hy die huurgeld wat in die kode bepaal is ooreenkomsdig die bepalings van regulasie H8 wat *mutatis mutandis* op hom van toepassing is en is hy aanspreeklik vir al die verpligte wat 'n huurder by die regulasies van hierdie hoofstuk opgelê word.

*Tydelike onderverhuring van amptelike kwartiere*

H13.1 As 'n huurder as gevolg van afwesigheid met verlof of op amptelike diens vir 'n aanenlopende tydperk van langer as 30 dae nie in staat is om sy amptelike kwartiere te bewoon nie en as dit nie vir 'n plaasvervanger nodig is nie, kan hy deur die Posmeester-generaal toegelaat word om dit te onderverhuur vir 'n tydperk en aan 'n persoon wat deur die Posmeester-generaal goedgekeur is, onderworpe daaraan dat die huurder in alle opsigte aanspreeklik bly vir sy verpligte ingevolge hierdie regulasies, met inbegrip van die betaling van huurgeld. As die huurgeld wat deur die onderhuurder betaal word die huurgeld oorskry wat deur die huurder betaalbaar is, besluit die Posmeester-generaal watter gedeelte van sodanige oorskrywing in die fonds gestort moet word en watter gedeelte daarvan deur die huurder behou kan word as vergoeding vir die gebruik van persoonlike besittings wat aan hom behoort en waarvan die onderhuurder gebruik gemaak het.

H13.2 In buitengewone omstandighede, uitgesonder die omstandighede genoem in subregulasie 1, kan die Posmeester-generaal die huurder toelaat om die amptelike

(b) if any, for the use of furniture provided for married or single quarters, including the costs connected with the use of stoves and refrigerators; and

(c) for a garage at single quarters, is as determined in the code.

*Collection of rent and other amounts due*

H9. The rent and such other amounts, levies and impositions as are payable by or recoverable from a tenant in terms of the regulations of this chapter shall be deducted from his salary.

*Occupation of official quarters by household of deceased tenant*

H10. In the event of the death of a tenant his household shall be entitled to remain in occupation of the official quarters free of rent until the end of the month following that in which he died, but subject in all other respects to compliance with the provisions of the regulations in this chapter and such other conditions as determined in the code.

*Temporary vacating of official quarters*

H11. A tenant to whom official quarters have been assigned in terms of regulation H5 or allotted in terms of regulation H6—

(a) and who is absent from his normal place of duty for any reason shall, on reasonable notice from the Postmaster General, temporarily vacate such quarters for the period they are required for occupation by a *locum tenens* and shall remove all his personal effects unless he comes to an arrangement with the *locum tenens* whereby his personal effects may remain on the premises; or

(b) shall, on reasonable notice from the Postmaster General, temporarily vacate his official quarters for such period as vacant possession is required for the purpose of effecting repairs or renovations, and he shall, if so required, remove his personal effects therefrom.

*Occupation of official quarters by locum tenens*

H12. If official quarters are occupied by a *locum tenens* he shall pay the rent determined in the code in accordance with the provisions of regulation H8, which shall be applicable to him *mutatis mutandis*, and he shall be responsible for all obligations devolving upon a tenant in terms of the regulations of this chapter.

*Temporary subletting of official quarters*

H13.1 If through absence on leave or official duty for a continuous period exceeding 30 days a tenant is unable to occupy his official quarters and they are not required for a *locum tenens*, such tenant may be permitted by the Postmaster General to sublet the quarters for a period and to a person approved by the Postmaster General subject to the tenant remaining in all respects liable for his obligations under these regulations, including the payment of rent. If the rent paid by the subtenant exceeds the rent payable by the tenant, the Postmaster General shall decide what portion of such excess shall be paid into the fund and what portion may be retained by the tenant as compensation for the use of personal effects belonging to him and utilised by the subtenant.

H13.2 In exceptional circumstances, other than the circumstances mentioned in subregulation 1, the Postmaster General may permit the tenant to sublet the official quart-

kwartiere te onderverhuur, onderworpe aan sodanige terme en voorwaardes as wat die Posmeester-generaal bepaal: Met dien verstande dat as sodanige amptelike kwartiere onderverhuur word teen 'n huurgeld wat die huurgeld oorskry wat die huurder kragtens die bepalings van hierdie hoofstuk moet betaal, die bedrag van sodanige oorskryding in die fonds gestort moet word.

#### Voorwaardes van bewoning

##### H14.1 Die huurder is aanspreeklik en verantwoordelik—

- (a) om die geboue skoon en netjies te hou;
- (b) om die geboue van insekte en ongedierte skoon te hou: Met dien verstande dat die Posmeester-generaal na goeddunke die uitroeiing van weeuwse of ander insekteplaas kan onderneem en die koste op die huurder verhaal indien bepaal word dat die huurder vir die besmetting aanspreeklik is, of self die las aanvaar as aanspreeklikheid vir die besmetting nie bepaal kan word nie;

(c) vir herstelwerk aan en onderhoud van die geboue en die meubels, toebehore, vaste toebehore, masjinerie en uitrusting, uitgesonderd herstelwerk wat gedoen moet word as gevolg van gewone slytasie, struktuurgebreke en *vis major*, en vir die koste verbonde aan die herstel van defekte, bouvallighede en tekorte wat deur sy toedoen veroorsaak is;

(d) om die terrein, speelbane en tuine in 'n goeie toestand en skoon te hou, bome, struiken en heinings te snoei, vrugtebome te bespuit en grasperke en gras te knip en te sny: Met dien verstande dat waar die terrein uitgestrek is of deel uitmaak van die aanleg van 'n departementeel inrigting, die Posmeester-generaal na goeddunke 'n gedeelte van die koste wat die huurder aangegaan het in verband met die skoonhou en onderhoud van onbewerkte gedeeltes daarvan aan hom kan terugbetaal;

(e) vir alle glas, behalwe as vervanging nodig is as gevolg van gewone slytasie, struktuurgebreke en *vis major*;

(f) vir alle sleutels deur hom ontvang;

(g) vir die bedryfskoste en die koste verbonde aan die onderhoud en herstel van alle verligting- en pompuitrusting wat vir sy gebruik geïnstalleer is (uitgesonderd herstelwerk wat as gevolg van gewone slytasie, meaniiese gebreke of *vis major* gedoen moet word): Met dien verstande dat die Posmeester-generaal sodanige onderhoud kan onderneem as dit na sy mening wenslik is dat dit departementeel onderneem word, en in dié geval moet 'n redelike maandelikse vordering wat deur die Posmeester-generaal bepaal word op die huurder verhaal word;

(h) vir die vervanging van verbruikbare artikels;

(i) om 'n uitrustingsregister te hou in 'n vorm wat die Posmeester-generaal goedkeur, van alle vaste toebehore, meubels, masjinerie en uitrusting wat vir die amptelike kwartiere verskaf is; en

(j) om enige defek, bouvalligheid of tekort, asook die oorsaak daarvan, onmiddellik aan die Posmeester-generaal te rapporteer.

H14.2 (a) Die huurder van getroudekwartiere is aanspreeklik vir enige heffing, belasting of ander vordering opgelê deur die Staat, 'n plaaslike owerheid of ander onderneming vir die verskaffing van water-, gas- en elektrisiteitstoevoer, ongeag of sodanige heffing die huurder, bewoner, huisbaas of eienaar opgelê word en of daar van sodanige toevoer of diens gebruik gemaak is, en hy moet die verskuldige bedrae op die betrokke vervaldatums betaal en, indien nodig, die Posmeester-generaal van bewys van betaling daarvan voorsien: Met dien verstande dat so 'n huurder vir sanitêre dienste die bedrag per maand moet betaal soos in die kode bepaal word: Met dien verstande voorts dat so 'n huurder nie aanspreeklik is vir die

ers subject to such terms and conditions as may be determined by the Postmaster General: Provided that if such official quarters are sublet at a higher rental than that payable by the tenant in terms of the provisions of this chapter, such excess shall be paid into the fund.

#### Conditions of tenancy

##### H14.1 The tenant shall be liable and responsible for—

(a) keeping the buildings in a clean and tidy condition;

(b) keeping the buildings free of insects and vermin: Provided that the Postmaster General may, at his discretion, undertake the extermination of bugs or other insect pests and either recover the cost from the tenant if it has been determined that the tenant is liable for the infestation, or accept liability if responsibility for the infestation cannot be determined;

(c) repairs to and maintenance of the buildings and furniture, fittings, fixtures, plant and equipment, other than repairs required to be made as a result of fair wear and tear, structural defects and *vis major*, and for the cost of rectifying defects, dilapidations and deficiencies occasioned by his default;

(d) the maintenance and keeping clean and in order of the grounds, playing courts and gardens, pruning of trees, shrubs and hedges, spraying of fruit trees and the cutting and trimming of lawns and grass: Provided that where grounds are extensive or form part of the layout of a departmental institution the Postmaster General may, at his discretion, reimburse the tenant a portion of the cost incurred in keeping clean and maintaining uncultivated portions thereof;

(e) all glass, except where replacement is necessitated by fair wear and tear, structural defects and *vis major*;

(f) all keys received by him;

(g) the cost of operating, maintaining and repairing (other than repairs necessitated by fair wear and tear, mechanical defects or *vis major*) of all lighting and pumping equipment installed for his use: Provided that the Postmaster General may undertake such maintenance if, in his opinion, it is desirable that it should be undertaken departmentally, in which case a reasonable monthly charge, to be determined by the Postmaster General, shall be recovered from the tenant;

(h) the replacement of expendable items;

(i) maintaining an equipment register, in a form approved by the Postmaster General, of all fixtures, fittings, furniture, plant and equipment provided for the official quarters; and

(j) reporting immediately to the Postmaster General any defect, dilapidation or deficiency and the cause thereof.

H14.2 (a) The tenant of married quarters shall be liable for any levy, rate or other charges raised by the State, a local authority or other undertaking for water, gas and electric current supply, irrespective of whether such levy is imposed on the tenant, occupier, landlord or owner, and whether use has been made of such supply or service and shall pay the amounts owing on the dates due and, if so required, furnish proof of payment thereof to the Postmaster General: Provided that for sanitary services a tenant shall pay per month the amount determined in the code: Provided further that such a tenant shall not

betaling van enige sodanige heffing, of gedeelte daarvan, wat nie vir die huurder 'n direkte diens of 'n onmiddellike en direkte voordeel inhoud nie: Met dien verstand verder dat die Posmeester-generaal die reg het om sodanige heffings waarvoor so 'n huurder aanspreeklik is regstreeks te betaal en om die geheel of 'n gedeelte daarvan op die huurder te verhaal op die wyse wat in regulasie H9 voorgeskryf word.

(b) As die heffing, belasting of oplegging vir water-, gas- en elektrisiteitstoeroer ingesluit is by enige algemene of eiendomsbelasting wat deur 'n plaaslike owerheid gehef word, betaal die huurder van getroudekwartiere sodanige gedeelte daarvan as wat die Posmeester-generaal bepaal.

(c) As die verskaffing van water, gas en elektrisiteit aan twee of meer amptelike kwartiere gesamentlik geskied en 'n enkelbedrag gehef of gevorder word of by wyse van 'n heffing of belasting of by wyse van 'n vordering gebaseer op gesamentlike verbruik of dienste gelewer of op enige ander wyse, betaal die huurder sodanige gedeelte van die gesamentlike heffing, belasting of vordering as wat die Posmeester-generaal bepaal.

(d) As die dienste genoem in regulasie H14.4 (f) deur die departement of die Staat verskaf word, is die huurder aanspreeklik vir en betaal hy vir sodanige dienste tesame met die betaling van huurgeld, sodanige bedrag as wat die Posmeester-generaal van tyd tot tyd bepaal: Met dien verstande dat die Posmeester-generaal 'n vaste maandelike bedrag vir die doeleinnes van hierdie paragraaf kan vorder.

#### H14.3 Die huurder mag nie—

(a) toevoegings tot of veranderings aan die amptelike kwartiere of uitrusting en installasies aanbring nie;

(b) enige noemenswaardige verandering aan die aanleg van die terrein aanbring nie, behalwe met die vooraf verkreeë skriftelike toestemming van die Posmeester-generaal en op sodanige voorwaardes as wat hy stel: Met dien verstande dat die huurder, voor die verstryking van sy huurtermyn, enige toevoeging of verbetering wat aldus aangebring is en wat nie deur die Posmeester-generaal oorgeneem is nie, kan verwijder mits sodanige verwijdering nie die beskadiging van die amptelike kwartiere tot gevolg sal hê nie;

(c) bome, struiken of plante van meerjarige soort sonder die vooraf verkreeë toestemming van die Posmeester-generaal afkap of verwijder nie;

(d) amptelike kwartiere op enige manier as 'n bron van inkomste gebruik of dit onderverhuur nie, behalwe soos in die regulasies van hierdie hoofstuk bepaal is;

(e) enige vervanging of herstelwerk aan die amptelike kwartiere bewerkstellig nie, behalwe die vervanging van glas en verbruikbare artikels en sodanige ander artikels as wat die Posmeester-generaal goedkeur.

#### H14.4 Die departement is verantwoordelik—

(a) vir die onderhoud, binnens- en buitenshuis, van al die geboue, vaste toebehore, toebehore, meubels, masjinerie, uitrusting en omheinings wat hy verskaf het en vir die herstel van defekte en bouvallighede, as sodanige onderhoud of herstelwerk deur gewone slytasie, struktuurgebreke of vis major genoodsaak is;

(b) vir die aanbring en onderhoud, na sy goeddunke, van water-, gas-, elektrisiteits- en rioolaansluitings;

(c) vir die verskaffing, waar nodig, van vullisblikke vir gebruik buitenshuis;

(d) vir die verskaffing en vervanging, waar nodig, van sanitêre emmers;

(e) vir die aanvanklike en basiese aanleg van die terrein wat hy nodig ag, met inbegrip van die oprigting van omheinings, die verskaffing van hekke en die maak van terrasse, loop- en rypaaie en kan, na goeddunke, aan die huurder 'n gedeelte terugbetaal van die koste

be liable for payment of any such levy, or portion thereof, that does not cover a direct service or confer an immediate and direct benefit on the tenant: Provided moreover that the Postmaster General shall have the right to effect direct payment of all such levies for which such a tenant is liable and to recover the whole or a portion thereof from the tenant in the manner prescribed in regulation H9.

(b) If the levy, rate or imposition for water, gas and electric current supply is included in any general or assessment rate, being a tax levied by a local authority, the tenant of married quarters shall pay such proportion thereof as is determined by the Postmaster General.

(c) If water, gas and electricity are supplied to two or more official quarters jointly and a single amount is charged or levied, either by means of a levy or rate or by a charge based on joint consumption or services rendered, or in any other manner, the tenant shall pay such proportion of the joint levy, rate or charge as is determined by the Postmaster General.

(d) If the services mentioned in regulation H14.4 (f) are provided by the department or the State, the tenant shall be liable for and shall pay for such services, concurrently with payment of rent, such amount as is determined by the Postmaster General from time to time: Provided that the Postmaster General may levy a fixed monthly charge for the purpose of this paragraph.

#### H14.3 The tenant shall not—

(a) effect any addition or alteration to the official quarters or to equipment and installations;

(b) effect any material alteration to the lay-out of the grounds, except with the prior written consent of the Postmaster General and on such conditions as he may stipulate: Provided that the tenant may, prior to the date of termination of his tenancy, remove any addition or improvement so effected and not taken over by the Postmaster General on condition that such removal will not result in any damage to the official quarters;

(c) cut down or remove trees, shrubs or plants of a perennial variety without the prior consent of the Postmaster General;

(d) utilise the official quarters in any way as a source of income or sublet them except as provided for in the regulations of this chapter; or

(e) effect any replacement or repair to official quarters except replacement of glass and expendable items and such further items as the Postmaster General may approve.

#### H14.4 The department shall be responsible for—

(a) the maintenance, internally and externally, of all buildings, fixtures, fittings, furniture, plant, equipment and fences provided by it and for the rectification of defects and dilapidations if such maintenance or rectification is necessitated by fair wear and tear, structural defects or vis major;

(b) the provision and maintenance, at its discretion, of water, gas, electricity and sewerage connections;

(c) the provision of rubbish bins for external use, where necessary;

(d) the provision and replacement of sanitary buckets, where necessary;

(e) the initial and basic lay-out of grounds that it deems necessary, including the erection of fences, the provision of gates, and the construction of terraces, paths and driveways, and may, at its discretion, reim-

van water wat in verband met die aanvanklike aanleg van die gronde gebruik word; en

(f) om te bepaal watter dienste vir die gesamentlike voordeel van die bewoners nodig is as daar twee of meer amptelike kwartiere in 'n gebou is, en die tye en wyse waarop sodanige dienste verskaf moet word.

H14.5 Die departement is nie vir enige verlies van of skade aan 'n huurder se persoonlike besittings in die amptelike kwartiere aanspreeklik nie.

H14.6 Wanneer amptelike kwartiere ontruim word, oorhandig die uitgaande huurder die amptelike kwartiere en die meubels wat deur die Posmeester-generaal verskaf is aan die inkomende huurder of, in sy afwesigheid, aan 'n verantwoordelike beampete of werknemer of, in die geval van enkelkwartiere, aan die uitrustingsbeampete of hoof van die kantoor en terselfdertyd vermeld hy op 'n oorhandigingsertifikaat, in 'n vorm deur die Posmeester-generaal goedgekeur, alle defekte, bouvallighede en tekorte. Die inkomende huurder, uitrustingsbeampete, hoof van die kantoor of verantwoordelike beampete of werknemer, na gelang van die geval, stel ondersoek in na die toestand van die amptelike kwartiere en al die items wat in die uitrustingsregister verskyn, vul die oorhandigingsertifikaat in waarop die toestand aangedui word waarin hy die amptelike kwartiere en meubels ontvang het, en oorhandig een afskrif daarvan aan die uitgaande huurder. Wanneer die amptelike kwartiere deur die inkomende huurder in afwesigheid van die uitgaande huurder oorgeneem word, stel hy, in teenwoordigheid van 'n verantwoordelike beampete of werknemer of, in die geval van enkelkwartiere, die uitrustingsbeampete of hoof van die kantoor ondersoek in na die toestand van die amptelike kwartiere en meubels en toon die toestand waarin hy dit ontvang het skriftelik op die oorhandigingsertifikaat aan. Die inkomende huurder word geag die amptelike kwartiere en meubels in goeie toestand te ontvang het, tensy hy defekte, bouvallighede en tekorte skriftelik aanmeld binne sewe dae vanaf die datum waarop die verpligtings 'n aanvang neem wat hom deur die regulasies van hierdie hoofstuk opgêlê word.

#### Buitengewone gevalle

H15. Die Raad kan met die goedkeuring van die Minister in buitengewone gevalle awykings van die bepalings van die regulasies in hierdie hoofstuk magtig.

### HOOFSTUK J

#### PERSONEELSKAKELRAAD VAN DIE POSKANTOOR

##### *Samestelling en benoeming van lede*

J1.1 Die Personeelskakelraad van die Poskantoor, hierna die Skakelraad genoem, wat by artikel 43 (1) van die Wet ingestel is, bestaan uit die vier amptelike lede in subregulasie 2 bedoel en die vier personeellede in subregulasie 3 bedoel.

J1.2 Vier amptelike lede word deur die Raad benoem uit die geledere van beampetes van die departement en die Raad wys een van hierdie benoemdes as voorsitter van die Skakelraad aan.

J1.3 Elk van die vier personeelverenigings wat ooreenkomsdig die voorwaardes in regulasie J5 vervat deur die Minister erken word, naamlik die Pos- en Telegraafvereniging van Suid-Afrika, die Suid-Afrikaanse Posvereniging, die Suid-Afrikaanse Telekommunikasievereniging en die Vereniging van Poskantooringenieurs, benoem één personeellid, wat 'n beampete moet wees, om as verteenwoordiger op te tree vir die klasse of grade van beampetes of werknemers wat verteenwoordig mag word deur die personeelvereniging wat hom benoem het.

J1.4 As 'n personeelvereniging in gebreke bly om 'n personeellid kragtens subregulasie 3 te benoem, moet die

burse the tenant a portion of the cost of water consumed in the initial lay-out of grounds; and

(f) determining what services are necessary for the communal benefit of the occupants, and the time and manner of rendering such services, where there are two or more official quarters in a building.

H14.5 The department is not responsible for any loss of or damage to a tenant's personal effects in the official quarters.

H14.6 When official quarters are vacated, the outgoing tenant shall hand over to the incoming tenant or, in the absence of the incoming tenant, to a responsible officer or employee or, in the case of single quarters, to the equipment officer or head of office, the official quarters and the furniture provided by the Postmaster General and shall at the same time bring to notice in writing on a handing-over certificate, in a form approved by the Postmaster General, all defects, dilapidations and deficiencies. The incoming tenant, equipment officer, head of office or responsible officer or employee, as the case may be, shall inspect the condition of the official quarters and all items reflected in the equipment register, complete the handing-over certificate and indicate thereon the condition in which he received the official quarters and furniture, and hand one copy to the outgoing tenant. When official quarters are taken over by the incoming tenant in the absence of the outgoing tenant, the former shall, in the company of a responsible officer or employee or in the case of single quarters, the equipment officer or head of office, inspect the official quarters and furniture and indicate in writing on the handing-over certificate the condition in which he has received them. The incoming tenant shall be deemed to have received the official quarters and furniture in good order and condition unless he reports in writing, within seven days of the date of commencement of the obligations imposed by the regulations of this chapter, any defect, dilapidation or deficiency.

#### *Exceptional cases*

H15. In exceptional cases the Board may, with the approval of the Minister, authorise departures from the provisions of the regulations contained in this chapter.

### CHAPTER J

#### POST OFFICE STAFF RELATIONS COUNCIL

##### *Constitution and nomination of members*

J1.1 The Post Office Staff Relations Council, hereinafter referred to as the Council, established in terms of section 43 (1) of the Act, shall consist of the four official members mentioned in subregulation 2 and the four staff members mentioned in subregulation 3.

J1.2 Four official members shall be nominated by the Board from the ranks of officers of the department and one of these nominees shall be designated by the Board as chairman of the Council.

J1.3 Each of the four staff associations recognised by the Minister in terms of the conditions contained in regulation J5, namely the Postal and Telegraph Association of South Africa, the South African Postal Association, the South African Telecommunications Association and the Society of Post Office Engineers, shall nominate one staff member, who shall be an officer, to represent the classes or grades of officers or employees who may be represented by the staff association who nominated him.

J1.4 If a staff association fails to nominate a staff member in terms of subregulation 3, the Board shall

Raad 'n personeellid aanwys om daardie klasse of grade van beampies of werknekmers te verteenwoordig wat vir lidmaatskap van die betrokke personeelvereniging kwalifiseer.

J1.5 Wanneer 'n amptelike lid wat deur die Raad benoem is, of 'n personeellid wat deur 'n personeelvereniging benoem is of kragtens subregulasies 4 en 6 (a) deur die Raad aangewys is, nie in staat is om 'n vergadering van die Skakelraad by te woon nie, of waarnem in 'n pos waarvan die bekleer 'n lid van die Raad is, kan 'n gevoldmagtige plaasvervanger *pro hac vice* deur die Raad of die betrokke personeelvereniging, na gelang van die geval, aangestel word.

J1.6 As die Minister sy erkenning van 'n personeelvereniging intrek, is die lid wat ooreenkomsdig die bepalings van subregulasie 3 deur die betrokke personeelvereniging benoem is, nie meer geregtig om sitting in die Skakelraad te hê nie. In so 'n geval kan die Raad, as 'n nuwe personeelvereniging nie gestig en deur die Minister erken word om die betrokke klasse of grade van beampies of werknekmers te verteenwoordig nie—

(a) 'n personeellid aanwys om die klasse of grade van beampies of werknekmers te verteenwoordig wat vir lidmaatskap van die betrokke vereniging kwalifiseer of gekwalifiseer het; of

(b) die getal amptelike lede van die Skakelraad met een verminder as een of meer van die ander in subregulasie 3 genoemde personeelverenigings erken word om sodanige klasse of grade van beampies of werknekmers te verteenwoordig: Met dien verstande dat die in regulasie J3.10 genoemde kworum in sodanige geval na twee amptelike lede en twee personeellede verminder moet word.

J1.7 'n Amptelike lid wat deur die Raad benoem is, of 'n personeellid wat deur 'n personeelvereniging benoem is, beklee sy amp totdat die Raad of die betrokke personeelvereniging, na gelang van die geval, 'n ander lid in sy plek benoem.

J1.8 'n Lid ontruim sy amp as hy—

(a) 'n amptelike lid is en tot 'n pos bevorder word waarvan die bekleer 'n lid van die Raad sou wees; en

(b) die diens van die departement verlaat.

J1.9 'n Vakature wat ontstaan deur die dood of deur die ampsontruiming kragtens subregulasie 8 van 'n lid moet gevul word deur die benoeming van 'n ander lid. Sodanige benoeming word gedoen deur—

(a) die betrokke personeelvereniging, as die vakature ontstaan het deur die dood of die ampsontruiming van 'n personeellid wat deur 'n personeelvereniging benoem is; of

(b) die Raad, as die vakature ontstaan het deur die dood of die ampsontruiming van—

(i) 'n amptelike lid wat deur die Raad benoem is; of

(ii) 'n personeellid wat kragtens subregulasie 6 (a) deur die Raad aangewys is; of

(iii) 'n personeellid wat kragtens subregulasie 4 deur die Raad aangewys is as die betrokke personeelvereniging steeds in gebreke sou bly om kragtens subregulasie 3 'n personeellid te benoem.

#### *Doel en werkzaamhede van die Skakelraad*

J2.1 Wanneer die Skakelraad die Minister of die Raad, of die Minister en die Raad adviseer, moet dit sy doel wees om—

(a) die grootste mate van samewerking tussen die departement as werkgever en beampies en werknekmers te bewerkstellig en gesonde werkgever-/werknekmer-verhoudings te bevorder;

(b) die welsyn van beampies en werknekmers te bevorder;

designate a staff member to represent those classes or grades of officers or employees qualifying for membership of the staff association concerned.

J1.5 When an official member nominated by the Board, or a staff member nominated by a staff association or designated by the Board in terms of subregulations 4 and 6 (a), is unable to attend a meeting of the Council or acts in a post of which the holder is a member of the Board, an accredited deputy may be appointed *pro hac vice* by the Board or by the staff association, as the case may be.

J1.6 If the Minister withdraws his recognition of a staff association, the member nominated in terms of subregulation 3 by the staff association concerned shall no longer be entitled to a seat on the Council. In such event the Board may, if a new staff association has not been established and recognised by the Minister to represent the classes or grades of officers or employees concerned—

(a) designate a staff member to represent the classes or grades of officers or employees qualifying, or who had qualified, for membership of the association concerned; or

(b) reduce the number of official members of the Council by one should one or more of the other staff associations mentioned in subregulation 3 be recognised to represent such classes or grades of officers or employees: Provided that in such event the quorum mentioned in regulation J3.10 shall be reduced to two official members and two staff members.

J1.7 An official member nominated by the Board, or a staff member nominated by a staff association, shall hold office until such time as the Board or the staff association, as the case may be, nominates another member in his stead.

J1.8 A member shall vacate his office if he—

(a) is an official member and is promoted to a post of which the holder would be a member of the Board; and

(b) leaves the service of the department.

J1.9 A vacancy caused by the death or by the vacation of his office by a member in terms of subregulation 8 shall be filled by the nomination of another member. Such nomination shall be made by—

(a) the staff association concerned if the vacancy was caused by the death or the vacation of office of a staff member nominated by a staff association; or

(b) the Board if the vacancy was caused by the death or the vacation of office by—

(i) an official member nominated by the Board; or

(ii) a staff member designated by the Board in terms of subregulation 6 (a); or

(iii) a staff member designated by the Board in terms of subregulation 4 if the staff association concerned should still fail to nominate a staff member in terms of subregulation 3.

#### *Purpose and functions of the Council*

J2.1 When the Council advises the Minister or the Board, or the Minister and the Board, its purpose should be to—

(a) secure the greatest measure of co-operation between the department as employer and officers and employees and to promote sound employer/employee relations;

(b) promote the well-being of officers and employees;

(c) die doeltreffendheid van die departement te bevorder; en

(d) die Minister en die Raad in staat te stel om te put uit die ondervinding en sienswyse van die verskillende vertakkinge van die departement in verband met diensvoorraades.

J2.2 Benewens die werksaamhede en pligte in artikel 43 (2) (a) en (b) van die Wet bedoel, moet die Skakelraad die Minister of die Raad, of die Minister en die Raad, adviseer oor enige aangeleentheid wat die Raad na die Skakelraad verwys.

J2.3 Die Skakelraad mag nie die geval van 'n individuele beampete of werknemer oorweeg nie.

#### *Procedure van die Skakelraad*

J3.1 Die Raad moet 'n beampete aanwys om die pligte van sekretaris van die Skakelraad te verrig.

J3.2 Gewone vergaderings van die Skakelraad moet minstens een maal in elke jaar gehou word op dié datums wat die Raad bepaal: Met dien verstande dat indien grondige rede daarvoor bestaan, gewone vergaderings met die instemming van die Raad met groter tussenposes gehou kan word.

J3.3 'n Buitengewone vergadering van die Skakelraad—

(a) moet op versoek van die Raad belê word; of  
(b) moet, met die goedkeuring van die Raad, belê word by ontvangs van 'n skriftelike versoek van 'n erkende personeelvereniging wat aan die sekretaris van die Raad gerig moet word.

J3.4 Die sekretaris van die Skakelraad moet elke lid minstens 90 dae kennis gee van elke gewone vergadering van die Skakelraad en beskrywingspunte vir opname in die agenda moet hom minstens 60 dae voor die vergadering bereik.

J3.5 Die agenda van 'n vergadering van die Skakelraad, soos deur die Raad goedgekeur, moet in die geval van 'n gewone vergadering minstens 28 dae en in die geval van 'n buitengewone vergadering minstens 7 dae voor die aanvang van die vergadering deur die sekretaris aan elke lid gestuur word.

J3.6 Sake wat nie op die sakelys verskyn nie, mag slegs met die toestemming van die Raad en die Skakelraad behandel word: Met dien verstande dat die Raad na goeddunke, en ondanks die bepalings van subregulasie 5, die Skakelraad kan versoek om sake wat dringend en belangrik is, te oorweeg.

J3.7 Op 'n buitengewone vergadering wat ooreenkomsdig subregulasie 3 belê word, mag geen ander sake oorweeg word as dié waarvoor die vergadering belê is nie.

J3.8 Elke lid van die Skakelraad, met inbegrip van die voorsitter, het een stem. Daarbenewens het die voorsitter 'n beslissende stem.

J3.9 Besluite oor voorstelle voor die Skakelraad word geneem deur 'n meerderheid van stemme van die aanwesige lede.

J3.10 Behoudens die voorbehoudsbepaling van regulasie J1.6 (b) vorm drie ampelike lede en drie personeellede 'n kworum by 'n vergadering van die Skakelraad.

J3.11 Vir die verrigting van sy sake moet die Skakelraad dié reglement opstel wat hy nodig ag en wat nie met hierdie regulasies strydig is nie. Sodanige reglement is onderworpe aan die goedkeuring van die Raad.

J3.12 Die Skakelraad moet rekord hou van die verrigtinge van elke vergadering. Afskrifte van sodanige rekord, geteken deur die voorsitter, moet so gou doenlik na elke vergadering aan die Raad gestuur word.

J3.13 Verklarings oor enige aangeleentheid wat onder oorweging is, mag slegs deur die Skakelraad of met sy goedkeuring vrygestel word.

(c) promote the efficiency of the department; and

(d) afford the Minister and the Board the benefit of the experience and views of the various branchings of the department in regard to conditions of service.

J2.2 In addition to the functions and duties referred to in section 43 (2) (a) and (b) of the Act, the Council shall advise the Minister or the Board, or the Minister and the Board, on any matter referred to the Council by the Board.

J2.3 The Council shall not consider the case of an individual officer or employee.

#### *Procedure of the Council*

J3.1 The Board shall designate an officer to undertake the duties of secretary of the Council.

J3.2 Ordinary meetings of the Council shall be held at least once in each year on the dates determined by the Board: Provided that if sound reasons therefor exist, ordinary meetings may, with the approval of the Board, be held at longer intervals.

J3.3 A special meeting of the Council—

(a) shall be called at the request of the Board; or  
(b) shall, with the approval of the Board, be called at the written request of a recognised staff association, and such request shall be addressed to the secretary of the Board.

J3.4 The secretary of the Council shall give each member at least 90 days prior notice of an ordinary meeting of the Council and notices of motion for inclusion in the agenda shall reach him at least 60 days prior to the commencement of the meeting.

J3.5 The agenda of a meeting of the Council, as approved by the Board, shall be forwarded to each member by the secretary, in the case of an ordinary meeting, at least 28 days and, in the case of a special meeting, at least 7 days prior to the commencement of the meeting.

J3.6 Business not appearing on the agenda may be dealt with only with the permission of the Board and the Council: Provided that the Board may, at its discretion, and notwithstanding the provisions of subregulation 5, request the Council to consider business of urgency and importance.

J3.7 At a special meeting called in accordance with the provisions of subregulation 3, no business other than that for which the meeting was called shall be considered.

J3.8 Each member of the Council, including the chairman, shall have one vote. In addition the chairman shall have a casting vote.

J3.9 Resolutions on motions before the Council shall be taken by a majority of votes of the members present.

J3.10 Subject to the proviso to regulation J1.6(b), three official members and three staff members shall constitute a quorum at a meeting of the Council.

J3.11 For the conduct of its business the Council shall draw up such standing orders, not inconsistent with these regulations, as it may deem necessary. Such standing orders shall be subject to the approval of the Board.

J3.12 The Council shall maintain a record of the proceedings of each meeting. Copies of such record, signed by the chairman, shall be transmitted to the Board as soon as practicable after each meeting.

J3.13 Statements concerning any business under consideration may be issued only by the Council or with its approval.

J3.14 Wanneer lede en die sekretaris vergaderings van die Skakelraad bywoon, word hulle geag op amptelike diens te wees en indien hulle woonagtig is op 'n ander plek as die plek waar die vergadering gehou word, ontvang hulle dieselfde reis- en ander voorregte as 'n beampot of werknemer wat diens weg van sy hoofkwartier doen.

*Besluite van die Skakelraad*

J4.1 Indien die Skakelraad dit versoek, moet enige besluit wat deur die Skakelraad geneem is en wat nie deur die Raad aanvaar is nie, deur laasgenoemde aan die Minister deurgestuur word.

J4.2 In sy jaarverslag moet die Raad aantoon—

- (a) die Skakelraad se besluite wat aangeneem is; en
- (b) die Skakelraad se besluite wat verwerp is.

*Voorwaardes vir die erkenning van personeelverenigings*

J5.1 Behoudens die bepalings van hierdie regulasie, verleen die Minister op aanbeveling van die Raad erkenning aan personeelverenigings wat beampetes en werknemers, soos omskryf in artikel 1 van die Wet, verteenwoordig.

J5.2 Die Posmeester-generaal of 'n lid van die Raad mag nie lid van 'n personeelvereniging wees nie.

J5.3 'n Personeelvereniging mag nie erken word of erken bly nie tensy 50 persent van die bekleërs van poste in die klasse of grade van beampetes of werknemers wat die vereniging verteenwoordig op die datum waarop die vereniging om erkenning aansoek doen en daarna op 31 Desember van elke jaar subskripsie-betalende lede van die personeelvereniging is: Met dien verstande dat in die geval van 'n personeelvereniging wat verskeie klasse of grade van beampetes of werknemers verteenwoordig, 'n subskripsie-betalende ledetal van minder as genoemde persentasie ten opsigte van enigeen van daardie klasse of grade nie sodanige vereniging diskwalifiseer van erkenning om die ander klasse of grade van beampetes of werknemers te verteenwoordig nie.

J5.4 'n Subskripsie-betalende lid is 'n lid wat nie meer as ses maande met die betaling van sy ledegeld agterstallig is nie.

J5.5 Die Raad het die reg om te eniger tyd die rekords van 'n personeelvereniging te laat ondersoek ten einde te bepaal of die voorwaardes nagekom word wat deur hierdie regulasie voorgeskryf word.

J5.6 Wanneer 'n personeelvereniging gestig en deur die Minister erken is, is die beampetes en werknemers in die klasse of grade wat deur die betrokke personeelvereniging verteenwoordig mag word, bevoeg vir lidmaatskap van slegs daardie personeelvereniging.

J5.7 'n Personeelvereniging moet, tesame met sy aansoek om erkenning, 'n afskrif van sy reglement vir die inligting van die Raad indien en, as die Raad dit verlang, ook 'n lys van al sy lede in alfabetiese volgorde.

J5.8 Alle mededelings aan die Raad deur 'n personeelvereniging moet deur of namens die hoofsekretaris of sekretaris van die betrokke personeelvereniging onderteken word.

J5.9 'n Personeelvereniging mag nie affilieer by, of hom verbind met, 'n vereniging van werknemers buite die Staatsdiens of 'n vakorganisasie alvorens die spesiale goedkeuring van die Raad vooraf verkry is nie, en sodanige goedkeuring word voorwaardelik gegee en kan te eniger tyd ingetrek word.

J5.10 Indien 'n personeelvereniging enigeen van die bepalings van hierdie regulasies nie nakeom nie of ophou om daarvan te voldoen, kan die Minister op aanbeveling van die Raad die erkenning intrek wat hy aan sodanige personeelvereniging verleen het.

J3.14 When attending a meeting of the Council the members and secretary shall be regarded as being on official duty and, if resident elsewhere than at the centre where the meeting is held, they shall receive the same travelling and other privileges as an officer or employee doing duty away from his headquarters.

*Resolutions of the Council*

J4.1 If requested by the Council, any resolution which has been taken by the Council and which has not been accepted by the Board, shall be transmitted to the Minister by the Board.

J4.2 In its annual report the Board shall indicate—

- (a) the Council's resolutions that have been accepted; and
- (b) the Council's resolutions that have been rejected.

*Conditions for the recognition of staff associations*

J5.1 Subject to the provisions of this regulation, the Minister, on the recommendation of the Board, shall afford recognition to staff associations representing officers and employees as defined in section 1 of the Act.

J5.2 The Postmaster General or a member of the Board shall not be a member of a staff association.

J5.3 A staff association shall not be recognised, or continue to be recognised, unless 50 per cent of the holders of posts in the classes or grades of officers or employees represented by the association are subscribing members of that association on the date on which the association applies for recognition and thereafter on 31 December of every year: Provided that in the case of a staff association representing various classes or grades of officers or employees, a subscribing membership of less than the mentioned percentage in respect of any one of those classes or grades shall not disqualify such association from representing the other classes or grades of officers or employees.

J5.4 A subscribing member is a member who is not more than six months in arrear with his subscription.

J5.5 The Board shall have the right to have the records of a staff association examined at any time in order to determine whether the conditions imposed by this regulation are being observed.

J5.6 When a staff association has been formed and recognised by the Minister, the officers and employees in the classes or grades that may be represented by the staff association concerned shall be eligible for membership of that staff association only.

J5.7 A staff association shall, together with its application for recognition, submit a copy of its constitution for the Board's information and, if the Board so desires, also a list, in alphabetical order, of all its members.

J5.8 All communications to the Board by a staff association shall be signed by or on behalf of the general secretary or secretary of the staff association concerned.

J5.9 A staff association shall not affiliate, or be connected, with any association of employees outside the Public Service, or any trade organisation, without the special sanction of the Board having first been obtained, which sanction may be given conditionally and be withdrawn at any time.

J5.10 If a staff association fails to observe any of the provisions of this regulation or ceases to comply therewith, the Minister, on the recommendation of the Board, may withdraw the recognition afforded by him to such staff association.

## MILITARIA

*Militaria* is 'n militêr-historiese tydskrif wat deur die Dokumentasiediens van die Suid-Afrikaanse Weermag op 'n kwartaalbasis uitgegee word.

Hierdie geïllustreerde tydskrif bevat artikels oor o.a.:

Die Anglo-Boereoorlog en vroeëre Suid-Afrikaanse militêre geskiedenis.

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Huidige nommers van *Militaria* kan by Die Staatsdrukker, Privaatsak X85, Pretoria, 0001, teen R1 (buitelands R1,25) per eksemplaar gekoop word. Die meerderheid vorige nommers is nog beskikbaar.

## MILITARIA

*Militaria* is a military-historical journal published quarterly by the Documentation Service of the South African Defence Force.

This illustrated journal contains articles on subjects as:

The Anglo Boer War and early South African military history.

South Africa's participation in the two World Wars.

Unit histories.

The growth and development of the South African Defence Force.

Source publication and book reviews of important military publications are included in most issues.

To date 23 editions of *Militaria* have been published.

Current copies of *Militaria* may be obtained from The Government Printer, Private Bag X85, Pretoria, 0001, at R1 (overseas R1,25) per copy. Copies of most back editions are still available.

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## DIE BLOMPLANTE VAN AFRIKA

Hierdie publikasie word uitgegee as 'n geïllustreerde reeks, baie na die aard van Curtis se "Botanical Magazine". Die doel van die werk is om die skoonheid en variasie van vorm van die flora van Afrika aan die leser bekend te stel, om belangstelling in die studie en kweek van die inheemse plante op te wek, en om plantkunde in die algemeen te bevorder.

Die meeste van die illustrasies word deur kunstenaars van die Navorsingsinstituut vir Plantkunde gemaak, dog die redakteur verwelkom gesikte bydraes van 'n wetenskaplike en kunsstandaard afkomstig van verwante inrigtings.

Onder huidige omstandighede word twee dele van die werk gelykydig gepubliseer, maar met onreëlmattige tussenpose; elke deel bevat tien kleurplate. Intekengeld bedra R1,50 per deel: Vier dele per band. Vanaf band 27 is die prys per band in linne gebind R10; in morocco-leer gebind R14.

Verkrybaar van die Direkteur, Afdeling Landbou-inligting, Privaatsak X144, Pretoria.

## THE FLOWERING PLANTS OF AFRICA

This publication is issued as an illustrated serial, much on the same lines as Curtis's Botanical Magazine, and for imitating which no apology need be tendered.

The desire and object of the promoters of the publication will be achieved if it stimulates further interest in the study and cultivation of our indigenous plants.

The illustrations are prepared mainly by the artists at the Botanical Research Institute, and the Editor is pleased to receive living plants of general interest or of economic value for illustration.

Each part contains 10 plates and costs R1,50 per part. Two, three or four parts may be published annually, depending on the availability of illustrations. A volume consists of four parts. From Volume 27, the price per volume is: Cloth binding, R10; morocco binding, R14.

Obtainable from the Director, Division of Agricultural Information, Private Bag X144, Pretoria.

## AGROCHEMOPHYSICA

Hierdie publikasie is 'n voortsetting van die Suid-Afrikaanse Tydskrif vir Landbouwetenskap Jaargang 1 tot 11, 1958-1968 en bevat artikels oor Biochemie, Biometrika, Grondkunde, Landbou-ingenieurswese, Landbouwerkunde en Ontledingstegnieke. Vier dele van die tydskrif word per jaar gepubliseer.

Verdienstelike landboukundige bydraes van oorspronklike wetenskaplike navorsing word vir plasing in hierdie tydskrif verwelkom. Voorskrifte vir die opstel van sulke bydraes is verkrybaar van die Direkteur, Landbou-inligting, Privaatsak X144, Pretoria, aan wie ook alle navrae in verband met die tydskrif gerig moet word.

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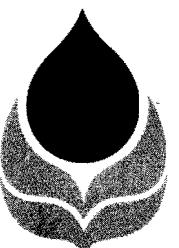
## AGROCHEMOPHYSICA

This publication is a continuation of the South African Journal of Agricultural Science Vol. 1 to 11, 1958-1968 and deals with Biochemistry, Biometry, Soil Science, Agricultural Engineering, Agricultural Meteorology and Analysis Techniques. Four parts of the journal are published annually.

Contributions of scientific merit on agricultural research are invited for publication in this journal. Directions for the preparation of such contributions are obtainable from the Director, Agricultural Information, Private Bag X144, Pretoria, to whom all communications in connection with the journal should be addressed.

The journal is obtainable from the above-mentioned address at 50 cents per copy or R2 per annum, post free (foreign 60 cents per copy or R2,40 per annum).

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