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GOEWERMENSKENNISGEWING**GOVERNMENT NOTICE.****DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.****DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.**

No. R. 91.]

[14 Januarie 1966.]

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[14 January 1966.]

WET OP STAATSONDERSTEUNDE INRIGTINGS,
 1931.—REGULASIES.

STATE-AIDED INSTITUTIONS ACT, 1931.—
 REGULATIONS.

Kragtens die bevoegdheid hom by artikel *sewe* van die Wet op Staatsondersteunde Inrigtings, 1931 (Wet No. 23 van 1931), verleen, het die Minister van Onderwys, Kuns en Wetenskap onderstaande regulasies uitgevaardig ter vervanging van die regulasies afgekondig by Goewermenskennisgewing No. R. 1954 van 13 Desember 1963:—

The Minister of Education, Arts and Science has, under and by virtue of the powers vested in him by section *seven* of the State-aided Institutions Act, 1923 (Act No. 23 of 1931), made the following regulations in substitution for the regulations published under Government Notice No. R. 1954 of 13th December, 1963:—

- Deel I.—Algemeen.
- Deel II.—Raad van Kuratore.
- Deel III.—Eiendom.
- Deel IV.—Beamptes: Aanstelling en Diensvoorwaardes.
- Deel V.—Beamptes: Afwesigheidsverlof.
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DEEL I.—ALGEMEEN.**PART I.—GENERAL.***Woordomskrywing.**Definitions.*

1. In hierdie regulasies beteken „die Wet” die Wet op Staatsondersteunde Inrigtings, 1931 (Wet No. 23 van 1931), en het ’n uitdrukking waaraan ’n betekenis in die Wet geheg is, dieselfde betekenis en, tensy daar uit die samehang anders blyk, beteken—

1. In these regulations “the Act” means the State-aided Institutions Act, 1931 (Act No. 23 of 1931), and any term to which a meaning has been assigned in the Act shall have the same meaning and, unless inconsistent with the context—

„arbeider” iemand wat in diens geneem is om ongeskoolde werk te verrig, en ook ’n skoonmaker, ’n bode en ’n gewone arbeider;

“calendar month” means any period extending from a day in one month up to and including the day preceding the day corresponding numerically to that day in the following month and, where a period runs from 30th or 31st January, means the period from such date up to and including the last day of February;

„beampte” ’n permanente of ’n tydelike beampte of ’n arbeider, en ook ’n direkteur;

“cycle” means a period of three years reckoned from 1st January, 1965, and each succeeding period of three years;

„Departement” die Departement van Onderwys, Kuns en Wetenskap;

“day of rest” means—

„direkteur” iemand wat die beheerpos aan ’n inrigting beklee;

„kalendermaand” ’n tydperk wat strek van ’n dag van een maand tot en met die dag wat die dag voorafgaan wat numeriek ooreenstem met daardie dag van die volgende maand en, waar ’n tydperk van 30 of 31 Januarie strek, beteken dit die tydperk van sodanige datum tot en met die laaste dag van Februarie;

(a) a Saturday or a Sunday or a public holiday in the case of an employee who normally does not work on such a day; or

„maand” ’n tydperk wat van die eerste tot en met die laaste dag van enigeen van die twaalf maande van die jaar strek;

(b) such other day as he is normally relieved from duty instead in the case of an employee who normally works on a Saturday or a Sunday or a public holiday;

„permanente beampte” iemand wat in diens is op ’n permanente grondslag, in ’n voltydse hoedanigheid en in ’n pos op die vaste diensstaat;
„rusdag” —

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

„salarisverhoging” die goedgekeurde bedrag waarmee ’n salaris volgens die toepaslike skaal verhoog kan word;

„Sekretaris” die Sekretaris van Onderwys, Kuns en Wetenskap;

„tydelike beampte” iemand (uitgesonderd ’n arbeider) wat in diens is op ’n tydelike grondslag of onder spesiale kontrak hetsy in ’n voltydse of ’n deeltydse hoedanigheid —

- (a) teen ’n vakante pos op die vaste diensstaat, of
- (b) tydelik bykomend tot die vaste diensstaat;

„tydkring” ’n tydperk van drie jaar gereken vanaf 1 Januarie 1965 en elke daaropvolgende tydperk van drie jaar; en

„vaste diensstaat” die poste wat vir die normale en gereelde vereistes van ’n inrigting deur die Minister bepaal is.

Toepassing van regulasies.

2. Hierdie regulasies is op alle persone wat by die inwerkingtreding van hierdie regulasies in diens van ’n inrigting is van toepassing.

Oordrag van bevoegdheide.

3. (1) ’n Bevoegdheid by hierdie regulasies verleen aan —

- (a) die Minister, kan deur hom aan die Sekretaris of ’n ander beampte van die Departement of aan ’n raad,
- (b) die Sekretaris, kan deur hom aan ’n beampte van die Departement of aan ’n raad, en
- (c) ’n raad, kan deur hom aan ’n komitee of aan die direkteur of aan ’n beampte

oorgedra word.

(2) Die Minister of die Sekretaris of ’n raad kan te eniger tyd die oordrag van so ’n bevoegdheid intrek.

DEEL II.—RAAD VAN KURATORE.

Aanstelling van raadslede.

4. (1) Behoudens die bepaling van sub-artikel (1) van artikel twee van die Wet, stel die Minister die getal lede wat hy dienstig ag, in ’n raad aan en kan hy —

- (a) ’n vereniging van persone wat jaarliks minstens vierhonderd rand of volgens die oordeel van die Minister die ekwivalent daarvan tot ’n inrigting bydra; of
- (b) ’n Provinsiale Administrasie of ’n plaaslike instelling of ’n persoon,

toelaat om een of meer bykomende lede (na gelang hy bepaal) in ’n raad aan te stel.

(2) ’n In sub-regulasie (1) bedoelde vereniging, Provinsiale Administrasie, plaaslike instelling of persoon kan ’n plaasvervangende lid vir elke bykomende lid aanstel.

Voorsitter en ondervoorsitter.

5. (1) ’n Raad kies uit eie geledere ’n voorsitter en ’n ondervoorsitter.

(2) Die ondervoorsitter tree as voorsitter op wanneer die voorsitter afwesig is of nie in staat is om sy pligte as voorsitter uit te voer nie en het, terwyl hy in die plek van die voorsitter optree, al die bevoegdhede en vervul al die pligte van die voorsitter.

(3) Indien sowel die voorsitter as die ondervoorsitter van ’n raadsvergadering afwesig is, kies die aanwesige lede iemand uit eie geledere om by die vergadering voor te sit.

(4) ’n Voorsitter en ’n ondervoorsitter beklee hul amp vir die tydperk wat die raad vasstel, maar sodanige tydperk mag nie die ampstermyn van die betrokke lid oorskry nie.

„Department” means the Department of Education, Arts and Science;

„director” means any person who is the incumbent of the control post in an institution;

„employee” means a permanent or a temporary employee or a labourer and includes a director;

„Fixed establishment” means the posts that have been determined by the Minister for the normal and regular requirements of an institution;

„labourer” means any person employed to perform unskilled work and includes a cleaner, a messenger and an ordinary labourer;

„month” means a period extending from the first up to and including the last day of any one of the twelve months of the year;

„permanent employee” means any person employed on a permanent basis, in a full-time capacity and in a post on the fixed establishment;

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

„Secretary” means the Secretary for Education, Arts and Science;

„temporary employee” means any person (other than a labourer) who is employed on a temporary basis or under special contract whether in a full-time or a part-time capacity —

- (a) against a vacant post on the fixed establishment, or
- (b) temporarily additional to the fixed establishment.

Application of Regulations.

2. These regulations shall apply to all persons who are, at the commencement of these regulations, employed by any institution.

Delegation of Powers.

3. (1) Any power conferred by these regulations on —

- (a) the Minister may be delegated by him to the Secretary or any other officer of the Department or to a board,
- (b) the Secretary may be delegated by him to any officer of the Department or to a board, and
- (c) a board may be delegated by it to a committee or to the director or to any employee.

(2) The Minister or the Secretary or a board may at any time withdraw the delegation of such power.

PART II.—BOARD OF TRUSTEES.

Appointment of Board Members.

4. (1) Subject to the provisions of sub-section (1) of section two of the Act, the Minister shall appoint as many members to a board as he may deem fit and may permit —

- (a) any association of persons contributing annually to the institution not less than four hundred rand, or in the opinion of the Minister, its equivalent; or
- (b) a Provincial Administration or a local institution or any person,

to appoint one or more additional members (as he may determine) to a board.

(2) Any association, Provincial Administration, local institution or person referred to in sub-regulation (1) may appoint an alternate member for every additional member.

Chairman and Vice-Chairman.

5. (1) A board shall elect a chairman and a vice-chairman from amongst its members.

(2) The vice-chairman shall act as chairman when the chairman is absent or unable to perform his duties as chairman and shall, when acting as chairman, have all the powers and discharge all the duties of chairman.

(3) In the event of the absence of both the chairman and the vice-chairman from any meeting of a board, the members present shall elect one of their number to preside at such meeting.

(4) A chairman and a vice-chairman shall hold office for a period determined by the board, but such period shall not exceed the period of office of the member concerned.

Hulpkomitees.

6. 'n Raad kan 'n hulpkomitee instel om hom by die verrigting van sy funksies en die uitvoering van sy pligte by te staan, kan na goeëdunke persone (met inbegrip van beamptes van die raad) as lede van sodanige komitee aanstel en wys die voorsitter en vise-voorsitter van 'n komitee aan.

Vergaderings van raad.

7. (1) 'n Raad vergader so dikwels as wat hy nodig ag maar, tensy die Minister anders goedkeur, minstens een keer elke kwartaal.

(2) 'n Voorsitter of, in die afwesigheid van die voorsitter, die vise-voorsitter of, in die afwesigheid van beide die voorsitter en die vise-voorsitter, die direkteur kan 'n buitengewone vergadering van die raad belê, en belê op versoek van 'n meerderheid van die lede so 'n vergadering sodat dit binne veertien dae na die versoek plaasvind.

(3) Elke lid van 'n raad kry skriftelik kennis van die tyd, datum en plek van 'n gewone of 'n buitengewone vergadering van die raad en in die kennisgewing word die aangeleenthede wat op die vergadering bespreek sal word, kortliks uiteengesit.

(4) Op 'n vergadering behandel die raad sake waarvan daar aldus kennis gegee is, en enige saak wat 'n lid met die goedkeuring van die ander aanwesige lede opper: Met dien verstande dat op 'n buitengewone vergadering slegs sake waarvan daar aldus kennis gegee is, behandel word.

(5) Die direkteur of 'n beampte deur hom aangewys, woon die vergadering van 'n raad in 'n adviserende hoedanigheid by.

(6) 'n Raad kan aan 'n lid verlos toestaan om afwesig te wees van vergaderings van die raad vir 'n tydperk van hoogstens ses kalendermaande en, met die goedkeuring van die Minister, vir 'n langer tydperk.

Vergoeding aan raadslede.

8. 'n Lid van 'n raad dien in 'n ere-hoedanigheid en ontvang geen vergoeding uit fondse van die inrigting ten opsigte van sy lidmaatskap nie. Met dien verstande dat 'n raad, ten opsigte van 'n reis noodsaaklikerwys afgelê vir die bywoning van 'n vergadering van die raad of in verband met die uitvoering van sy pligte as raadslid, die betaling aan 'n lid (wat nie in voltydse diens van die Staat is nie) van verblyfstoelae en vervoerkoste of myl- en passasierstoelae kan magtig teen die tariewe en in die omstandighede van toepassing op 'n adjunk-sekretaris in die administratiewe afdeling van die Staatsdiens wanneer hy in diens reis.

Sekretaris van raad.

9. (1) 'n Raad wys 'n beampte aan om as sy sekretaris op te tree.

(2) Die sekretaris van 'n raad—

(a) hou op elke vergadering van die raad notule van die verrigtinge en stuur binne 30 dae van die datum van sodanige vergadering 'n afskrif van die notule aan die Sekretaris;

(b) gee aan die Sekretaris kennis van die naam, adres en ampsduur van 'n lid (uitgesonderd 'n lid deur die Minister aangestel) wat kragtens regulasie 4 aangestel is, binne 30 dae van sodanige aanstelling;

(c) gee, indien 'n lid sy setel in die raad ontruim, binne 30 dae kennis aan die Sekretaris of (indien sodanige lid nie deur die Minister aangestel is nie) aan die vereniging, Provinsiale Administrasie, plaaslike instelling of persoon wat die lid aangestel het: Met dien verstande dat, waar 'n vakature ontstaan omdat die ampsduur van 'n lid verstryk, sodanige kennis minstens drie maande vooruit gegee word; en

(d) voer die ander pligte uit wat die raad aan hom toewys.

Funksies en pligte.

10. (1) Behoudens die bepalings van die Wet en hierdie regulasies—

(a) formuleer 'n raad die beleid van 'n inrigting;

(b) bestuur en beheer 'n raad die fondse, eiendom en sake van 'n inrigting;

Subsidiary Committees.

6. A board may establish a subsidiary committee to assist it in the carrying out of its functions and the performance of its duties and may appoint such persons, including employees of the board, as it may deem fit to be members of such committee and shall designate the chairman and the vice-chairman of a committee.

Meetings of Board.

7. (1) A board shall meet as often as it may deem necessary but not less than once every quarter, unless the Minister approves otherwise.

(2) A chairman or, in the absence of the chairman, the vice-chairman or, in the absence of both the chairman and the vice-chairman, the director may call a special meeting of the board and shall, at the request of a majority of the members, call such a meeting to take place within fourteen days of such a request.

(3) Notice of the holding of an ordinary or a special meeting of a board shall be given in writing to every member of a board, such notice setting out briefly the matters to be discussed at the meeting.

(4) At a meeting the board shall deal with matters of which notice has thus been given and any matter that the chairman may raise with the approval of the other members present: Provided that only matters of which notice has thus been given may be dealt with at a special meeting.

(5) The director or an employee designated by him shall attend meetings of a board in an advisory capacity.

(6) A board may grant to any member leave of absence from meetings of the board for a period not exceeding six calendar months and, with the approval of the Minister, for a longer period.

Remuneration of Members of Board.

8. Any member of a board shall serve in an honorary capacity and receive no remuneration out of the funds of the institution in respect of his membership: Provided that a board may, in respect of a journey necessarily performed in attending a meeting of the board or in connection with the carrying out of his duties as a member of the board, authorise the payment to a member (who is not in full-time State employment) of subsistence allowances and transport expenses or mileage and passenger allowances at the rates and in the circumstances applicable to a deputy secretary in the administrative division of the Public Service when travelling on duty.

Secretary of Board.

9. (1) A board shall designate an employee to act as its secretary.

(2) The secretary of a board shall—

(a) keep the minutes of proceedings at each meeting of the board and within 30 days of such meeting forward a copy of the minutes to the Secretary;

(b) notify the Secretary of the name, address and period of office of a member (other than a member appointed by the Minister) appointed in terms of regulation 4 within 30 days of such appointment;

(c) if a member vacates his seat on the board, within 30 days notify the Secretary or (if such member was not appointed by the Minister), the person, association, administration or local institution that appointed such member: Provided that, where a vacancy is occasioned by expiry of the period of office of any member, such notification shall be made at least three months in advance; and

(d) perform such other duties as the board may assign to him.

Functions and Duties.

10. (1) Subject to the provisions of the Act and these regulations, a board shall—

(a) formulate the policies of an institution;

(b) manage and control the funds, property and affairs of an institution;

- (c) bepaal 'n raad, in die geval van 'n inrigting met navorsingsfunksies, die navorsingsprojek wat sy beamptes onderneem;
- (d) adviseer 'n raad die Minister oor aangeleenthede waarmee die inrigting te doen het; en
- (e) verstrek 'n raad die inrigting wat die Sekretaris verlang.

(2) Behoudens die bepalings van die Wet en hierdie regulasies, skryf 'n raad reëls voor vir die behoorlike beheer en bestuur van die sake van die inrigting met inbegrip van reëls aangaande—

- (a) die belê en hou van vergaderings van die raad en van komitees van die raad;
- (b) die ontvangs, veilige bewaring, verantwoording, bank, uitgawe van en beheer oor die fondse van die inrigting;
- (c) die prosedure in verband met die vra en aanneem van tenders vir die uitvoering van werk namens die inrigting en in verband met die verskaffing van goedere en materiaal aan die inrigting; en
- (d) die verantwoording van en beskikking oor voorrade, uitrusting, lewende hawe, biblioteekmateriaal en artikels wat vir vertoon-, navorsings- of studie-doeleindes gehou word en enige ander roerende goed van watter aard ook al wat aan die inrigting behoort of aan sy sorg toevertrou is.

DEEL III.—EIENDOM.

Beveiliging van eiendom en voorsorg teen verlies, beskadiging of diefstal.

11. 'n Direkteur tref, met inagneming van die opdragte en reëls van die raad, behoorlike reëlings vir die veilige bewaring van alle eiendom wat aan die inrigting behoort of aan sy sorg toevertrou is en tref alle uitvoerbare voorsorgsmaatreëls teen verlies, beskadiging of diefstal.

Vervreemding van eiendom.

12. (1) Sonder die magtiging of goedkeuring van die raad en behoudens die voorbehoudsbepaling by subartikel (2) van artikel vyf van die Wet, word geen voorrade, uitrusting, lewende hawe, produkte, biblioteekmateriaal, artikels wat vir vertoon-, navorsings- of studiedoeleindes gehou word of ander roerende eiendom van watter aard ook al wat aan 'n inrigting behoort of aan sy sorg toevertrou is, verkoop, verhuur, verruil, uitgeleën, geskenk of andersins vervreem nie.

(2) Geen transaksie van koop, verkoop, huur, ruil of ander vervreemding tussen 'n inrigting en 'n beampte of sy afhanklikes word sonder spesifieke magtiging van die raad toegelaat nie.

Versekering.

13. 'n Raad verseker en hou verseker by iemand wat ingevolge die Versekeringswet, 1943, as 'n versekeraar geregistreer is—

- (a) die geboue en ander onroerende eiendom wat aan die inrigting behoort teen verlies deur brand of ander oorsake; en
- (b) die roerende eiendom wat aan die inrigting behoort of toevertrou is (uitgesonderd die wat die Sekretaris van die vereiste van hierdie paragraaf vrystel) teen verlies deur brand, diefstal of ander oorsake.

Verhaal of afskryf van verliese.

14. (1) 'n Verlies van eiendom, geld of bates van 'n inrigting wat deur nalatigheid, versuim, gebrek aan waaksaamheid of diefstal veroorsaak is, word deur 'n raad van die persoon daarvoor verantwoordelik verhaal.

(2) Indien die raad nie daarin slaag om sodanige verlies te verhaal nie, kan hy dit afskryf.

(3) Die direkteur rapporteer alle sodanige verliese aan die Sekretaris, aan die raad en aan die ouditeur van die inrigting en, indien dit blyk dat die verlies gely is weens bedrog, diefstal of brandstigting deur 'n beampte of iemand anders, ook aan die Suid-Afrikaanse Polisie.

(c) determine, in the case of an institution with research functions, the research projects to be undertaken by its employees;

(d) advise the Minister with regard to matters with which the institution is concerned; and

(e) furnish the Secretary with such information as he may require.

(2) Subject to the provisions of the Act and these regulations, a board shall lay down rules for the proper control and management of the affairs of the institution, including rules as to—

- (a) the calling and conduct of meetings of the board and of committees of the board;
- (b) the receipt, safe custody, accounting for, banking, expenditure and control of the funds of the institution;
- (c) the procedure for inviting and accepting tenders for the execution of work on behalf of the institution and for the supply of goods and material to the institution; and
- (d) the accounting for and disposal of stores, equipment, livestock, library material and articles held for display, research or study purposes and any other movable property of whatever kind belonging to or entrusted to the institution.

PART III.—PROPERTY.

Safeguarding Property and Precautions against Loss, Damage or Theft.

11. A director shall, with due observance of any directions and rules of the board, make proper arrangements for the safe custody of all property belonging or entrusted to the institution and shall take all practicable precautions against loss, damage or theft.

Alienation of Property.

12. (1) Subject to the proviso to sub-section (2) of section five of the Act, no stores, equipment, livestock, products, library material, articles held for display, research or study purposes or any other movable property of whatever kind belonging or entrusted to an institution shall, without the authority or approval of the board, be sold, let, exchanged, lent, donated or otherwise alienated.

(2) No transaction of purchase, sale, hire, exchange or other alienation between any institution and an employee or his dependants shall be permitted without the specific authority of the board.

Insurance.

13. A board shall insure and keep insured with any person registered as an insurer in terms of the Insurance Act, 1943—

- (a) any buildings or other immovable property belonging to the institution against loss by fire or other causes; and
- (b) all movable property belonging or entrusted to the institution (except such property as the Secretary may exempt from the requirements of this paragraph) against loss by fire, theft or other causes.

Recovery or Writing Off of Losses.

14. (1) Any loss of property, moneys or assets of an institution occasioned by negligence, default, lack of vigilance or theft shall be recovered by a board from the person responsible therefor.

(2) Failing recovery by the board, such loss may be written off by the board.

(3) The director shall report all such losses to the Secretary, to the board and to the auditor of the institution and, whenever it appears that such loss has been sustained through fraud, theft or arson by any employee or other person, also to the South African Police.

DEEL IV.—BEAMPTES—AANSTELLING EN
DIENSVORWAARDES.*Funksies en pligte van beamptes.*

15. (1) Benewens die funksies en pligte wat deur die raad en ingevolge die regulasies en die reëls van die raad aan die direkteur toegewys of opgedra word, is hy verantwoordelik vir—

- (a) die organisasie, uitvoering en bestuur van die werksaamhede van die inrigting ooreenkomstig die beleid wat die raad bepaal en die opdragte wat die raad gee;
- (b) die handhawing van tug en doeltreffende bestuur in die inrigting;
- (c) die behoorlike gebruik en versorging van die eiendom wat aan die inrigting behoort of toevertrou is; en
- (d) die behoorlike behartiging van die geldsake van die inrigting.

(2) 'n Beampte verrig die pligte wat die raad of die direkteur van tyd tot tyd aan hom opdra.

(3) 'n Raad of 'n direkteur kan 'n beampte aansê om tydelik ander pligte te verrig as dié wat gewoonlik aan sodanige beampte opgedra word of wat by die graad, benaming of indeling van sy pos pas.

Diensstaat.

16. (1) Die Minister bepaal die vaste diensstaat van 'n inrigting, die gradering van poste op die vaste diensstaat en die skale van salarisse en toelaes van permanente beamptes.

(2) Die Minister kan van tyd tot tyd addisionele poste op die vaste diensstaat instel en gradeer, bestaande poste hergradeer, omskep of afskaf en skale van salarisse en toelaes verander.

(3) Die Sekretaris bepaal van tyd tot tyd—

- (a) die getal tydelike beamptes wat in diens geneem word, hetsy weens die afwesigheid of siekte van die bekleër van 'n pos, of wanneer dit nodig is om beamptes beskikbaar te stel vir die verrigting van 'n klas werk waarvoor personeel nie gewoonlik op 'n permanente basis aangehou word nie, of wanneer dit om 'n ander rede nodig is om die personeel van 'n inrigting tydelik te vermeerder;
- (b) die getal arbeiders wat in diens geneem word; en
- (c) die skale van salarisse, lone en toelaes aan tydelike beamptes en arbeiders betaalbaar.

Aanstellings, oorplasinge en bevorderings.

17. Met die goedkeuring van die Sekretaris kan 'n raad—

- (a) (i) iemand as 'n permanente beampte aanstel in;
- (ii) 'n permanente beampte oorplaas of bevorder na, of
- (iii) iemand as tydelike beampte in diens neem teen 'n vakante pos op die vaste diensstaat; of
- (b) 'n permanente beampte hou teen 'n vakante pos op die vaste diensstaat wat van 'n laer of hoër graad is as die pos wat sodanige beampte gewoonlik beklee.

Indiensneming van arbeiders en addisionele tydelike beamptes.

18. 'n Raad kan iemand in diens neem as 'n tydelike beampte bykomend tot die vaste diensstaat of as 'n arbeider, mits die getal sodanige tydelike beamptes en arbeiders wat in diens gehou word nie die getalle ingevolge sub-regulasie (3) van regulasie 16 bepaal, oorskry nie.

Vereistes vir aanstelling of bevordering.

19. (1) Niemand word as 'n permanente beampte aangestel nie tensy hy—

- (a) 'n Suid-Afrikaanse burger is;
- (b) van goeie karakter is;
- (c) aan geen verstandelike of liggaamlike gebrek, siekte of swakheid ly nie wat waarskynlik die behoorlike uitvoering van sy pligte sal belemmer of sy affreeding voordat hy die pensioenleeftyd bereik, nodig sal maak;
- (d) die leeftyds-, opvoedkundige en ander kwalifikasies besit wat die Sekretaris bepaal; en

PART IV.—EMPLOYEES—APPOINTMENT AND CONDITIONS
OF SERVICE.*Functions and Duties of Employees.*

15. (1) A director shall, in addition to the functions and duties assigned to or imposed on him by the board and in terms of the regulations and the rules of the board, be responsible for—

- (a) the organisation, carrying out and direction of the work of the institution in accordance with the policies laid down and the directions given by the board;
- (b) the maintenance of discipline and efficient administration in the institution;
- (c) the proper use and care of the property belonging or entrusted to the institution; and
- (d) the proper care of the finances of the institution.

(2) An employee shall perform the duties assigned to him from time to time by the board or the director.

(3) A board or a director may require an employee temporarily to perform duties other than those ordinarily assigned to such employee or appropriate to the grade, designation or classification of his post.

Establishment.

16. (1) The Minister shall determine the fixed establishment of an institution, the grading of posts on the fixed establishment and the scales of salaries and allowances of permanent employees.

(2) The Minister may from time to time create and grade additional posts on the fixed establishment, re-grade, convert or abolish existing posts and change the scales of salaries and allowances.

(3) The Secretary shall from time to time determine—

- (a) the number of temporary employees to be employed, either by reason of the absence or illness of the incumbent of any post, or when it is necessary to provide employees for the performance of a class of work for which staff is not ordinarily maintained on a permanent basis, or when it is necessary for any other reason to increase the staff of an institution temporarily;
- (b) the number of labourers to be employed; and
- (c) the scales of salaries, wages and allowances payable to temporary employees.

Appointments, Transfers and Promotions.

17. A board may, with the approval of the Secretary—

- (a) (i) appoint any person as a permanent employee in,
- (ii) transfer or promote a permanent employee to, or
- (iii) employ any person as a temporary employee against a vacant post on the fixed establishment; or
- (b) hold a permanent employee against a vacant post on the fixed establishment that is of a lower or higher grade than the post normally occupied by such employee.

Employment of Labourers and Additional Temporary Employees.

18. A board may employ any person as a temporary employee additional to the fixed establishment or as a labourer, provided that the numbers of such temporary employees and labourers employed shall not exceed the numbers determined in terms of sub-regulation (3) of regulation 16.

Requirements for Appointment or Promotion.

19. (1) No person shall be appointed as a permanent employee unless he—

- (a) is a South African citizen;
- (b) is of good character;
- (c) is free from any mental or physical defect, disease or infirmity which would be likely to interfere with the proper carrying out of his duties or to render necessary his retirement before reaching the pensionable age;
- (d) has the age, educational and other qualifications determined by the Secretary; and

(e) in albei die amptelike tale in 'n eksamen van 'n standaard in subregulasie (2) bepaal, geslaag het:

Met dien verstande dat die Sekretaris die aanstelling van iemand wat nie ooreenkomstig paragraaf (e) bevoeg is, nie as 'n permanente beampte kan goedkeur, maar so iemand se besoldiging word nie sonder die goedkeuring van die Sekretaris verhoog bo die besoldiging wat hy ontvang na verstryking van 'n tydperk van drie jaar gereken vanaf die datum van sy eerste aanstelling nie tensy en tot tyd en wyl hy in so 'n eksamen geslaag het.

(2) Die standaard in paragraaf (e) van subregulasie (1) vermeld is, ten opsigte van—

- (a) poste waarvoor 'n Matrikulasiesertifikaat of 'n meer gevorderde kwalifikasie vereis word: een amptelike taal van die standaard van die Nasionale Senior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard, en die tweede amptelike taal van die standaard van die Nasionale Senior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard;
- (b) poste waarvoor 'n laer kwalifikasie as Matrikulasie, maar nie laer as Junior Sertifikaat of standerd 8 nie, vereis word: een amptelike taal van die standaard van die Nasionale Junior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard, en die tweede amptelike taal van die standaard van die Nasionale Junior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard.

(3) By die vulling van 'n pos of die doen van 'n aanstelling of bevordering word die kwalifikasies, betreklike verdienstelikheid, bekwaamheid en geskiktheid van die persone wat vir aanstelling of bevordering in aanmerking kom, behoorlik in ag geneem.

Geneeskundige en geboortesertifikaat.

20. 'n Kandidaat vir aanstelling as 'n permanente beampte lê aan die Raad voor—

- (a) 'n verklaring en 'n geneeskundige verslag, wat na die mening van die Raad bevredigend is, in 'n vorm deur die Sekretaris goedgekeur; en
- (b) sy geboortesertifikaat.

Proefdiens.

21. (1) Tensy 'n raad anders bepaal, geskied 'n aanstelling of 'n bevordering van 'n permanente beampte op proef van twaalf kalendermaande, waarna sodanige aanstelling of bevordering by besluit van die raad bekrachtig, verleng of beëindig word.

(2) 'n Raad kan 'n permanente beampte wat op proef aangestel is, uit die diens van die inrigting ontslaan hetsy gedurende of by of na die verstryking van die proeftyd—

- (a) deur hom een maand kennis te gee; of
- (b) onverwyld, indien sy gedrag onbevredigend is.

(3) 'n Beampte wat op proef bevorder is en wie se bevordering op proef deur die raad beëindig word, keer terug tot sy vorige pos of tot 'n pos van gelyke gradering en tot die besoldiging wat hy in sy vorige pos sou bereik het indien hy nie bevorder was nie.

Sekondering.

22. 'n Permanente beampte kan, met sy toestemming en met die goedkeuring van die Sekretaris, op die voorwaardes wat die Sekretaris bepaal, hetsy vir 'n bepaalde diens of vir 'n tydperk, aan die diens van 'n ander inrigting, liggaam of persoon gesekondeer word, maar bly, terwyl hy aldus afgestaan is, onderworpe aan die bepalings van hierdie regulasies.

Besoldiging.

23. (1) Beamptes word salarisse, lone en toelaes betaal ooreenkomstig die skale ingevolge regulasie 16 bepaal.

(2) 'n Beampte se salaris, loon of salarisskaal word nie sonder sy toestemming verander of verlaag nie, behalwe ooreenkomstig die bepalings van deel VII van hierdie regulasies.

Aanvangsalaris.

24. Tensy die Sekretaris 'n hoër salaris of loon goedkeur, word daar aan 'n beampte by aanstelling of bevordering 'n salaris of loon teen die minimum van die toepaslike skaal betaal.

(e) has passed in both languages an examination of a standard required in terms of sub-regulation (2):

Provided that the Secretary may approve the appointment as a permanent employee of a person not qualified in terms of paragraph (e), but such person's remuneration shall not without the approval of the Secretary be increased beyond the remuneration received by him after the expiry of a period of three years calculated from the date of his first appointment unless and until he passes such an examination.

(2) The standard referred to in paragraph (e) of sub-regulation (1) shall be in respect of—

- (a) posts for which a Matriculation Certificate or a more advanced qualification is required: one official language of the standard of the National Senior Certificate A (or recognised equivalent certificate) or of a higher standard, and the second official language of the standard of the National Senior Certificate B (or recognised equivalent certificate) or of a higher standard;
- (b) posts for which a lower qualification than Matriculation, but not lower than Junior Certificate or Standard 8, is required: one official language of the standard of the National Junior Certificate A (or recognised equivalent certificate) or of a higher standard, and the second official language of the standard of the National Junior Certificate B (or recognised equivalent certificate) or of a higher standard.

(3) In the filling of any post or the making of any appointment or promotion due regard shall be had to the qualifications, relative merit, efficiency and suitability of the persons who are eligible for appointment or promotion.

Medical and Birth Certificates.

20. A candidate for appointment as a permanent employee shall submit to the board—

- (a) a declaration and a medical report, considered to be satisfactory by the board, in a form approved by the Secretary; and
- (b) his birth certificate.

Probationary Service.

21. (1) Any appointment or promotion of a permanent employee shall, unless a board determines otherwise, be on probation for twelve calendar months, after which such appointment or promotion shall be confirmed, extended or terminated by resolution of the board.

(2) A board may discharge any permanent employee appointed on probation from the service of the institution either during or at or after the expiry of the period of probation—

- (a) by giving him one month's notice; or
- (b) forthwith, if his conduct is unsatisfactory.

(3) Any employee promoted on probation whose promotion on probation is terminated by the board shall revert to the post formerly held by him or to a post of equivalent grading and to the remuneration he would have attained in his former post had he not been promoted.

Secondment.

22. A permanent employee may, with his consent and with the approval of the Secretary, be seconded, upon such conditions as the Secretary may decide, either for a particular service or for a period of time to the service of another institution, body or person, but shall, while so seconded, remain subject to these regulations.

Remuneration.

23. (1) Employees shall be paid salaries, wages and allowances in accordance with the scales determined in terms of regulation 16.

(2) An employee's salary, wage or scale of salary shall not be reduced without his consent, except in accordance with the provisions of Part VII of these regulations.

Commencing Salary.

24. An employee shall, unless the Secretary approves a higher salary or wage, be paid a salary or wage on appointment or promotion at the minimum of the appropriate scale.

Salarisverhogings.

25. (1) Mits sy diens en gedrag bevredigend is, staan 'n raad aan 'n beampte jaarliks een salarisverhoging toe binne die perke van die skaal wat op hom van toepassing is, en wel met ingang van die eerste dag van sy verhogingsmaand.

(2) In 'n geval van buitengewone verdienstelikheid of by verwerwing van 'n bykomende toepaslike kwalifikasie, kan 'n raad met die goedkeuring van die Sekretaris aan 'n beampte meer as een salarisverhoging gedurende 'n jaar toestaan.

(3) Indien 'n beampte na die mening van 'n raad onbevredigende diens lewer, kan die raad die jaarlikse salarisverhoging van die beampte weerhou vir 'n tydperk wat die raad bepaal.

Bykomende besoldiging of ander voordeel.

26. Sonder die goedkeuring van die Sekretaris betaal 'n raad nie aan 'n beampte ten opsigte van sy diens as sodanig enige besoldiging, toelae, honorarium, toekenning of bonus van watter aard ook al of staan hom nie 'n ander voordeel in natura toe nie behalwe soos by hierdie regulasies gemagtig.

Reis- en verblyftoelae.

27. (1) Aan 'n beampte wat in diens moet reis, kan daar sodanige reis- en verblyftoelae betaal word as wat die raad bepaal, maar wat nie hoër is nie as die skaal wat die Sekretaris goedkeur: Met dien verstande dat die Sekretaris in 'n besondere geval 'n ander toelae kan magtig: Met dien verstande voorts dat 'n toelae ten opsigte van 'n reis in diens buite die grense van die Republiek of die gebied Suidwes-Afrika nie sonder die goedkeuring van die Sekretaris betaal word nie.

(2) 'n Vervoertoelae kan ook betaal word ten einde iemand wat as 'n permanente beampte aangestel word, in staat te stel om na die plek van sy aanstelling te reis.

Waarnemingstoelae.

28. Met die goedkeuring van die Sekretaris kan 'n raad aan 'n beampte wat vir 'n tydperk van langer as drie kalendermaande as direkteur waarneem, 'n nie-pensioengewende toelae betaal van hoogstens die verskil tussen die salaris van die waarnemende beampte en die minimum van die salarisskaal verbonde aan die pos van direkteur.

Amptelike en buitewerk: Addisionele besoldiging.

29. 'n Beampte (tensy sy diensvoorwaardes anders bepaal)—

- (a) stel al sy tyd ter beskikking van die inrigting;
- (b) wy gedurende sy diensure of tydperke van oortyd-diens sy volle aandag aan die pligte aan hom opgedra;
- (c) het regtens geen aanspraak nie op addisionele besoldiging ten opsigte van enige addisionele amptelike diens of werk deur of namens die raad aan hom opgedra: Met dien verstande dat die raad oortydbesoldiging kan betaal teen tariewe wat die Sekretaris goedkeur;
- (d) verrig nie vir iemand anders besoldigde werk buite sy werk in die diens van die inrigting sonder die toestemming van die raad of verbind hom nie om dit te verrig nie;
- (e) stort in inrigtingsfondse, tensy die raad anders bepaal, enige besoldiging of toelae van watter aard ook al wat hy ontvang het anders as ooreenkomstig die bepalings van hierdie regulasies; en
- (f) stort in inrigtingsfondse alle gelde wat hy in sy amptelike hoedanigheid ontvang het, tensy die raad hom toelaat om die geheel of 'n gedeelte van sodanige gelde as deel van sy besoldiging te behou.

Diensure.

30. (1) Die raad bepaal die amptelike diensure van beamptes: Met dien verstande dat, tensy die raad anders goedkeur, beamptes hulle hou aan onderstaande werkweek:—

Vakkundige, tegniese, administratiewe, klerklike en vergelykbare range.....	40 uur; en
Ander beamptes.....	48 uur.

Salary Increments.

25. (1) A board shall, subject to satisfactory service and conduct, annually grant to an employee one salary increment within the limits of the scale applicable to him, with effect from the first day of his incremental month.

(2) In an exceptionally meritorious case or on acquirement of an additional appropriate qualification, a board may with the approval of the Secretary grant to an employee more than one salary increment during any year.

(3) If any employee's service is considered unsatisfactory by a board, it may withhold his annual salary increment for such period as it may determine.

Additional Remuneration or Other Benefit.

26. A board shall not, without the approval of the Secretary, pay or grant to an employee, in respect of his employment as such, any remuneration, allowance, honorarium, award or bonus of any kind whatsoever or grant him any other benefit in kind except as authorised in these regulations.

Travelling and Subsistence Allowances.

27. (1) An employee who is required to travel on duty may be paid such transport and subsistence allowances as may be determined by the board but which may not exceed the rates approved by the Secretary: Provided that the Secretary may authorise a different allowance in a particular case: Provided further, that no allowance in respect of a journey on duty outside the boundaries of the Republic or the Territory of South West Africa shall be paid without the approval of the Secretary.

(2) A travelling allowance may also be paid to enable any person appointed as a permanent employee to travel to his place of appointment.

Acting Allowance.

28. A board may, with the approval of the Secretary, pay to any employee who is required to act as a director for a period of more than three calendar months a non-pensionable allowance not exceeding the difference between the salary of the acting employee and the minimum of the salary scale attached to the post of director.

Official and Extraneous Work: Additional Remuneration.

29. An employee shall (unless his conditions of service provide otherwise)—

- (a) place the whole of his time at the disposal of the institution;
- (b) devote his full attention, during his hours of duty or periods of overtime duty, to the duties assigned to him;
- (c) have no legal claim to additional remuneration in respect of any additional official duty or work assigned to him by or on behalf of the board: Provided that the board may pay overtime remuneration at rates approved by the Secretary;
- (d) not, without the permission of the board, perform or engage himself to perform for any other person any remunerative work outside his employment in the service of the institution;
- (e) pay into institutional funds, unless the board otherwise determines, any remuneration or allowance of any kind whatsoever that he may have received otherwise than in accordance with the provisions of these regulations; and
- (f) pay into institutional funds all moneys received by him in his official capacity, unless the board allows him to retain the whole or a portion of such moneys as part of his remuneration.

Hours of Duty.

30. (1) The board shall determine the official hours of duty of employees: Provided that, unless the board approves otherwise, employees shall observe the following working week:—

Professional, technical, administrative, clerical and equivalent ranks.....	40 hours; and
other employees.....	48 hours.

(2) Die direkteur of die toesighoudende beampte kan van 'n beampte vereis dat hy op enige dag van die week of te enige tyd van die dag of nag amptelike diens verrig of by sy normale werkplek of elders vir sodanige diens aanwesig is.

Bedanking.

31. (1) 'n Permanente beampte kan sy diens beëindig deur skriftelike kennisgewing aan die raad te gee van minstens een maand, maar die raad kan korter-kennisgewing aanvaar.

(2) 'n Tydelike beampte (uitgesonderd 'n beampte op kontrak) of arbeider kan sy diens beëindig deur skriftelike of mondelinge kennisgewing aan die direkteur te gee van minstens vier-en-twintig uur wat enige tyd, hetsy gedurende of aan die end van 'n maand, maar nie op 'n rusdag nie, van krag word: Met dien verstande dat, indien sodanige tydelike beampte of arbeider bedank deur minstens een maand kennis te gee, sy salaris vir die volle maand betaal word afgesien daarvan of dit op 'n rusdag eindig of nie, mits hy normaalweg vir rusdae betaal word en hy tot en met die laaste werksdag van die betrokke maand in diens bly.

Aftrede.

32. 'n Permanente beampte tree af uit die diens van 'n inrigting—

(a) wanneer hy die aftreleeftyd van vyf-en-sestig jaar bereik, tensy die raad soos by regulasie 33 bepaal, sy diens verleng; of

(b) by of te eniger tyd na bereiking van die pensioenleefyd van sestig jaar indien—

(i) hy drie kalendermaande vooruit skriftelik kennis gee van sy begeerte om aldus af te tree en die raad sodanige aftrede goedkeur; of

(ii) die raad besluit dat hy met kennisgewing van drie kalendermaande aldus aftree:

Met dien verstande dat die aftreleeftyd geag word die ouderdom van drie-en-sestig jaar te wees in die geval van 'n beampte wat voor die eerste dag van Januarie 1903 gebore is, voor die eerste dag van Januarie 1956 aangestel is en lid is van die Voorsorgsfonds ingevolge artikel *negentien* van die „Hoger Onderwijs Wet, 1923”, ingestel (hieronder die Voorsorgsfonds genoem): Met dien verstande voorts dat die pensioenleefyd geag word die ouderdom van vyf-en-vyftig jaar te wees in die geval van 'n vroulike beampte wat voor die eerste dag van Januarie 1956 aangestel is en wat lid is van die Voorsorgsfonds: Met dien verstande voorts dat 'n permanente beampte wat lid van die Voorsorgsfonds is en wat met ingang van 'n datum na 31 Desember 1955 aangestel is, nie voor bereiking van die ouderdom van 65 jaar uit die diens van 'n inrigting aftree nie.

Verlenging van diens.

33. Met die goedkeuring van die Sekretaris kan 'n raad 'n permanente beampte se diens, met sy toestemming, na die bereiking van die aftreleeftyd by regulasie 32 bepaal, vir tydperke van hoogstens twaalf kalendermaande op 'n keer verleng.

Uitdienstreding van vroulike beampte by huwelik.

34. Daar word geag dat 'n vroulike permanente beampte wat in die huwelik tree, vrywillig uit die diens van die inrigting met die oog op die huwelik getree het met ingang van die datum van haar huwelik of, indien sy haar pligte op daardie dag vervul het, met ingang van die dag daarna, tensy die raad met die goedkeuring van die Sekretaris haar in haar pos aanhou: Met dien verstande dat die raad haar na haar uitdienstreding met die goedkeuring van die Sekretaris op 'n tydelike grondslag, hetsy in 'n voltydse of in 'n deeltydse hoedanigheid, weer in diens kan neem teen 'n vakante pos op die vaste diensstaat.

Ontslag.

35. (1) 'n Permanente beampte kan deur 'n raad uit die diens van 'n inrigting ontslaan word—

(a) weens voortdurende swak gesondheid;

(b) weens die afskaffing van sy pos of vermindering, reorganisasie of herreëling van die inrigting se vaste diensstaat;

(2) The director or the supervising officer may require an 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.

Resignation.

31. (1) A permanent employee may terminate his employment by giving notice in writing to the board of at least one calendar month, but the board may accept shorter notice.

(2) A temporary employee (other than an employee on contract) or labourer may terminate his employment by giving notice in writing or verbally to the director of at least twenty-four hours, to become effective at any time, whether during or at the end of a month, but not on a day of rest: Provided that if such employee or labourer resigns by giving at least one month's notice, his salary be paid for the full month, irrespective of whether it ends on a day of rest or not, provided he is normally paid for days of rest and he remains in service up to and including the last working day of the month in question.

Retirement.

32. A permanent employee shall retire from the service of an institution—

(a) on attaining the retirement age of sixty-five years unless the board extends his service as provided by regulation 33; or

(b) on or at any time after attaining the pensionable age of sixty years if—

(i) he has given three calendar months' notice in advance of his wish to so retire and the board approves such retirement; or

(ii) the board decides so to retire him on three calendar months' notice:

Provided that the retirement age shall be deemed to be the age of sixty-three years in the case of an employee who was born before the first day of January, 1903, appointed before the first day of January, 1956, and is a member of the Provident Fund established under section *nineteen* of the Higher Education Act, 1923 (hereinafter called the Provident Fund): Provided further, that the pensionable age shall be deemed to be the age of fifty-five years in the case of a female employee who was appointed before the first day of January, 1956, and is a member of the Provident Fund: Provided further, that a permanent employee who is a member of the Provident Fund and was appointed with effect from any date subsequent to 31st December, 1955, shall not retire from the service of any institution before attaining the age of sixty-five years.

Extension of Service.

33. A board may, with the approval of the Secretary, extend the service of a permanent employee, with his consent, after his attaining the retirement age as provided by regulation 32 for periods of not more than twelve calendar months at a time.

Retirement of Female Employee upon Marriage.

34. A female permanent employee who marries shall be deemed to have voluntarily retired from the service of the institution in contemplation of marriage with effect from the date of her marriage or, if she has discharged her duties on that day, with effect from the day following her marriage, unless the board with the approval of the Secretary retains her in her post: Provided that the board may, with the approval of the Secretary, employ her after her retirement on a temporary basis, either in a full-time or a part-time capacity, against a vacant post on the fixed establishment.

Discharge.

35. (1) A permanent employee may be discharged by a board from the service of an institution—

(a) on account of continued ill-health;

(b) owing to the abolition of his post or any reduction, reorganisation or re-adjustment of the fixed establishment of the institution;

- (c) indien, om ander redes as sy eie ongeskiktheid of onvermoë, sy ontslag doeltreffendheid of besuining in die inrigting waar hy in diens is, sal bevorder;
- (d) weens ongeskiktheid vir sy pligte of onvermoë om dit op bekwame wyse uit te voer;
- (e) weens wangedrag; of
- (f) indien, in die geval van 'n beampte wat op proef aangestel is, sy aanstelling nie bekrachtig word nie.

(2) Daar word geag dat 'n permanente beampte wat sonder verlof van die direkteur of sy toesighoudende beampte vir 'n tydperk van meer as een kalendermaand van sy ampspligte wegbly, uit die diens van die inrigting weens wangedrag ontslaan is met ingang van die datum wat onmiddellik volg op die laaste dag waarop hy op sy plek van diens teenwoordig was: Met dien verstande dat, indien sodanige beampte ander werk aanvaar, daar geag word dat hy aldus ontslaan is niteenstaande dat genoemde tydperk nog nie verstryk het nie: Met dien verstande voorts dat indien sodanige beampte hom te eniger tyd na verstryking van genoemde tydperk vir diens aanmeld, die raad hom in sy vorige of 'n ander pos kan herstel op voorwaardes wat die Sekretaris bepaal, en in so 'n geval word die tydperk van sy afwesigheid van sy ampspligte geag afwesigheid met vakansieverlof sonder betaling, of met verlof op die voorwaardes wat die Sekretaris bepaal, te wees.

(3) Ondanks die afwesigheid van enige gronde vir aftrede of ontslag in hierdie regulasies vermeld, kan 'n raad 'n permanente beampte se dienste beëindig met skriftelike kennisgewing van minstens drie maande van die beëindiging van sy diens: Met dien verstande dat sodanige beampte binne veertien dae na ontvangs van genoemde kennisgewing, of binne die verdere tydperk wat die Minister toelaat, by die Minister skriftelik appél teen sy diensbeëindiging kan aanteken: Met dien verstande voorts dat die Minister kan gelas dat sodanige appellant in sy vorige pos of 'n ander pos herstel word op die voorwaardes wat die Minister bepaal.

(4) 'n Direkteur kan 'n tydelike beampte (behalwe 'n beampte op kontrak) of 'n arbeider met kennisgewing van minstens vier-en-twintig uur uit die diens van die inrigting ontslaan: Met dien verstande dat die raad sodanige beampte of arbeider behoudens die bepaling van hierdie regulasies weer in die diens van die inrigting kan neem.

Amptelike kanale.

36. 'n Versoek of mededeling van 'n beampte oor 'n aangeleentheid wat binne die bestek van—

- (a) die raad se bevoegdhede, funksies of pligte val, word deur bemiddeling van die direkteur aan die raad gerig en deur die direkteur aan die raad voorgelê; en
- (b) die Minister of die Sekretaris se bevoegdhede, funksies of pligte val, word deur bemiddeling van die direkteur en die raad aan die Sekretaris gerig.

Gehoorzaamheid.

37. 'n Beampte gehoorsaam 'n wettige opdrag van iemand wat bevoeg is om dit te gee maar kan, nadat hy dit uitgevoer het, die persoon wat die opdrag gegee het, vra om dit skriftelik te herhaal, kan dan skriftelik beswaar by die direkteur aanteken en, indien hy ontevrede is met die direkteur se beslissing, versoek dat die beslissing aan die raad vir hersiening voorgelê word.

DEEL V.—BEAMPTES—AFWESIGHEIDSVLOF.

Indeling van verlof.

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

(a) Vakansieverlof:—

- (i) vakansieverlof met volle betaling;
- (ii) vakansieverlof sonder betaling.

(b) Siekteverlof:—

- (i) siekteverlof met volle betaling;
- (ii) siekteverlof met halwe betaling;
- (iii) siekteverlof sonder betaling;
- (iv) spesiale siekteverlof met volle of verminderde betaling.

- (c) if, for reasons other than his own unfitness or incapacity, his discharge will promote efficiency or economy in the institution in which he is employed;
- (d) on account of unfitness for his duties or incapacity to carry them out efficiently;
- (e) on account of misconduct; or
- (f) if, in the case of an employee appointed on probation, his appointment is not confirmed.

(2) An employee who absents himself from his official duties without permission from the director or his supervising officer for a period exceeding one calendar month shall be deemed to have been discharged from the service of the institution on account of misconduct with effect from the date immediately succeeding his last day of attendance at his place of duty: Provided that, if such employee assumes other employment, he shall be deemed to have been thus discharged notwithstanding that the said period has not expired: Provided further, that if such employee reports for duty at any time after the expiry of the period mentioned, the board may reinstate him in his former or any other post on such conditions as the board may decide, in which event the period of his absence from official duty shall be deemed to have been absence on vacation leave without pay, or on leave on such other conditions as the Secretary may decide.

(3) Notwithstanding the absence of any cause for retirement or discharge set out in these regulations, a board may terminate the employment of any permanent employee on at least three months' notice in writing of the termination of his services: Provided that such employee may within fourteen days after receipt of the notice mentioned, or within such further period as the Minister may allow, lodge a written appeal against the termination of his services with the Minister: Provided further, that the Minister may order that such appellant be reinstated in his former post or in any other post subject to such conditions as the Minister may determine.

(4) A director may discharge a temporary employee (except an employee on contract) or a labourer on notice of at least twenty-four hours from the service of the institution: Provided that the board may, subject to the provisions of these regulations, re-employ such employee or labourer.

Official Channels.

36. A request or communication from an employee in connection with any matter falling within the scope of—

- (a) the board's powers, functions or duties shall be addressed to the board through the medium of the director and shall be submitted by the director to the board; and
- (b) the Minister's or Secretary's powers, functions or duties shall be submitted to the Secretary through the medium of the director and the board.

Obedience.

37. An employee shall obey any lawful instruction given to him by a person who is competent to do so but may, after having carried it out, request the person who gave the instruction to repeat it in writing, may then protest in writing to the director and, if he is dissatisfied with the director's decision, request that the decision be submitted to the board for review.

PART V.—EMPLOYEES—LEAVE OF ABSENCE.

Classification of Leave.

38. (1) All absence from duty on leave shall be classified under one or more of the following headings:—

(a) Vacation Leave—

- (i) vacation leave with full pay;
- (ii) vacation leave without pay.

(b) Sick Leave—

- (i) sick leave with full pay;
- (ii) sick leave with half pay;
- (iii) sick leave without pay;
- (iv) special sick leave with full or reduced pay.

(c) Spesiale verlof:—

- (i) spesiale verlof met volle betaling;
- (ii) spesiale verlof op betalingsvoorwaardes wat die Sekretaris goedkeur.

(2) Die toestaan van verlof onder een van die hoofde in subregulasie (1) vermeld, raak nie die toestaan van verlof onder 'n ander hoof daarin vermeld nie, behalwe soos uitdruklik elders in hierdie regulasies bepaal.

Groepering van beamptes vir verlofdoeleindes.

39. Behoudens die bepalinge van regulasie 41, word beamptes vir die doeleindes van die toestaan van afwesigheidsverlof in onderstaande groepe ingedeel:—

Groep I.

Beamptes met die rang van direkteur, assistent-direkteur, vakkundige beampte (verskillende range), assistent-vakkundige beampte, bibliotekaris (verskillende range), assistent-bibliotekaris en ander permanente en tydelike beamptes deur die Sekretaris by hierdie groep ingedeel wat—

- | | |
|---|---|
| (i) vyf jaar of langer diens voltooi het | Vakansieverlofgroep I.
Siekteverlofgroep A. |
| (ii) minder as vyf jaar diens voltooi het | Vakansieverlofgroep II.
Siekteverlofgroep A. |

Groep II.

Ander permanente en tydelike Blanke beamptes wat—

- | | |
|--|--|
| (i) vyftien jaar of langer diens voltooi het | Vakansieverlofgroep I.
Siekteverlofgroep A. |
| (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het | Vakansieverlofgroep II.
Siekteverlofgroep A. |
| (iii) minder as tien jaar diens voltooi het | Vakansieverlofgroep III.
Siekteverlofgroep A. |

Groep III.

Blanke arbeiders wat—

- | | |
|--|--|
| (i) vyftien jaar of langer diens voltooi het | Vakansieverlofgroep II.
Siekteverlofgroep B. |
| (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het | Vakansieverlofgroep III.
Siekteverlofgroep D. |
| (iii) vyf jaar of langer maar minder as tien jaar diens voltooi het | Vakansieverlofgroep IV.
Siekteverlofgroep F. |
| (iv) minder as vyf jaar diens voltooi het | Vakansieverlofgroep V.
Siekteverlofgroep H. |

Groep IV.

Nie-Blanke beamptes wat—

- | | |
|---|--|
| (i) twintig jaar of langer diens voltooi het | Vakansieverlofgroep III.
Siekteverlofgroep C. |
| (ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het | Vakansieverlofgroep IV.
Siekteverlofgroep E. |
| (iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het | Vakansieverlofgroep V.
Siekteverlofgroep G. |
| (iv) vyf jaar of langer maar minder as tien jaar diens voltooi het | Vakansieverlofgroep VI.
Siekteverlofgroep H. |
| (v) minder as vyf jaar diens voltooi het | Vakansieverlofgroep VII.
Siekteverlofgroep I. |

Met dien verstande dat indien die verlofvoorsiening van 'n beampte wat onmiddellik voor die inwerkingtreding van hierdie regulasies reeds in die diens van 'n inrigting was, as gevolg van die toepassing van hierdie regulasies verminder staan te word, sodanige beampte vanaf die datum van inwerkingtreding van hierdie regulasies in die volgende hoër vakansie- of siekteverlofgroep ingevolge regulasie 40, geplaas word.

Verlofvoorsiening.

40. Aan beamptes kan verlof volgens onderstaande skaal toegestaan word met inagneming van hul groepsindeling ingevolge regulasie 39:—

(a) Vakansieverlof—	Getal dae.
Groep.	
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14

(c) Special Leave—

- (i) special leave with full pay;
- (ii) special leave with pay conditions to be approved by the Secretary.

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

Grouping of Employees for Leave Purposes and Leave Provision.

39. Subject to the provisions of regulation 41 employees shall be classified in the following groups for the purpose of granting leave of absence:—

Group I.

Employees with the rank of director, assistant director, professional officer (different ranks), assistant professional officer, librarian (different ranks), assistant librarian and other permanent and temporary employees classified under this group by the Secretary who have completed—

- | | |
|------------------------------------|---|
| (i) five years' service or more | Vacation leave group I.
Sick leave group A. |
| (ii) less than five years' service | Vacation leave group II.
Sick leave group A. |

Group II.

Other permanent and temporary White employees who have completed—

- | | |
|---|--|
| (i) fifteen years, service or more | Vacation leave group I.
Sick leave group A. |
| (ii) ten years' service or more, but less than fifteen years' service | Vacation leave group II.
Sick leave group A. |
| (iii) less than ten years' service | Vacation leave group III.
Sick leave group A. |

Group III.

White labourers who have completed—

- | | |
|---|---|
| (i) fifteen years' service or more | Vacation leave group II.
Sick leave group B. |
| (ii) ten years' service or more, but less than fifteen years' service | Vacation leave group II.
Sick leave group D. |
| (iii) five years' service or more, but less than ten years' service | Vacation leave group IV.
Sick leave group F. |
| (iv) less than five years' service | Vacation leave group V.
Sick leave group H. |

Group IV.

Non-White employees who have completed—

- | | |
|---|--|
| (i) twenty years' service or more | Vacation leave group III.
Sick leave group C. |
| (ii) fifteen years' service or more but less than twenty years' service | Vacation leave group IV.
Sick leave group E. |
| (iii) ten years' service or more but less than eighteen years' service | Vacation leave group V.
Sick leave group G. |
| (iv) five years' or longer service but less than ten years' service | Vacation leave group VI.
Sick leave group H. |
| (v) less than five years' service | Vacation leave group VII.
Sick leave group I. |

Provided that, if the leave provisions of an employee who was in the employment of an institution immediately before the commencement of these regulations, is subject to reduction as a result of the application of these regulations, such employee shall as from the date of commencement of these regulations be placed in the next higher vacation or sick leave group, in terms of regulation 40.

Provision of Leave.

40. Employees may be granted leave according to the following scale, regard being had to their grouping in terms of regulation 39:

(a) Vacation leave—

Group.	Number of days.
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14

(b) *Siekteverlof—*
Groep.

	<i>Getal dae in elke tydkring</i> <i>van drie jaar.</i>	
	<i>Met volle</i> <i>betaling.</i>	<i>Met halwe</i> <i>betaling.</i>
A.....	120	120
B.....	90	90
C.....	80	80
D.....	70	70
E.....	60	60
F.....	50	50
G.....	40	40
H.....	30	30
I.....	15	15

Toepassing van verlofregulasies.

41. (1) Hierdie verlofregulasies is op alle volttydse beamptes van toepassing.

(2) Deelttydse beamptes kom nie vir verlof ooreenkomstig hierdie regulasies in aanmerking nie, maar aan hulle kan die verlof wat die Sekretaris goedkeur, toegestaan word.

(3) Indien 'n permanente beampte afgetree het of om watter rede ook al sy diens by 'n inrigting beëindig het maar, met of sonder onderbreking van diens, in 'n tydelike hoedanigheid heraan gestel word—

(a) word sodanige heraanstelling by die toepassing van hierdie regulasies betreffende verlof in elke opsig as 'n nuwe aanstelling beskou;

(b) tel sy vorige permanente diens nie as diens vir verlofdoeleindes nie; en

(c) verval sy opgehoopde verlof by beëindiging van sy permanente diens.

Verlof is 'n vergunning.

42. (1) Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning, word nie as 'n reg geëis nie en word slegs toegestaan met inagneming van die behoeftes van die inrigting.

(2) 'n Beampte wat die diens van 'n inrigting verlaat, om watter rede ook al, het regtens geen aanspraak op betaling van die geldwaarde van ongebruikte verlof nie.

(3) Die bepalinge van hierdie regulasie verhoed nie die betaling van verlofgratifikasies kragtens regulasie 72 nie.

Aansoek om verlof.

43. (1) 'n Beampte verlaat nie sy werk en bly nie van diens weg nie voordat hy skriftelik om verlof aansoek gedoen het en deur of namens die direkteur in kennis gestel is dat die verlofaansoek goedgekeur is, tensy hy in sy diens geskors is of weens sy skielike siekte of ander omstandighede wat vir die raad aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld.

(2) 'n Aansoek om verlof word gedoen in 'n vorm wat die Sekretaris goedkeur.

(3) Die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, word deur die Sekretaris goedgekeur.

Toestaan en intrekking van verlof.

44. (1) 'n Raad of 'n direkteur (indien die raad hom bevoegdheid daartoe verleen) kan aan 'n beampte afwesigheidsverlof toestaan en kan sodanige verlof te eniger tyd intrek.

(2) Verlof oorskryf nie die perke in hierdie regulasies voorgeskryf nie tensy die Sekretaris anders goedkeur.

Aantekening van verlof: Verlofstate.

45. (1) 'n Direkteur hou ten opsigte van elke beampte 'n verlofstaat, waarin aangeteken word—

(a) die vakansieverlof wat 'n beampte op die eerste Januarie van elke jaar tot sy krediet het: Met dien verstande dat 'n gedeelte van 'n dag as een dag gereken word; en

(b) alle afwesigheid van diens, volgens die indeling in regulasie 38.

(2) Alle verlofaansoeke word vir rekord- en auditdoeleindes bewaar.

Betaling van toelaes, ens., tydens verlof.

46. Die voortsetting of staking van die betaling aan 'n beampte van toelaes of besoldiging anders as sy salaris of loon en sy aanspreeklikheid vir die betaling van huur ten opsigte van amptelike huisvesting gedurende tydperke van

(b) *Sick leave—*
Group.

	<i>Number of days in each</i> <i>cycle of three years.</i>	
	<i>With full</i> <i>pay.</i>	<i>With half</i> <i>pay.</i>
A.....	120	120
B.....	90	90
C.....	80	80
D.....	70	70
E.....	60	60
F.....	50	50
G.....	40	40
H.....	30	30
I.....	15	15

Application of Leave Regulations.

41. (1) These leave regulations shall be applicable to all full-time employees.

(2) Part-time employees shall not be eligible for leave in terms of these regulations but may be granted such leave as may be approved by the Secretary.

(3) If a permanent employee has retired or has relinquished his post at an institution for any reason whatsoever but is re-appointed, with or without a break in service, in a temporary capacity—

(a) such re-appointment shall in every respect be regarded as a new appointment in applying these leave regulations;

(b) his previous permanent service shall not count as service for leave purposes; and

(c) his accumulated leave lapse when his permanent appointment is terminated.

Leave is a Privilege.

42. (1) Leave of absence provided for in these regulations is a privilege, shall not be claimable as a right and shall only be granted subject to the exigencies of the institution.

(2) An employee who leaves the service of an institution, for any reason whatsoever, cannot legally claim payment in respect of the cash value of leave standing to his credit.

(3) The provisions of this regulation shall not preclude the payment of leave gratuities in terms of regulation 72.

Application for Leave.

43. (1) An employee shall not leave or stay away from his work or duty until he has applied in writing for leave and has been advised by or on behalf of the director that his application for leave has been approved, unless he has been suspended from duty or is prevented by sudden illness or other circumstances that are acceptable to the board from remaining on or reporting for duty.

(2) An application for leave shall be submitted in a form approved by the Secretary.

(3) The form of the medical certificate required to support any application for sick leave shall be as approved by the Secretary.

Grant and Withdrawal of Leave.

44. (1) A board or a director (if the board has empowered him to do so) may grant leave of absence to an employee and may at any time withdraw such leave.

(2) Leave may not exceed the limits prescribed by these regulations unless the Secretary approves otherwise.

Recording Leave: Leave Register.

45. (1) A director shall keep in respect of every employee a leave register, in which shall be recorded—

(a) the vacation leave standing to the credit of an employee on the first of January of each year: Provided that any part of a day shall be calculated as one day; and

(b) all absence from duty, according to the classification in regulation 38.

(2) All leave applications shall be kept for record and audit purposes.

Payment of Allowances, etc., during Leave.

46. The continuance or cessation of the payment to an employee of allowances or remuneration other than his salary or wage and his liability for the payment of rent in respect of official quarters during periods of leave shall

verlof is onderworpe aan die voorskrifte deur die Sekretaris uitgereik in verband met sodanige toelaes, betaling en betaling van huur.

Verlof wat vir verlofdoeleindes tel.

47. (1) Alle verlof (van watter aard ook al) met volle of gedeeltelike betaling, en vakansie- en siekteverlof sonder betaling van altesaam vyftien dae in 'n maand tel as diens vir die doel van verlofaanwas: Met dien verstande dat, indien die verlof sonder betaling die hierin gemelde getal dae oorskry, die voorsiening ten opsigte van siekteverlof met volle betaling en siekteverlof met halwe betaling wat ooreenkomstig regulasie 40 op 'n beamppte van toepassing is, met een-ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder word en hierdie vermindering aangebring word ten opsigte van die tydkring waarin die oorskryding voorkom of, indien die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, ten opsigte van die eersvolgende tydkring.

(2) Vakansie- en siekteverlof sonder betaling tel as diens vir die vasstelling van die indeling van 'n beamppte by 'n verlofgroep kragtens regulasie 39.

(3) Vakansieverlof wat kragtens sub-regulasie (1) gedurende 'n tydperk van vakansie- of siekteverlof sonder betaling aanwas, word nie aan 'n beamppte toegestaan nie voordat hy, na sy afwesigheid met sodanige verlof sonder betaling, weer sy dienste hervat het, en word nie met terugwerkende krag toegestaan nie.

Verlof tel vir salarisverhogingsdoeleindes.

48. Alle verlof (van watter aard ook al), hetsy met of sonder betaling, tel as diens vir salarisverhogingsdoeleindes.

Rusdae.

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

(a) 'n Rusdag, of twee of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van regulasie 38 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;

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

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

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

Verval van verlof by uitdienstreding.

50. (1) Sodra 'n beamppte kennis gee van bedanking of sodra 'n vroulike permanente beamppte kennis gee van haar voorneme om in die huwelik te tree, verval toegestane verlof met betaling met ingang van die datum van sodanige kennisgewing of, indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur of namens die direkteur, en verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalinge van hierdie sub-regulasie—

(a) van toepassing is slegs op afwesigheid gedurende die laaste dertig dae van 'n beamppte se diens; en

(b) nie van toepassing is nie op—

(i) siekteverlof;

(ii) spesiale verlof toegestaan ingevolge paragrawe (b), (c) of (d) van sub-regulasie (1) van regulasie 69; en

(iii) vakansieverlof toegestaan ingevolge regulasie 62.

be subject to any instructions issued by the Secretary with regard to such allowances, remuneration and payment of rent.

Leave Counting for Leave Purposes.

47. (1) All leave (of whatever nature) with full or part pay and vacation and sick leave without pay not exceeding fifteen days in the aggregate in a month shall count for the purpose of leave accrual: Provided that, if the leave without pay exceeds the number of days mentioned herein, the provision in respect of sick leave with full pay and sick leave with half pay that is applicable to an employee in terms of regulation 40 shall be reduced by one thirty-sixth in respect of each such excess, which reduction shall be made in respect of the cycle in which the excess occurs or, if the available sick leave for the relative cycle has already been taken, in respect of the next succeeding cycle.

(2) Vacation and sick leave without pay shall count as service for the purpose of determining an employee's leave group under regulation 39.

(3) Vacation leave which in terms of sub-regulation (1) accrues during a period of vacation or sick leave without pay shall not be granted to an employee until he has, after his absence on such leave without pay, resumed his duties, and shall not be granted with retrospective effect.

Leave Counts for Salary Increments.

48. All leave (of whatever nature), whether with or without pay, shall count as service for the purposes of salary increments.

Days of Rest.

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

(a) a day of rest, or two or more consecutive days of rest, falling within a period of leave, shall be regarded as leave falling under the same heading of regulation 38 as the leave which precedes and succeeds such day or days of rest;

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

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

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

Lapse of Leave on Termination of Employment.

50. (1) Immediately an employee gives notice of resignation or a female permanent employee gives notice of her contemplation of marriage, any leave with pay granted shall lapse with effect from the date of such notice or, if the notice is undated, from the date it is received by or on behalf of the director, and any leave applied for or absence from duty thereafter shall be regarded as vacation leave without pay: Provided that the provisions of sub-regulation shall—

(a) apply only in respect of absences during the employee's last thirty days of service; and

(b) not apply to—

(i) sick leave;

(ii) special leave granted in terms of paragraphs (b), (c) or (d) of sub-regulation (1) of regulation 69; and

(iii) vacation leave granted in terms of regulation 62.

(2) Wanneer 'n beampte uit die diens van 'n inrigting tree, verval sy toegestane afwesigheidsverlof op die laaste dag van sy diens.

(3) 'n Beampte se dienstdyperk word nie verleng ten einde hom in staat te stel om gebruik te maak van die verlof wat aan hom toegestaan is nie.

Ongemagtigde afwesigheid van diens.

51. Behalwe soos in paragraaf (c) van sub-regulasie (1) van regulasie 69 bepaal of tensy 'n raad anders bepaal, word alle ongemagtigde afwesigheid van diens geag vakansieverlof sonder betaling te wees.

Vakansieverlof: Algemene bepalings.

52. (1) Vakansieverlof was aan ten opsigte van elke voltooide maand van diens en wel teen een twaalfde van die voorsiening wat ooreenkomstig paragraaf (a) van regulasie 40 op 'n beampte van toepassing is.

(2) 'n Beampte wat van een betrekking na 'n ander oorgeplaas word waardeur 'n verandering van sy groepering vir verlofdoeleindes meegebring word, of wat om 'n ander rede as sy oorpasing van die een na die ander vakansieverlofgroep oorgaan—

- (a) behou die vakansieverlofkrediet wat gedurende sy dienstdyperk in die vorige groep aangewas het; en
- (b) verwerf vakansieverlof volgens die nuwe groepering op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorpasing of oorgang van krag word,

behoudens die bepalings van subregulasie (3) van regulasie 41.

(3) 'n Raad kan te eniger tyd van 'n beampte vereis dat hy 'n gedeelte van of al die vakansieverlof neem wat hom toekom, mits die maksimum tydperk van verlof in subregulasie (4) bepaal, nie oorskry word nie.

(4) Behoudens die bepalings van regulasie 62 word daar nie aan 'n beampte altesaam meer as 184 dae vakansieverlof met volle betaling toegestaan in 'n tydperk van agtien kalendermaande nie en word afwesigheid van diens bo hierdie beperking, maar nie vir langer as altesaam 184 dae in 'n tydperk van 18 kalendermaande nie, gedek deur die toestaan van vakansieverlof sonder betaling.

(5) Indien daar aan 'n beampte meer vakansieverlof met volle betaling toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan sodanige oorskryding afgetrek word van vakansieverlof wat later aan hom toeval: Met dien verstande dat indien die beampte bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van sodanige aftrekking aan hom toegeval het, daardie gedeelte van die oorskryding wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry, as 'n oorbetalings van salaris geag word, wat of teruggevorder of met bevoegde magtiging afgeskryf word.

(6) Indien gegronde redes daarvoor bestaan, kan 'n raad na goeddunke aan 'n beampte wat geen vakansieverlof met betaling tot sy krediet het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van agtien kalendermaande nie.

(7) Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen opsig die aaneenlopendheid van die vakansieverlofvoorregte van 'n beampte wat onmiddellik voor die datum van inwerking-treding van hierdie regulasies in diens van die inrigting was nie, en opgeloopte vakansieverlof bly staan tot die krediet van sodanige beampte.

(8) Behoudens die bepalings van subregulasie (9), behou iemand wat voltyds in diens is in 'n ander inrigting, die Suid-Afrikaanse Spoorweë, 'n onderwysinrigting onder die beheer van die Departement, die Staatsdelwerye, 'n Provinsiale onderwysdepartement of 'n erkende universiteit binne die Republiek of iemand wat in die diens van 'n Provinsiale Administrasie ingevolge 'n provinsiale ordonansie aangestel is en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos waarin hierdie verlofregulasies op hom van toepassing word; die vakansieverlof wat tot sy krediet gestaan het op die dag voor sy oorpasing of aanstelling; en die vorige

(2) When an employee leaves the service of an institution, any leave of absence granted to him shall lapse on the last day of his service.

(3) An employee's period of employment shall not be extended in order to enable him to utilise leave that may have been granted to him.

Unauthorised Absence from Duty.

51. (1) Except as provided for in paragraph (c) of sub-regulation (1) of regulation 69 or unless a board provides otherwise, all unauthorised absence from duty shall be regarded as being vacation leave without pay.

Vacation Leave: General Provisions.

52. (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 employee in terms of paragraph (a) of regulation 40.

(2) If an employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any reason other than his transfer, passes from one vacation leave group to another—

- (a) he shall retain the vacation leave credit which accrued during his period of service in the previous group; and
- (b) he shall earn vacation leave according to the new group applicable to him from the first day of the month during which such transfer or grouping becomes effective,

subject to the provisions of sub-regulation (3) of regulation 41.

(3) A board may at any time require an employee to take the whole or any portion of the vacation leave due to him, provided that the maximum period of leave prescribed in sub-regulation (4) is not exceeded.

(4) Subject to the provisions of regulation 62, an employee shall not be granted vacation leave on full pay in excess of 184 days in the aggregate in any period of eighteen calendar months and any absence from duty above this limit, but not exceeding 184 days in the aggregate in any period of eighteen calendar months, shall be covered by the grant of vacation leave without pay.

(5) In the event of an employee being granted vacation leave with full pay in excess of that provided in these regulations, such excess may be deducted from vacation leave which subsequently accrued to him: Provided that in the event of the employee resigning or his services being terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, such portion of the excess as exceeds the accrual of his vacation leave on his last day of service shall be regarded as an overpayment of salary, which shall either be recovered or be written off under competent authority.

(6) If sound reasons exist, a board may at its discretion grant an employee who has no vacation leave with pay to his credit vacation leave without pay but not exceeding 184 days in the aggregate in any period of eighteen calendar months.

(7) The promulgation of these regulations and the repeal of the regulations which were in force immediately prior to such promulgation shall in no way affect the continuity of the vacation leave privileges of an employee who was employed by the institution immediately prior to the date of commencement of these regulations, and accumulated vacation leave shall remain to the credit of such employee.

(8) Subject to the provisions of sub-regulation (9), any person who is in full-time employment in any other institution, the South African Railways, any educational institution under the control of the Department, the State Diggings, any Provincial education department or a recognised university within the Republic or any person in the employ of any Provincial Administration who was appointed under a provincial ordinance and is, without a break in service, transferred or appointed to a post in which these leave regulations apply to him shall retain the vacation leave standing to his credit on the day preceding his transfer or appointment, and the previous service in respect

diens ten opsigte waarvan die verlofkrediet oorgedra word, tel as diens vir verlofdoeleindes: Met dien verstande dat, indien sodanige verlof eers na voltooiing van 'n vasgestelde dienstdytperk vir benutting beskikbaar sou geword het en sodanige dienstdytperk op die datum waarop hierdie regulasie op die beampte of werknemer van toepassing word, nog nie voltooi is nie, die verlofkrediet na verhouding tot die gedeelte van bedoelde dienstdytperk wat hy op laasgenoemde datum voltooi het, bereken kan word en die verlof so bereken onmiddellik toegestaan kan word.

(9) By die toepassing van die bepalings van subregulasie (8) word 'n gedeelte van 'n dag as een dag gereken wanneer die verlofkrediet oorgedra word.

SIEKTEVERLOF.—ALGEMENE BEPALINGS.

Siekteverlof met volle en halwe betaling.

53. (1) Siekteverlof val aan 'n beampte toe op die eerste dag van 'n tydkring en, behoudens andersluidende bepalings in hierdie regulasies, kan die volle voorsiening van die betrokke tydkring met ingang van daardie dag aan hom toegestaan word: Met dien verstande dat aan geen beampte siekteverlof met volle of halwe betaling toegestaan word voordat hy dertig dae diens voltooi het nie en dan slegs ten opsigte van afwesigheid na die voltooiing van sodanige diens.

(2) Indien 'n beampte gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waarin die voorsiening vir siekteverlof minder gunstig is as dié wat voorheen op hom van toepassing was, hou die voorsiening vir siekteverlof wat voorheen op hom van toepassing was, vir die duur van die betrokke tydkring aan om op hom van toepassing te wees.

(3) Indien 'n beampte gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waarin die voorsiening vir siekteverlof gunstiger is as dié wat voorheen op hom van toepassing was, word die voorsiening vir siekteverlof van die nuwe groep onmiddellik op hom van toepassing.

Verval van ongebruikte siekteverlof.

54. Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring.

Toestaan van siekteverlof.

55. Siekteverlof word toegestaan slegs ten opsigte van 'n beampte se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy eie toedoen of gebrek aan behoorlike voorsorg nie.

Siekteverlof vir sekere siektes.

56. Siekteverlof vir senuwee-aandoenings, slapeloosheid, swakte en dergelike minder goed omskrewe siektes of ongesteldhede word toegestaan slegs indien die raad oortuig is dat die applikant se gesondheidstoestand—

- (a) hom ongeskik maak vir sy werk; en
- (b) nie voortvloei uit sy versuim om aansoek om vakansieverlof te doen nie.

Verpligte mediese ondersoek.

57. Die raad kan te eniger tyd eis dat 'n beampte hom onderwerp aan 'n ondersoek op koste van die inrigting deur een of meer geregistreerde geneesheer wat die raad aanwys.

Siekteverlof vir meer as drie dae.

58. (1) Indien 'n beampte weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, word siekteverlof aan hom toegestaan slegs as hy 'n sertifikaat voorlê van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts, indien regulasie 60 op hom van toepassing is) wat—

- (a) aard van die siekte duidelik omskryf;
- (b) verklaar dat hy nie in staat is om sy ampspligte waar te neem nie; en
- (c) aantoon watter tydperk nodig is vir sy herstel.

(2) Die raad kan na goeie dinge eis dat so 'n sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

of which the leave credit is carried forward shall count as service for leave purposes: Provided that, if such leave would have been available for utilisation only after completion of a fixed period of service and such period of service has not been completed at the date on which this regulation becomes applicable to the employee or labourer, the leave credit may be calculated in proportion to such part of the period of service referred to as he has completed on the latter date and the leave thus calculated may be granted immediately.

(9) In applying the provisions of sub-regulation (8), any part of a day shall be taken as one day when the leave credit is being carried forward.

SICK LEAVE.—GENERAL PROVISIONS.

Sick Leave with Full and Half Pay.

53. (1) Sick leave shall accrue to an employee on the first day of a cycle and, subject to any other provisions of these regulations, the full provisions of the relative cycle may be granted to him with effect from that day: Provided that no employee shall be granted sick leave with full or half pay until he has completed thirty days' service and then only in respect of absence subsequent to the completion of such service.

(2) If an employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, the sick leave provision formerly applicable to him shall, for the duration of the relative cycle, continue to apply to him.

(3) If an employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is more favourable than that formerly applicable to him, the sick leave provision of the new group shall immediately apply to him.

Lapse of Unused Sick Leave.

54. Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle.

Granting of Sick Leave.

55. Sick leave shall be granted only in respect of the absence from duty of an officer owing to an illness, indisposition or injury for which he was not himself responsible or which was not due to his failure to take reasonable precautions.

Sick Leave for Certain Illnesses.

56. Sick leave shall be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the board is satisfied that the applicant's condition of health—

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

Compulsory Medical Examination.

57. The board may at any time require an employee to submit to an examination at the expense of the institution by one or more registered medical practitioners nominated by the board.

Sick Leave in Excess of Three Days.

58. (1) If an employee is absent from duty for a continuous period of more than three days owing to illness, he shall be granted sick leave only if he submits a certificate by a registered medical practitioner (or a registered dentist, if regulation 60 is applicable to him) which—

- (a) clearly describes the nature of the illness;
- (b) states that he is not capable of performing his official duties; and
- (c) indicates the period necessary for his recuperation.

(2) The board may, in its discretion, require the submission of such a certificate in respect of periods of three days or less.

(3) Indien die raad oortuig is dat 'n beampte se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy die beampte van die indiening van 'n sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae en sodanige vrystelling op die verlofaansoek endosseer.

Maksimum siekteverlof sonder geneeskundige sertifikaat.

59. Siekteverlof met of sonder betaling ten opsigte waarvan in regulasie 58 bedoelde sertifikaat nie ingedien is nie, word toegestaan slegs vir altesaam tien dae gedurende 'n jaar eindigende op 31 Desember en verdere afwesigheid word gedek deur die toestaan van vakansieverlof of, indien die beampte geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Met dien verstande dat die bepaling van hierdie regulasie nie van toepassing is nie op tydperke van afwesigheid ten opsigte waarvan vrystelling ingevolge regulasie 58 verleen is: Met dien verstande voorts dat sodanige tydperke nie by die vaststelling van die tien dae ingereken word nie.

Geneeskundige sertifikaat deur 'n tandarts uitgereik.

60. (1) Indien 'n beampte se afwesigheid te wyte is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincent-besmetting van die mond of komplikasies wat voortvloei uit die trek van tande, soos beenmurgontsteking, beenontsteking en sekondêre bloeiing, kan 'n sertifikaat soos by regulasie 58 omskryf en deur 'n geregistreerde tandarts uitgereik, vir die doel van daardie regulasie aanvaar word.

(2) Ondanks die bepaling van sub-regulasie (1) kan die raad eis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word aler hy siekteverlof toestaan.

Weiering van siekteverlof.

61. Ondanks die indiening van 'n sertifikaat soos by regulasies 58 en 60 omskryf, kan die raad na goeddunke weier om siekteverlof met betaling toe te staan ten opsigte van afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepaling van regulasie 51 van toepassing.

Omsetting van vakansieverlof in siekteverlof.

62. (1) Aan 'n beampte kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling, mits sodanige aansoek nie later nie as dertig dae nadat hy sy dienste hervat het, ingedien word: Met dien verstande dat die getal dae vakansieverlof wat aldus toegestaan word nie 365 dae in 'n tydkring oorskry nie: Met dien verstande voorts dat die raad oortuig is dat die betrokke beampte op die betrokke tydperk nie permanent ongeskik is vir die hervatting van sy normale pligte nie.

(2) Indien vakansieverlof aan 'n beampte toegestaan is en hy ten opsigte daarvan betaling ontvang het, word sodanige verlof nie weer in siekteverlof met halwe betaling of sonder betaling omgesit nie.

Toestaan van siekteverlof gedurende afwesigheid met vakansieverlof.

63. (1) Indien 'n beampte aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van vakansieverlof waartydens hy siek was in siekteverlof omgeskep word indien—

(a) die beampte 'n sertifikaat indien van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts indien regulasie 60 op hom van toepassing is) wat aan die vereiste by subregulasie (1) van regulasie 58 voorgeskryf, voldoen; en

(b) die nodige siekteverlof volgens hierdie regulasies beskikbaar is.

(2) Vakansieverlof sonder betaling word nie in siekteverlof omgeskep nie.

Addisionele siekteverlof met volle betaling.

64. Aan 'n beampte wat minstens 21 jaar onafgebroke diens voltooi het en wat weens langdurige siekte al die siekteverlof met volle betaling opgebruik het wat kragtens

(3) If the board is satisfied that the absence of an employee is *bona fide* due to illness and that there are good reasons for the non-production of a medical certificate, it may waive the submission of a medical certificate by the employee in respect of sick leave for a continuous period not exceeding 14 days and endorse such waiver on the application for leave.

Maximum Sick Leave Without Medical Certificate.

59. Sick leave, with or without pay, in respect of which a certificate referred to in regulation 58 is not submitted, may be granted only for an aggregate of ten days during any year ending on 31st December and any further absences shall be covered by the granting of vacation leave or, if the officer has no vacation leave to his credit, of vacation leave without pay: Provided that the provisions of this regulation shall not apply to periods of absence in respect of which exemption in terms of regulation 58 has been granted: Provided further that such periods shall not be taken into consideration in the determination of the ten days.

Medical Certificate Issued by a Dentist.

60. (1) If an employee's absence is due to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions, such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined by regulation 60 and issued by a registered dentist may be accepted for the purposes of that regulation.

(2) Notwithstanding the provisions of sub-regulation (1), the board may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

Refusal of Sick Leave.

61. Notwithstanding the submission of a certificate as defined by regulations 58 and 60, the board may, in its discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, in which case the absence shall be regarded as unauthorised and the provisions of regulation 51 shall apply.

Conversion of Vacation Leave into Sick Leave.

62. (1) An employee may, on his written application, be granted any vacation leave he may have to his credit in lieu of sick leave with half pay or sick leave without pay, provided such application is submitted not later than thirty days after he has resumed his duties: Provided that the number of days vacation leave thus granted shall not exceed 365 days in any cycle: Provided further that the board is satisfied that the employee concerned is not at that stage permanently unfit for the resumption of his normal duties.

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

Granting of Sick Leave During Period of Absence on Vacation Leave.

63. (1) If an 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 during which he was indisposed may be converted into sick leave if—

(a) the employee submits a certificate by a registered medical practitioner (or a registered dentist if regulation 60 is applicable to him) that complies with the requirements prescribed by sub-regulation (1) of regulation 58; and

(b) the necessary sick leave is available in terms of these regulations.

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

Additional Sick Leave with Full Pay.

64. An officer who has completed at least 21 years' continuous service and who, because of prolonged illness, has taken all the sick leave with full pay which may be

hierdie regulasies aan hom toegestaan kan word, kan addisionele siekteverlof met volle betaling toegestaan word in die mate en op die voorwaardes wat die Sekretaris goedkeur.

SIKTEVERLOF SONDER BETALING.

Beperking van siekteverlof sonder betaling en voorlegging van geneeskundige sertifikaat.

65. (1) Ondanks die bepalings van regulasie 62 kan siekteverlof sonder betaling vir hoogstens 365 dae in 'n bepaalde tydkring toegestaan word aan 'n beamppte wat sy siekteverlof met betaling waarvoor daar in hierdie regulasies voorsiening gemaak is, opgebruik het.

(2) Die toekenning volgens subregulasie (1) kan gedoen word ongeag die toestaan aan die beamppte van buitengewone siekteverlof met halwe betaling ingevolge regulasie 67.

(3) Indien die siekteverlof sonder betaling waarvoor daar in hierdie regulasie voorsiening gemaak word, aan 'n beamppte toegestaan is, word geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan om sy afwesigheid van diens weens siekte te dek nie, behalwe met die goedkeuring van die Sekretaris.

SPESIALE SIKTEVERLOF.

Besering op diens.

66. (1) Aan 'n beamppte wat van diens afwesig is weens 'n besering wat spruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasgevind het of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie of, indien die geval binne die bestek van die Ongevalwet, 1941, val, spesiale siekteverlof met besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat kragtens daardie Wet aan hom betaalbaar is.

(2) Spesiale siekteverlof volgens hierdie regulasie word nie toegestaan nie indien die raad van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beamppte toe te skryf is.

(3) Die bepalings van regulasies 57, 58 en 59 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

Buitengewone siekteverlof met halwe betaling.

67. Indien aan 'n beamppte die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is en hy na sodanige verlof om gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die raad—

- (a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer;
- (b) indien hy tevrede is dat die beamppte op die betrokke tydperk nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en
- (c) indien die beamppte geen vakansieverlof tot sy krediet het nie,

na goeë dunks verdere siekteverlof met halwe betaling aan sodanige beamppte toestaan vir hoogstens 92 dae in 'n bepaalde tydkring ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

Ontslag weens voortdurende swak gesondheid.

68. Niks in hierdie regulasies belet die afdanking van 'n beamppte weens voortdurende swak gesondheid voordat die maksimum of enige tydperk van siekteverlof toegestaan is nie.

SPESIALE VERLOF.—ALGEMENE BEPALINGS.

Spesiale verlof met volle betaling.

Doeleindes waarvoor spesiale verlof toegestaan word.

69. (1) Spesiale verlof met volle betaling kan aan 'n beamppte toegestaan word—

- (a) indien hy 'n eksamen van 'n by Parlements-wet ingestelde universiteit of universiteitskollege of 'n ander eksamen wat die Sekretaris bepaal, aflê;

granted to him in terms of these regulations, may be granted additional sick leave with full pay to the extent and subject to the conditions approved by the Secretary.

SICK LEAVE WITHOUT PAY.

Limitation of Sick Leave without Pay and Submission of Medical Certificate.

65. (1) Notwithstanding the provisions of regulation 62, sick leave without not exceeding 365 days in any particular cycle may be granted to an employee who has used all his paid sick leave provided for in these regulations.

(2) The grant in terms of sub-paragraph (1) may be made irrespective of whether the employee has been granted additional sick leave with half pay in terms of regulation 67.

(3) If an employee has been granted the sick leave without pay provided for in this regulation, he shall not, during the relative cycle, be granted any further leave, of whatever nature, to cover his absence from duty owing to illness, except with the approval of the Secretary.

SPECIAL SICK LEAVE.

Injuries on Duty.

66. (1) An employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties or, if the case falls within the scope of the Workmen's Compensation Act, 1941, special sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the board is of the opinion that the accident is due to the serious and wilful misconduct of the officer.

(3) The provisions of regulations 57, 58 and 59 apply, *mutatis mutandis*, to the granting of special sick leave.

Extraordinary Sick Leave with Half Pay.

67. If an employee who has been granted the maximum amount of sick leave provided for in these regulations is after such leave not yet able, for health reasons, to resume his duties, the board may—

- (a) on the submission to it of a satisfactory certificate by a registered medical practitioner;
- (b) if it is satisfied that the employee at that particular time is not permanently unfit to resume his normal duties; and

(c) if the employee has no vacation leave to his credit, in its discretion, grant such employee further sick leave with half pay not exceeding 92 days in any one cycle in respect of separate periods of absence and in respect of different kinds of illnesses.

Discharge Owing to Continued Ill-Health.

68.—Nothing in these regulations contained shall preclude the discharge of an employee on the grounds of continued ill-health before the maximum or any period of sick leave has been granted.

SPECIAL LEAVE—GENERAL PROVISIONS.

Special Leave with Full Pay.

Purpose for which Special Leave is Granted.

69. (1) Special leave with full pay may be granted to an employee—

- (a) for writing any examination of a university or university college established by Act of Parliament or any other examination that the board may determine;

- (b) indien hy van diens afwesig is as gevolg van afsondering of isolasie volgens geneeskundige voorskrifte nadat hy in aanraking was met iemand wat 'n besmetlike of aansteeklike siekte opgedoen het of vermoedelik onder lede het: Met dien verstande dat die toestaan van spesiale verlof kragtens hierdie paragraaf aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering of isolasie aandui, onderworpe is;
- (c) vir die tydperk van aanhouding en verhoor, indien hy van diens afwesig is as gevolg van inhegtenisneming of omdat hy voor die hof moet verskyn op 'n kriminele aanklag en hy later vrygespreek word of die aanklag teruggetrek word;
- (i) indien hy as lid van die Burgermag volgens die Verdedigingswet, 1957, of 'n regulasie ingevolge daarvan uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe in die geval van sy aanvanklike opleidingstydperk van nege maande of as hy as loteling sy eerste tydperk van militêre opleiding by 'n Militêre Gimnasium ontvang, en in daardie gevalle kan spesiale verlof met besoldiging gelyk aan die verskil tussen sy gewone salaris en die soldy wat hy ingevolge die Burgermag regulasies ontvang, aan hom toegestaan word: Met dien verstande dat die bepalinge van hierdie paragraaf nie van toepassing is nie as hy voltydse diens in plaas van vredestrydse opleiding volgens artikel *twintig* van die Verdedigingswet, 1957, verrig; of
- (ii) indien hy as lid van die Burgermag in paragraaf (i) vermeld met die toestemming van die raad vrywillig, of as gevolg van 'n spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding, bo en behalwe opleiding wat hy volgens daardie Wet moet ondergaan, onafgebroke of afgebroke opleiding onderneem of 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement of Suid-Afrikaanse Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (iii) indien hy as lid van 'n kommando volgens die Verdedigingswet, 1957, of 'n regulasie ingevolge daarvan uitgevaardig, opleidingsoefeninge of ander jaarlikse opleiding volgens artikel *vier-en-veertig* van genoemde Wet moet bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalinge van voormelde regulasies is;
- (iv) indien hy as lid van 'n kommando 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (v) indien hy as lid van die Reserwe van Offisiere 'n herhalingsoefenkursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te behou, mits die Stafhoof van die betrokke Landmag, Lugmag of Vlootmag sertifiseer dat sodanige kursus of opleiding nodig is in belang van die Suid-Afrikaanse Weermag;
- (vi) indien hy as lid van 'n afdeling van die Suid-Afrikaanse Weermag (uitgesonderd 'n lid van die Burgermag wat voltydse diens in plaas van vredestrydse opleiding volgens artikel *twintig* verrig of onafgebroke opleiding volgens artikel *drie-en-twintig* ondergaan) met inbegrip van 'n lid van die Kommando wat opleidingsoefening of jaarlikse opleiding volgens artikel *vier-en-veertig* van die Verdedigingswet, 1957, ondergaan, opgeroep word kragtens die bepalinge van Hoofstuk X van genoemde Wet vir diens
- (b) if he is absent from duty as a result of segregation or isolation on medical instructions after he has been in contact with a person who has contracted or is suspected of having contracted an infectious or contagious disease: Provided that the granting of special leave under this paragraph is subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for segregation or isolation;
- (c) for the period of detention and trial, if he is absent from duty as a result of his arrest or his appearance in court on a criminal charge and he is subsequently acquitted or the charge withdrawn;
- (d) (i) if he is, as a member of the Citizen Force, required in terms of the Defence Act, 1957, or any regulation made thereunder, to undergo continuous or non-continuous training, except in the case of his initial nine months' training period or if he receives his first period of military training as a ballotee at a Military Gymnasium, in which cases special leave with remuneration equal to the difference between his normal salary and the pay which he receives in terms of the Citizen Force regulations may be granted to him: Provided that the provisions of this paragraph shall not apply when he is performing full-time service in lieu of peace-time training in terms of section *twenty* of the Defence Act, 1957; or
- (ii) if he voluntarily, or under a special agreement between him and the Department of Defence relating to his training and with the permission of the board, undertakes, as a member of the Citizen Force, any continuous or non-continuous training or attends an instructional or qualifying course over and above any training for which he is liable in terms of the said Act, provided the Officer Commanding the respective Command or South African Air Force Group certifies that such training or course is necessary in the interests of the South African Defence Force;
- (iii) if he is required, in terms of the Defence Act, 1957, or any regulation made thereunder, to attend, as a member of a commando, training exercises or other annual training in terms of section *forty-four* of the said Act, provided the Officer Commanding the Command concerned certifies that attendance at such training exercises or other annual training is in accordance with the provisions of the aforesaid regulations;
- (iv) if he attends, as a member of a commando, an instructional or qualifying course, provided the Officer Commanding the Command concerned certifies that attendance at such course is necessary in the interests of the South African Defence Force;
- (v) if he is, as a member of the Reserve of Officers, required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided the Army, Air or Naval Chief of Staff concerned certifies that such course or training is necessary in the interests of the South African Force; or
- (vi) if he is, as a member of any section of the South African Defence Force (except a member of the Citizen Force who is performing whole-time service in lieu of peace-time training in terms of section *twenty* or is undergoing whole-time training in terms of section *twenty-three*), including a member of the commando who is attending a training exercise or annual training in terms of section *forty-four* of the Defence Act, 1957, called out in terms of the

in verband met die voorkoming of onderdrukking van onluste of tydens ander nood in die Republiek; of

- (vii) indien hy as lid van die Reserwepolisiemag volgens die Polisiwet, 1958, of 'n regulasie ingevolge daarvan uitgevaardig, voltydse opleiding ondergaan of opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste en ander noodtoestande in die Republiek.

(2) Spesiale verlof wat ingevolge subregulasie (1) toegestaan word, kan 'n tydperk insluit wat werklik en noodsaaklikerwys deur reis vir doeleindes waarvoor die verlof toegestaan word, in beslag geneem is.

Spesiale verlof op Betalingsvoorwaardes soos deur die Sekretaris goedgekeur.

Buitengewone gevalle.

70. 'n Raad kan in buitengewone gevalle spesiale verlof toestaan op die betalingsvoorwaardes wat die Sekretaris goedgekeur.

Verlof vir Studiedoeleindes.

71. (1) 'n Raad kan met die goedkeuring van die Sekretaris aan 'n beampte vir studie of navorsingsdoeleindes toestaan—

- (a) spesiale verlof met volle betaling wat gelyk is aan die getal dae vakansieverlof met volle betaling wat vir die doel van sodanige studie of navorsing aan die beampte toegestaan is; en
- (b) vakansieverlof sonder betaling vir 'n tydperk van hoogstens twaalf kalendermaande om die oorblywende tydperk van sy afwesigheid van diens te dek.

(2) 'n Beampte aan wie sodanige studieverlof toegestaan word, moet skriftelik onderneem om die inrigting waar hy in diens is, vir 'n tydperk van minstens een jaar te dien na verstryking van die tydperk van verlof en om, indien hy in gebreke sou bly om die onderneming na te kom, alle gelde ten opsigte van die tydperk van spesiale verlof deur hom ontvang, terug te betaal.

(3) 'n Aansoek om sodanige verlof gaan vergesel van volledige besonderhede omtrent—

- (a) die studie of navorsing wat onderneem sal word;
- (b) die inrigting wat bygewoon of besoek sal word;
- (c) die reisplan indien 'n studiereis ingesluit word; en
- (d) die opsigte waarin die studie of navorsing in belang van die inrigting waar hy in diens is, sal wees.

Verlofgratifikasie.

72. (1) By beëindiging van diens van 'n voltydse beampte ten gevolge van—

- (a) dood;
- (b) aftrede ingevolge regulasie 34 of by verstryking van die verdere tydperk in paragraaf (a) van regulasie 33 vermeld;
- (c) ontslag op grond van hoë ouderdom;
- (d) uitdienstreding of bedanking van 'n vroulike permanente beampte by huwelik;
- (e) ontslag weens swak gesondheid nie deur eie toedoen veroorsaak nie of as gevolg van afnemende kragte;
- (f) ontslag weens oortolligheid, afskaffing van sy pos of reorganisasie; of
- (g) diensbeëindiging van 'n kontrakbeampte as gevolg van verstryking van die dienstydsperk in sy kontrak voorgeskryf, is 'n verlofgratifikasie deur 'n raad betaalbaar ten opsigte van vakansieverlof wat tot die krediet van sodanige beampte staan.

(2) 'n Gratifikasie is nie betaalbaar nie by diensbeëindiging ten gevolge van—

- (i) bedanking behalwe soos in paragraaf (d) van subregulasie (1) vermeld;
- (ii) ontslag as gevolg van wangedrag;
- (iii) drostery; of

provisions of Chapter X of the said Act for service in the prevention or suppression of disorder or other emergency in the Republic; or

- (vii) if he is, as a member of the Police Reserve, he is called up in terms of the Police Act, 1958, or any regulation made thereunder, for service in the prevention or suppression of disorders or during other emergencies in the Republic.

(2) Special leave granted in terms of sub-regulation (1) may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

Special Leave with Pay Conditions as Approved by the Secretary.

Exceptional Cases.

70. The board may in exceptional cases approve special leave subject to such pay conditions as the Secretary may determine.

Study Leave.

71. (1) A board may, with the approval of the Secretary, grant to an employee, for the purposes of study or research—

- (a) special leave on full pay equal to the number of days vacation leave with full pay granted to the employee for the purpose of such study or research; and
- (b) vacation leave without pay for a period not exceeding twelve calendar months to cover the remainder of the period of his absence from duty.

(2) An employee granted such leave shall give a written undertaking to remain in the service of the institution for a period of not less than one year after the termination of the period of leave and, should he fail to comply with such undertaking, to refund all moneys received by him in respect of the period of special leave.

(3) Any application for such study leave shall be accompanied by full particulars regarding—

- (a) the study or research to be undertaken;
- (b) the institution to be attended or visited;
- (c) the itinerary if a study tour be included; and
- (d) the respects in which such study or research would be in the interests of the institution.

Leave Gratuity.

72. (1) Upon the termination of the services of a full-time employee as a result of—

- (a) death;
- (b) retirement in terms of regulation 34 or upon expiry of the further period referred to in paragraph (a) of regulation 33;
- (c) discharge on the grounds of advanced age;
- (d) retirement or resignation of a female permanent employee on marriage;
- (e) discharge owing to ill-health not occasioned by own default or discharge owing to failing powers;
- (f) discharge owing to redundancy, abolition of office or reorganisation; or
- (g) termination of services of a contract employee as a result of the expiry of the period of service laid down in the contract,

a leave gratuity shall be payable by a board in respect of vacation leave standing to the credit of such employee.

(2) A gratuity shall not be payable upon termination of services by reason of—

- (i) resignation, except as referred to in paragraph (d) of sub-regulation (1);
- (ii) discharge owing to misconduct;
- (iii) abscondence; or

- (iv) ontslag as gevolg van swak gesondheid deur eie toedoen versoorsoak:

Met dien verstande dat, onderworpe aan die goedkeuring van die Sekretaris, sodanige gratifikasie deur 'n raad betaal kan word in die geval van 'n beamppte wat weens swak gesondheid of afnemende kragte bedank nadat hy die ouderdom van 60 jaar bereik het, mits die raad daarvan oortuig is dat, indien die beamppte nie bedank het nie, die raad sy dienste sou beëindig het as gevolg van swak gesondheid of afnemende kragte weens hoë ouderdom.

- (3) Met die goedkeuring van die Sekretaris kan 'n raad 'n gratifikasie betaal by ontslag van 'n beamppte—

- (i) weens ongeskiktheid vir sy pligte of onvermoë om dit op bekwame wyse uit te voer;
- (ii) met die oogmerk om doeltreffendheid of besuiniging te bewerkstellig; of
- (iii) uit hoofde van subregulasie (3) van regulasie 35.

(4) Die maksimum verlof ten opsigte waarvan 'n gratifikasie betaal word, is 184 dae: Met dien verstande dat, in die geval van 'n vroulike permanente beamppte wat bedank met die voorneme om in die huwelik te tree of wat in die huwelik tree en geag word vrywillig uit die diens van die inrigting vanweë haar huwelik te getree het, die maksimum 92 dae is.

(5) Die maksimum verlof in subregulasie (4) vermeld, word verminder in die geval van—

- (a) 'n beamppte wat aftree ingevolge regulasie 31, met die getal dae vakansieverlof bo 92 dae wat die beamppte gedurende die laaste jaar van sy diens geneem het; en
- (b) 'n vroulike permanente beamppte wat bedank met die voorneme om in die huwelik te tree of geag word vrywillig uit die diens van die inrigting vanweë haar huwelik te getree het, met die getal dae vakansieverlof bo haar jaarlikse verlof aan was wat sy gedurende die laaste jaar van haar diens geneem het.

Met dien verstande dat vakansieverlof wat in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling geneem is, buite rekening gelaat word by die toepassing van hierdie subregulasie.

(6) Die bedrag van die verlofgratifikasie word bereken deur die formule $\frac{A \times B}{365}$ te gebruik, waar A die som voorstel van die jaarlikse salaris van die beamppte en die jaarlikse ekwivalent van daardie toelaes wat spesifiek deur die Sekretaris vir verlofgratifikasiedoeleindes goedgekeur is en wat op die laaste dag van die beamppte se diens op hom van toepassing is, en waar B die beamppte se omsetbare verlofkrediet voorstel, behoudens die maksimum of verminderde maksimum bepaal ooreenkomstig subregulasies (4) en (5) onderskeidelik.

(7) Behalwe in die geval van dood is die gratifikasie betaalbaar aan die betrokke beamppte mits hy op datum van diensbeëindiging ten minste vyf jaar aaneenlopende bevredigende diens voltooi het: Met dien verstande dat—

- (a) die tydperk van bevredigende diens van vyf jaar nie noodwendig die diensbeëindigingsdatum onmiddellik vooraf hoef te gaan nie;
- (b) vir die doeleindes van die berekening van die diens-tydperk daar ingesluit word enige tydperk van militêre diens wat deur die Sekretaris van Volkswelsyn en Pensioene vir voorsorgfonds- of pensioendoeleindes as rekenbaar verklaar is, asook [behoudens subregulasie (3) van regulasie (41)] enige tydperk van voltydse tydelike diens aaneenlopend met diens in 'n permanente hoedanigheid; en
- (c) in die geval van 'n vroulike permanente beamppte wat bedank met die voorneme om in die huwelik te tree, die gratifikasie slegs betaalbaar word indien die huwelik binne drie kalendermaande vanaf die datum waarop die bedanking in werking tree, voltrek word.

(8) Indien 'n beamppte se diens eindig as gevolg van dood, is die gratifikasie deur die raad betaalbaar aan die weduwee of, indien daar nie 'n weduwee is nie, in gelyke dele aan of ten voordele van die minderjarige kinders van die oorledene wat ten tyde van sy oorlye geheel en al van hom afhanklik was.

- (iv) discharge owing to ill-health occasioned by own default:

Provided that, subject to the approval of the Secretary, such a gratuity may be paid by a board in the case of an employee who resigns on account of ill-health or failing powers after he has reached the age of 60 years if the board is convinced that, had such employee not resigned, the board would have terminated his services owing to ill-health or failing powers as a result of advanced age.

(3) A board may, with the approval of the Secretary, pay a gratuity upon discharge of an employee—

- (i) owing to unfitness for his duties or incapability to carry them out efficiently;
- (ii) with a view to promoting efficiency or economy; or
- (iii) in terms of sub-regulation (3) of regulation 35.

(4) The maximum leave in respect of which a gratuity is be paid shall be 184 days: Provided that, in the case of a female permanent employee who resigns in contemplation of marriage or who marries and is deemed to have retired from the service of the institution voluntarily by reason of her marriage, the maximum shall be 92 days.

(5) The maximum leave mentioned in sub-regulation (4) shall be reduced in the case of—

- (a) an employee retiring in terms of regulation 32, by the number of days vacation leave in excess of 92 days taken by the employee during his last year of service; and
- (b) a female permanent employee who resigns in contemplation of marriage or is deemed to have retired from the service of the institution voluntarily by reason of marriage, by the number of days vacation leave in excess of her annual leave accrual taken by her during her last year of service:

Provided that vacation leave taken in lieu of sick leave with half pay or sick leave without pay shall be disregarded for the purposes of this sub-regulation.

(6) The amount of the leave gratuity shall be calculated by employing the formula $\frac{A \times B}{365}$ where A represents the sum of the annual salary of the employee and the annual equivalent of such allowances as have been specifically approved by the Secretary for leave gratuity purposes and as apply to him on his last day of service, and where B represents the employee's commutable leave credit, subject to the maximum or reduced maximum determined in accordance with sub-regulations (4) and (5) respectively.

(7) Except in the case of death, the gratuity shall be payable to the employee concerned if he has completed not less than five years' continuous satisfactory service upon the date of termination of his service: Provided that—

- (a) the period of satisfactory service of five years need not necessarily be immediately prior to the date of termination of service;
- (b) for the purpose of calculating the period of service, any period of military service which has been declared by the Secretary for Social Welfare and Pensions as reckonable for provident fund or pension purposes, as well as [subject to sub-regulation (4) of regulation 41] any period of full-time temporary service continuous with permanent service, shall be included; and
- (c) in the case of a female permanent employee who resigns in contemplation of marriage, the gratuity shall only be payable if the marriage is performed within three calendar months from the date on which the resignation becomes effective.

(8) Should an employee's service terminate by reason of death, the gratuity shall be payable by the board to the widow or, in case there is no widow, in equal shares to or for the benefit of the minor children of the deceased who were wholly dependent on him at the time of his death.

(9) Indien die oorledene nie deur 'n weduwee of deur 'n minderjarige kind wat geheel en al van hom afhanklik was, oorleef word nie maar wel 'n ander afhanklike nalat, kan 'n raad die bedrag wat die Sekretaris bepaal, aan sodanige afhanklike betaal.

(10) Die gratifikasie aan 'n beamppte betaalbaar (maar nie 'n gratifikasie aan 'n weduwee, afhanklike kind of ander afhanklike betaalbaar nie) word teen 'n bedrag wat hy aan die inrigting verskuldig mag wees, verreken tensy sodanige skuld van uitstaande salaris en toelaes of voorsorgsfonds- of pensioengelde verhaal kan word.

DEEL VI.—BEAMPTES—AMPTELIKE KWARTIERE.

73. 'n Beamppte wat 'n huis, woonstel of kamer wat die eiendom van die Regering is, bewoon of moet bewoon, betaal huurgeld op dieselfde grondslag en is onderhewig aan dieselfde bepalings en voorwaardes betreffende die verhuur van amptelike kwartiere as wat vir 'n beamppte in die Staatsdiens geld volgens die regulasies uitgevaardig ingevolge paragraaf (a) van subartikel (1) van artikel ses-en-twintig van die Staatsdienswet, 1957.

DEEL VII.—ONDERSOEKE.

Wangedrag van permanente beamptes.

74. 'n Permanente beamppte wat—

- (a) 'n wettige bevel aan hom gegee deur iemand wat daartoe bevoeg is, nie gehoorsaam nie, verontagsaam of opsetlik nie uitvoer nie, of deur woord of gedrag insubordinasie pleeg;
- (b) nalatig of traag is in die vervulling van sy pligte;
- (c) 'n handling wat tot nadeel strek van die administrasie, tug of doeltreffendheid van 'n inrigting, verrig, laat verrig of die verrigting daarvan oogluikend toelaat;
- (d) sonder die toestemming van die raad 'n private agentskap of werk onderneem in 'n aangeleentheid in verband met die verrigting van sy amptelike funksies of die uitvoering van sy ampspligte;
- (e) 'n bepaling van hierdie regulasies of 'n reël of bevel van die raad oortree;
- (f) aktief aan politieke sake deelneem of hom in die openbaar uitlaat oor die administrasie van 'n inrigting;
- (g) hom op 'n skandelijke, onbehoorlike of onbetaamlike wyse gedra, of buitensporige gebruik maak van bedwelkende drank of verdowende middels;
- (h) insolvent word of 'n akkoord met sy skuldeisers aangaan, of teen wie 'n vonnis van siviele gyseling deur 'n gereghof gegee is (tensy sy insolvensie, akkoord of vonnis van siviele gyseling veroorsaak is deur onvermydelike teenspoed);
- (i) sonder dat hy eers die toestemming van die direkteur verkry het, inligting wat hy ingewin of waar-aan hy gekom het as gevolg van sy diens, openbaar maak anders as in die vervulling van sy ampspligte of sodanige inligting gebruik vir 'n ander doel as vir die vervulling van sy ampspligte, hetsy hy sodanige inligting openbaar maak of nie: Met dien verstande dat 'n beamppte teen of sonder betaling verhandelinge of artikels in 'n tydskrif kan publiseer mits sodanige verhandeling of artikel en tydskrif vooraf deur die direkteur goedgekeur is;
- (j) sonder die toestemming van die raad kommissie, geld of beloning, geldelik of anders, aanneem of dit eis ten opsigte van die uitvoering van sy pligte of versuim om sy pligte uit te voer, of versuim om aan die direkteur of, indien hy die direkteur is, aan die voorsitter van die raad, die aanbod van sodanige kommissie, geld, of beloning te rapporteer;
- (k) eiendom wat behoort aan of in die besit is van die inrigting wederregtelik toeëien of misbruik, of versuim om sodanige eiendom onder sy toesig of beheer behoorlik te versorg;
- (l) 'n strafregtelike misdryf begaan;
- (m) sonder verlof of gegronde rede van sy kantoor of diens wegbly; of
- (n) probeer om uit politieke of buitebronne ingryping in verband met sy posisie en diensvoorwaardes te verkry: Met dien verstande dat die bepalings

(9) In cases where the deceased is not survived by a widow or by a minor child who was wholly dependent on him but leaves any other dependant, a board may pay to such dependant an amount determined by the Secretary.

(10) The gratuity payable to an employee (but not a gratuity payable to a widow, dependent child or other dependant) shall be set-off against any amount owing by such employee to the institution, unless such debt can be recovered from outstanding salary and allowances or provident fund or pension moneys.

PART VI.—EMPLOYEES—OFFICIAL QUARTERS.

73. An employee who occupies or is required to occupy any dwelling, flat or room which is the property of the Government, shall pay rental on the same basis and be subject to the same terms and conditions governing the tenancy of official quarters as would apply to an officer in the Public Service in terms of the regulations made under paragraph (a) of sub-section (1) of section twenty-six of the Public Service Act, 1957.

PART VII.—INVESTIGATIONS.

Misconduct by Permanent Employees.

74. A permanent employee who—

- (a) disobeys, disregards or makes wilful default in carrying out a lawful order given to him by a person having authority to give such order or by word or conduct displays insubordination;
- (b) is negligent or indolent in the discharge of his duty;
- (c) does, or causes or permits to be done, or connives at, any act which is prejudicial to the administration, discipline or efficiency of an institution;
- (d) undertakes, without the permission of the board, any private agency or work in any matter connected with the performance of his official functions or the carrying out of his official duties;
- (e) contravenes any provision of these regulations or any rule or instruction of the board;
- (f) takes active part in political matters or publicly comments on the administration of an institution;
- (g) conducts himself in a disgraceful, improper or unbecoming manner, or uses intoxicants or stupefying drugs excessively;
- (h) becomes insolvent or compromises with his creditors, or has a decree of civil imprisonment made against him by any court of law (unless his insolvency, composition or sentence of civil imprisonment has been occasioned by unavoidable misfortune);
- (i) without first having obtained the permission of the director, discloses, otherwise than in the discharge of his duties, information gained by or conveyed to him through his employment or uses such information for any purpose other than for the discharge of his official duties, whether or not he discloses such information: Provided that an employee may publish with or without remuneration papers or articles in any journal, such paper or article and journal having been approved by the director prior to publication;
- (j) accepts without the permission of the board, or demands in respect of the carrying out of or the failure to carry out his duties, any commission, fee or reward, pecuniary or otherwise, or fails to report to the director or, if he is the director, to the chairman of the board, the offer of any such commission, fee or reward;
- (k) misappropriates or improperly uses property belonging to or in possession of the institution, or fails to take proper care of any such property in his charge or under his control;
- (l) commits a criminal offence;
- (m) absents himself from his office or duty without leave or valid cause; or
- (n) attempts to secure intervention from political or outside sources in relation to his position and conditions of employment: Provided that nothing

van hierdie paragraaf nie 'n beampte verhinder om herstel van 'n grief deur bemiddeling van die Parlement te probeer verkry nie;
word geag aan wangedrag skuldig te wees.

Procedure.

75. (1) 'n Permanente beampte wat van wangedrag beskuldig word, kan deur die voorsitter van die raad of die direkteur, indien daartoe gemagtig, skriftelik daarvan aangekla word.

(2) Die persoon wat die aanklag onderteken het, laat dit deur die pos in 'n geregistreerde brief stuur of laat dit aflewer aan die aangeklaagde of sien toe dat dit by sy laas bekende woonplek gelaat word.

(3) Die aanklag moet 'n opdrag bevat, of van 'n opdrag vergesel gaan, waarby die aangeklaagde beampte aangesê word om binne 'n redelike tyd in die opdrag vermeld, 'n skriftelike erkenning of ontkenning van die aanklag en, indien hy wil, ook 'n skriftelike verduideliking van die wangedrag waarvan hy aangekla word, te stuur of af te lewer aan iemand wat ook in die opdrag genoem word.

(4) 'n Permanente beampte wat van wangedrag beskuldig is, kan te eniger tyd voor of nadat hy kragtens hierdie regulasies aangekla is deur die voorsitter van die raad of, indien daartoe deur die voorsitter gemagtig, deur die direkteur tydelik in sy diens geskors word, maar sodanige skorsingsbevel kan te eniger tyd ingetrek word sonder benadeling van die voortsetting van die aanklag.

(5) 'n Permanente beampte wat in sy diens geskors is, is nie geregtig op besoldiging gedurende sy skorsing nie, maar die Sekretaris kan gelas dat aan sodanige beampte sy besoldiging geheel of gedeeltelik betaal word.

(6) Indien die aangeklaagde beampte die aanklag ontken of in gebreke bly om gevolg te gee aan die opdrag genoem in subregulasie (3), stel die raad 'n persoon of persone aan wat deur die Sekretaris goedgekeur word om die aanklag te ondersoek op 'n tyd en plek wat die raad bepaal en waarvan genoemde beampte redelike kennis vooraf moet ontvang.

(7) Die persoon wat die aanklag onderteken het, kan iemand anders magtig om die ondersoek by te woon en om getuienis en argumente ter stawing van die aanklag aan te voer, en iemand wat as getuie vir die aangeklaagde beampte opgeroep is, onder kruisverhoor te neem.

(8) (i) By die ondersoek het die aangeklaagde beampte die reg om teenwoordig te wees en aangehoor te word, hetsy persoonlik of deur 'n verteenwoordiger, om iemand wat opgeroep is as getuie tot stawing van die aanklag, onder kruisverhoor te neem, om insae te hê in 'n dokument wat as getuienis voorgelê is, om self getuienis af te lê en om iemand anders as getuie op te roep.

(ii) Die persoon wat die ondersoek instel, hou notule van die verrigtinge by die ondersoek en van al die getuienis wat aldaar afgelê is.

(iii) Indien die aangeklaagde beampte versuim om by die ondersoek teenwoordig te wees, hetsy persoonlik of deur 'n verteenwoordiger, word die verrigtinge nie daardeur ongeldig gemaak nie.

(9) Indien die persoon wat die ondersoek instel, rede het om te vermoed dat iemand in staat is om getuienis af te lê of om 'n dokument of voorwerp voor te lê wat by die ondersoek ter sake sal wees, kan hy, hetsy uit eie beweging, hetsy op versoek van 'n persoon wat by die ondersoek belang het, so iemand dagvaar om die ondersoek op 'n tyd en plek in die dagvaarding vermeld, by te woon en om aldaar getuienis af te lê of om die betrokke dokument of voorwerp aldaar voor te lê, en by die ondersoek kan die persoon wat dit instel van iemand wat getuienis aflê, 'n eed of bevestiging afneem.

(10) Behoudens die bepalings van subregulasie (11) is iemand wat—

(a) nadat hy soos voormeld gedagvaar is, sonder redelike verskoning versuim om volgens die dagvaarding die ondersoek by te woon of 'n dokument of voorwerp saam te bring, of van die ondersoek wegbly voordat dit voltooi is tensy die persoon wat die ondersoek instel hom van verdere bywoning daarvan vrygestel het;

in this paragraph contained shall preclude any employee from endeavouring to obtain redress of any grievance through Parliament;
shall be deemed to be guilty of misconduct.

Procedure.

75. (1) A permanent employee accused of misconduct may be charged therewith by the chairman of the board or, if delegated thereto, by the director.

(2) The person who signed the charge shall cause it to be sent by post in a registered letter or to be delivered to the employee charged or to be left at his last-known place of residence.

(3) The charge shall contain or shall be accompanied by a direction calling upon the employee charged to transmit or deliver, within a reasonable period specified in the direction, to a person likewise specified, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct charged.

(4) Any permanent employee accused of misconduct may at any time before or after he is charged under this regulation be temporarily suspended from duty by the chairman of the board or, if delegated thereto by the chairman, by the director, but such order of suspension may be withdrawn at any time without prejudice to the prosecution of the charge.

(5) A permanent employee who has been suspended from duty shall not be entitled to any remuneration for the period of his suspension, but the Secretary may order payment to such employee of the whole or a portion of his remuneration.

(6) If the employee charged denies the charge or fails to comply with the direction mentioned in sub-regulation (3), the board shall appoint a person or persons approved by the Secretary to investigate the charge at a time and place to be determined by the board and of which the said employee shall be given reasonable notice.

(7) The person who signed the charge may authorise any other person to attend the inquiry and to adduce evidence and arguments in support of the charge and to cross-examine any person called as a witness for the employee charged.

(8) (i) At the inquiry the employee charged shall have the right to be present and to be heard either personally or through a representative, to cross-examine any person called as a witness in support of the charge, to inspect any document produced in evidence, to give evidence himself and to call any other person as a witness.

(ii) The person holding the inquiry shall keep a record of the proceedings at the inquiry and of all evidence given thereat.

(iii) Failure by the employee charged to attend the inquiry, either personally or by a representative, shall not invalidate the proceedings.

(9) If the person who is to hold the inquiry has reason to believe that any person is able to give evidence or to produce a document or article which will be relevant to the inquiry, he may, either on his own initiative or at the request of any person interested in the inquiry, summon the person in question to attend the inquiry at a time and place specified in the summons and to give evidence or to produce the document or article in question thereat, and at the inquiry the person holding it may administer an oath or affirmation to any person giving evidence.

(10) Subject to the provisions of sub-regulation (11), any person who—

(a) after having been summoned as aforesaid fails, without reasonable excuse, to attend the inquiry or to bring with him a document or article in accordance with the summons, or absents himself from the inquiry before its conclusion without having been excused by the person holding the inquiry from further attendance;

- (b) wanneer hy by die ondersoek teenwoordig is, weier om ingesweer te word of, nadat hy ingesweer is, weier om 'n vraag aan hom gestel volledig en bevredigend te beantwoord, of om 'n dokument of voorwerp voor te lê wat hy in die dagvaarding aangesê is om voor te lê; of
- (c) iemand wat aan die ondersoek deelneem of daarby getuienis aflê, hinder of intimideer,

aan 'n misdryf skuldig en strafbaar met 'n boete van hoogstens honderd rand.

(11) By die ondersoek is niemand verplig om 'n vraag te beantwoord indien die antwoord op sodanige vraag hom aan 'n strafvervolg kan blootstel nie, en niemand lê 'n dokument of voorwerp by die ondersoek voor nie indien die Sekretaris skriftelik verklaar het dat die voorlegging van sodanige dokument of voorwerp by die ondersoek in stryd met die openbare belang sal wees.

(12) Indien die wangedrag waarvan die beampte aangekla word, 'n misdryf uitmaak waaraan 'n gereghof hom skuldig bevind het, is 'n gewaarmerkte afskrif van die notule van sy verhoor en skuldigbevinding deur sodanige hof, nadat hy geïdentifiseer is as die persoon wat in die notule genoem word, voldoende bewys dat hy daardie misdryf gepleeg het, tensy grasië aan hom verleen is of tensy die skuldigbevinding deur 'n hoër hof ter syde gestel is: Met dien verstande dat dit die aangeklaagde beampte vrystaan om getuienis aan te voer dat hy inderdaad ten onregte skuldig bevind is.

(13) Aan die einde van die ondersoek bevind die persoon wat die ondersoek instel of die aangeklaagde beampte skuldig of onskuldig is aan die wangedrag waarvan hy aangekla is en rapporteer die uitslag van die ondersoek aan die raad.

(14) 'n Beampte wat aan wangedrag soos voornoem skuldig bevind is, kan binne sewe dae na die datum waarop die bevinding aan hom meegedeel is, of binne die verdere tydperk wat die Minister bepaal, by die Minister teen sodanige bevinding appelleer.

(15) Indien die aangeklaagde beampte die aanklag erken of daaraan skuldig bevind word en nie appél aanteken ingevolge subregulasie (14) nie of appél aanteken maar sodanige appél deur die Minister van die hand gewys word, kan die raad—

- (a) hom summier uit die diens van die inrigting ontslaan;
- (b) hom gepas waarsku of berispe; of
- (c) sy salaris of sy graad of beide sy salaris en sy graad verlaag.

(16) Indien die aanklag soos bewys aan die lig bring dat die inrigting geld of eiendom verloor het deur diefstal, bedrog of oneerlikheid aan die kant van die beampte, kan 'n raad die bedrag van die verlies wat die inrigting gely het volgens 'n verklaring van die voorsitter in oorleg met die ouditeure van die raad, aftrek van enige gelde wat aan hom betaalbaar is.

(17) Indien die aangeklaagde beampte in sy diens geskors is en die persoon wat die ondersoek ingestel het, bevind dat hy nie skuldig is aan die wangedrag waarvan hy aangekla is nie, word sodanige beampte in sy pos herstel en die volle besoldiging vir die tydperk van sy skorsing aan hom betaal.

Wangedrag van Tydelike Beamptes en Arbeiders.

76. (1) Die direkteur kan 'n aanklag van wangedrag teen 'n tydelike beampte of arbeider summier ondersoek maar moet sodanige beampte of arbeider in die geleentheid stel om hom persoonlik of deur 'n verteenwoordiger te verdedig.

(2) Indien sodanige beampte of arbeider die aanklag erken of daaraan skuldig bevind word, kan die direkteur, onderbewig aan hersiening deur die raad, met hom handel ooreenkomstig paragraaf (a), (b) of (c) van subregulasie (15) van regulasie 75.

Onbekwaamheid.

77. (1) Indien dit vir die raad voorkom dat 'n permanente beampte ongeskik is vir sy pligte of nie in staat is om dit op bekwaame wyse uit te voer nie, stel die raad iemand deur die Sekretaris goedgekeur aan om 'n ondersoek in te stel.

- (b) when present at the inquiry, refuses to be sworn or having been sworn, refuses to answer fully and satisfactorily any question put to him or to produce any document or article which he was summoned to produce; or
- (c) hinders or intimidates any person taking part in the inquiry or giving evidence thereat,

shall be guilty of an offence and liable to a fine not exceeding one hundred rand.

(11) At the inquiry no person shall be obliged to answer any question, if the answer to such question may render him liable to a criminal prosecution, and no person shall produce any document or article at the inquiry if the Secretary has stated in writing that the production of such document or article at the inquiry would be contrary to the public interest.

(12) If the misconduct with which the employee is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the record of his trial and conviction by such court shall, upon his identification as the person referred to in the record, be sufficient proof of the commission by him of such offence unless he has been pardoned or unless the conviction has been set aside by a superior court: Provided that it shall be competent for the employee charged to adduce evidence that he was in fact wrongly convicted.

(13) At the conclusion of the inquiry the person holding it shall make a finding as to whether the employee charged is guilty or not guilty of the misconduct with which he was charged, inform the employee charged of his finding and report the result of the inquiry to the board.

(14) An employee who has been found guilty of misconduct as aforesaid may, within a period of seven days of the date on which he was informed of the finding, or within such further period as the Minister may allow, appeal to the Minister against such finding.

(15) If the employee charged admits the charge or has been found guilty thereof and does not note an appeal in terms of sub-regulation (14) of this regulation, or notes an appeal but such appeal is not upheld by the Minister, the board may—

- (a) summarily dismiss him from the service of the institution;
- (b) suitably caution or reprimand him; or
- (c) reduce his salary or his grade or reduce both his salary and his grade.

(16) Should the charge as proved disclose any loss of moneys or property to the institution through theft, fraud or any dishonesty on the part of the employee, a board may deduct from any moneys payable to him the amount of the loss certified by the chairman, in consultation with the auditors of the board, to have been sustained by the institution.

(17) If the employee charged was suspended from duty and the person holding the inquiry finds that he is not guilty of the misconduct with which he was charged, such employee shall be reinstated in his post and paid his full remuneration for the period of his suspension.

Misconduct by Temporary Employees and Labourers.

76. (1) The director may summarily investigate a charge of misconduct against a temporary employee or labourer but shall afford such employee or labourer an opportunity to defend himself either personally or through a representative.

(2) Should such employee or labourer admit or be found guilty of the charge, the director may, subject to review by the board, deal with him in the manner set out in paragraph (a), (b) or (c) of sub-regulation (15) of regulation 75.

Inefficiency.

77. (1) If it appears to the board that a permanent employee is unfitted for his duties or incapable of performing them efficiently, the board shall appoint a person approved by the Secretary to hold an inquiry.

(2) Die persoon wat die ondersoek moet instel, bepaal die tyd en plek van die ondersoek en gee skriftelik redelike kennis daarvan en verstrek aan die beampte 'n skriftelike uiteensetting van die redes op grond waarvan beweer word dat hy ongeskik is vir sy pligte of nie in staat is om dit op bekwame wyse uit te voer nie.

(3) 'n Raad kan iemand magtig om die ondersoek by te woon en om bewyse en argumente aan te voer ter staving van die bewering en om iemand wat getuie is af te staving van die bewering, onder kruisverhoor te neem.

(4) Die bepalinge van subregulasies (8), (9), (10) en (11) van regulasie 75 is *mutatis mutandis* van toepassing op 'n ondersoek wat volgens hierdie regulasie ingestel word.

(5) Na afloop van die ondersoek bevind die persoon wat die ondersoek ingestel het of die betrokke beampte ongeskik is vir sy pligte of nie in staat is om dit op bekwame wyse uit te voer nie, verwittig die betrokke beampte van sy bevinding en rapporteer die uitslag van die ondersoek aan die raad.

(6) Indien bevind word dat die betrokke beampte ongeskik is vir sy pligte of nie in staat is om dit op bekwame wyse uit te voer nie, kan die raad—

(a) hom ontslaan uit die diens van die inrigting; of

(b) hom aanstel in 'n pos van 'n laer graad en sy jaarlikse besoldiging verminder tot die maksimum kerf van die salarisskaal van sodanige laer graad.

(7) Sodanige beampte kan binne sewe dae na die datum waarop die bevinding aan hom meegedeel is, of binne die verdere tydperk wat die Minister toelaat, by die Minister teen sodanige bevinding appelleer.

Onreëlmatigheede.

78. (1) Die Minister kan iemand aanstel om ondersoek in te stel na 'n beweerde onreëlmatigheid in verband met die sake van 'n inrigting.

(2) Die persoon wat aldus aangestel is, verstrek aan die Minister na afloop van die ondersoek 'n verslag met die getuieis wat afgeleë is, sy bevinding en, indien nodig, sy aanbevelings.

(3) Die bepalinge van subregulasies (9), (10) en (11) van regulasie 75 is *mutatis mutandis* van toepassing op 'n ondersoek wat volgens hierdie regulasie ingestel word.

DEEL VIII.—GELDSAKE, JAARVERSLAE EN OUDITERING.

Boekjaar.

79. Tensy die raad anders bepaal, is die boekjaar van 'n inrigting die jaar eindigende op 31 Maart.

Bankrekening.

80. (1) 'n Raad hou 'n bankrekening op naam van die inrigting by 'n bankinstelling wat ingevolge die Bankwet, 1965, geregistreer is.

(2) Alle gelde wat die inrigting uit enige bron ontvang, word in sodanige bankrekening gestort.

(3) Tjeks word geteken deur die direkteur of deur 'n beampte deur die raad spesiaal daartoe gemagtig en mede-onderteken deur die voorsitter van die raad of deur 'n lid van die raad deur die raad spesiaal daartoe gemagtig.

Geld leen.

81. Sonder die voorafgaande goedkeuring van die Sekretaris, leen 'n raad nie by wyse van 'n bankoortrekking of op 'n ander manier geld nie.

Belegging van fondse.

82. 'n Raad kan gelde wat nie vir onmiddellike gebruik nodig is nie, belê—

(a) in effekte of skuldbriewe;

(b) op deposito in 'n trustrekening by 'n bankinstelling bedoel in regulasie 80; of

(c) op lening by 'n bouvereniging wat ingevolge die Bouverenigingswet, 1965, geregistreer is of by 'n ander, by wet ingestelde liggaam.

Rekeningboeke.

83. Die direkteur dra sorg dat onderstaande rekeningboeke behoorlik bygehou en veilig bewaar word—

(a) 'n kasboek, waarin alle ontvangste en betalings opgeskryf word;

(b) 'n kleinkasboek, waarin alle kontantbetalings en kleinkasterugbetalings opgeskryf word;

(2) The person who is to hold the inquiry shall fix the time and place of such inquiry, and shall give the employee reasonable notice thereof in writing and shall furnish him with a written statement of the grounds on which it is alleged that he is unfitted for his duties or is incapable of performing them efficiently.

(3) A board may authorise any person to attend the inquiry and to adduce evidence and arguments in support of the allegation and to cross-examine any person called as a witness in support of the allegation.

(4) The provisions of sub-regulations (8), (9), (10) and (11) of regulation 75 shall *mutatis mutandis* apply to any inquiry held in accordance with this regulation.

(5) At the conclusion of the inquiry the person holding it shall find whether the employee concerned is unfitted for or incapable of performing efficiently his duties, shall inform the employee concerned of his finding and shall report the result to the board.

(6) If the employee concerned has been found unfitted for his duties or incapable of performing them efficiently, the board may—

(a) discharge him from the service of the institution; or

(b) appoint him to a post of a lower grade and reduce his annual remuneration to the maximum notch of the salary scale of such lower grade.

(7) Such employee may, within a period of seven days of the date on which he was informed of the finding, or within such further period as the Minister may allow, appeal to the Minister against such finding.

Irregularities.

78. (1) The Minister may appoint any person to conduct an inquiry into any alleged irregularity in connection with the affairs of an institution.

(2) The person so appointed shall, after completion of the inquiry, submit to the Minister a report containing the evidence taken, his findings, and, if necessary, his recommendations.

(3) The provisions of sub-regulations (9), (10) and (11) of regulation 75 shall *mutatis mutandis* apply to any inquiry held in accordance with this regulation.

PART VIII.—FINANCES, ANNUAL REPORTS AND AUDIT.

Financial Year.

79. The financial year of an institution shall, unless the board decides otherwise, be the year ending on 31st March.

Banking Account.

80. (1) A board shall keep a banking account in the name of the institution with a banking institution registered in terms of the Banking Act, 1965.

(2) All moneys received by the institution from whatever source shall be paid into such banking account.

(3) Cheques shall be signed by the director or by any employee specially authorised thereto by the board and countersigned by the chairman of the board or by any member of the board specially authorised thereto by the board.

Borrowing of Money.

81. Except with the prior authority of the Secretary, a board shall not borrow money, whether by means of a bank overdraft or in any other manner.

Investment of Funds.

82. A board may invest moneys not required for immediate use—

(a) in stocks or debentures;

(b) on deposit in a trust account at a banking institution referred to in regulation 80; or

(c) on loan with a building society registered in terms of the Building Societies Act, 1965, or with any other body established by law.

Books of Account.

83. The director shall ensure that the following books of account are properly maintained and kept in safe custody—

(a) a cash book, in which all receipts and payments shall be entered;

(b) a petty cash book, in which all cash payments and petty cash repayments shall be entered;

- (c) 'n grootboek, waarin gedetailleerde rekenings ten opsigte van elke fonds en diens gehou word;
- (d) 'n uittrekselboek, waarin alle uitgawe onder die verskillende subhoofde ingedeel word;
- (e) 'n remiseregister vir die opskryf van alle gelde deur die pos ontvang;
- (f) 'n duplikaatkwitansieboek (waarop die naam van die inrigting verskyn en wat in numerieke volgorde gedruk is) vir uitreiking van kwitansies ten opsigte van alle ontvangte gelde; en
- (g) 'n duplikaatbankdepositoboek.

Verantwoording van inkomste en uitgawe.

84. Die direkteur verantwoord die inkomste en uitgawe van die inrigting onder die volgende toepaslike subhoofde en items en die ander bykomende items wat die Sekretaris aanwys:—

Inkomste.

Subhoof 1.—Hulpotoelaes/Bydraes.

Item:—

- (a) Staatshulптоолаес.
- (b) Vakansiebesparingsbonus.
- (c) Provinsiale Administrasie.
- (d) Munisipaliteit.
- (e) Ander (spesifiseer).

Subhoof 2.—Toegangs- en ander gelde.

Item:—

- (a) Toegangsgelde.
- (b) Lidmaatskapgelde.
- (c) Ander (spesifiseer).

Subhoof 3.—Skenkings.

Item:—

- (a) Spesifiseer.
- (b) Spesifiseer.
- (c) Spesifiseer.

Subhoof 4.—Rente en dividende.

Item:—

- (a) Op trustfondsbeleggings.
- (b) Op ander beleggings (reserwe- en spesiale fondse ingesluit).

Subhoof 5.—Huurgelde.

Subhoof 6.—Verkope.

Item:—

- (a) Publikasies.
- (b) Ander (spesifiseer).
- (c) Ander (spesifiseer).

Subhoof 7.—Diverse ontvangste.

Utgawe.

Subhoof A.—Salarisse, lone en toelaes.

Item 1.—Goedgekeurde poste (Blanke personeel).

- (a) Salarisse.
- (b) Vakansiebesparingsbonus.
- (c) Ander toelaes.

Item 2.—Goedgekeurde poste (nie-Blanke personeel).

- (a) Salarisse en lone.
- (b) Vakansiebesparingsbonus.
- (c) Ander toelaes.

Item 3.—Pensioen-, mediese en voorsorgfondsybydraes (raad se bydraes).

Item 4.—Pensioene en gratifikasies.

Item 5.—Honoraria.

Item 6.—Los werkers.

Subhoof B.—Verblyf- en vervoerkoste (uitgesonderd museumversameltogte).

Item 1.—Verblyfkoste.

Item 2.—Vervoerkoste (met inbegrip van onderhoud en herstel van voertuie, maar nie aankoop nie).

- (c) a ledger, in which detailed accounts shall be kept in respect of every fund and service;
- (d) an abstract book, in which all expenditure shall be allocated under the various sub-heads;
- (e) a remittance register for entering all postal remittances;
- (f) a duplicate receipt book (which shall be printed with the name of the institution and in numerical sequence) for the issue of receipts in respect of all moneys received; and
- (g) a duplicate bank deposit book.

Accounting for Revenue and Expenditure.

84. The director shall account for the revenue and expenditure of the institution under the following appropriate sub-heads and items and such other additional items as the Secretary may indicate:—

Revenue.

Sub-head 1.—Grants-in-aid/Contributions.

Item:—

- (a) State grant-in-aid.
- (b) Vacation Savings Bonus.
- (c) Provincial Administration.
- (d) Municipality.
- (e) Other (specify).

Sub-head 2.—Admission and other Fees.

Item:—

- (a) Admission fees.
- (b) Membership fees.
- (c) Other (specify).

Sub-head 3.—Donations.

Item:—

- (a) Specify.
- (b) Specify.
- (c) Specify.

Sub-head 4.—Interest and Dividends.

Item:—

- (a) On trust fund investments.
- (b) On other investments.
(Reserve and special funds included.)

Sub-head 5.—Rentals.

Sub-head 6.—Sales.

Item:—

- (a) Publications.
- (b) Other (specify).
- (c) Other (specify).

Sub-head 7.—Miscellaneous Receipts.

Expenditure.

Sub-head A.—Salaries, Wages and Allowances.

Item 1.—Approved posts (White staff).

- (a) Salaries.
- (b) Vacation savings bonus.
- (c) Other allowances.

Item 2.—Approved posts (non-White staff).

- (a) Salaries and wages.
- (b) Vacation savings bonus.
- (c) Other allowances.

Item 3.—Pension, medical and provident fund contributions (board's contributions).

Item 4.—Pensions and gratuities.

Item 5.—Honoraria.

Item 6.—Casual workers.

Sub-head B.—Subsistence and Transport Expenses.

(Excluding museum collecting expeditions.)

Item 1.—Subsistence expenses.

Item 2.—Transport expenses (including maintenance and repair of vehicles, but not purchase).

Subhoof C.—*Pos-, telegraaf- en telefoondienste.*

Subhoof D.—*Drukwerk, skryfbehoeftes, advertensies en publikasies.*

- Item 1.—Drukwerk.
- Item 2.—Skryfbehoeftes.
- Item 3.—Advertensies.
- Item 4.—Publikasies.

Subhoof E.—*Diverse uitgawes.*

- Item 1.—Boekhougelde.
- Item 2.—Ouditgelde.
- Item 3.—Bankkoste (uitgesonderd rente op oortrokke rekenings).
- Item 4.—Rente op goedgekeurde oortrokke rekenings en lenings.
- Item 5.—Bantoeheffings en registrasiegelde.
- Item 6.—Skoonmaakmateriaal.
- Item 7.—Direkte dienste (D.O.W.).
- Item 8.—Onderhoud en herstelwerk.
- Item 9.—Brandstof, elektrisiteit en water.
- Item 10.—Assuransie (insluitende werkloosheid- en ongevalleversekering).
- Item 11.—Lidmaatskappgelde.
- Item 12.—Uniforms.
- Item 13.—Onthaal.
- Item 14.—Ander (spesifiseer).

Subhoof F.—*Spesiale inrigtingsuitgawes.*

- Item 1.—Biblioteek (aankoop van boeke, tydskrifte, spesiale biblioteekuitrusting, bindkoste, ens.).
- Item 2.—Versameltogte.
- Item 3.—Uitrusting, gereedskap en chemikalieë.
- Item 4.—Meublement (insluitende vertoonkaste).
- Item 5.—Uitstallings.
- Item 6.—Motorvoertuie (aankoop).
- Item 7.—Vertoonstukke (aankoop).
- Item 8.—Ander (spesifiseer).
- Item 9.—Ander (spesifiseer); ens.

Begroting van inkomste en uitgawe.

85. (1) Die direkteur lê aan die Sekretaris vir goedkeuring voor—

- (a) gedurende die maand Augustus van elke jaar, die raad se begroting van inkomste en uitgawe vir die volgende boekjaar; en
- (b) gedurende die loop van 'n boekjaar, aanvullende begrotings van die raad vir daardie jaar.

(2) Indien die Sekretaris dit te eniger tyd versoek, wysig die raad sy begroting ooreenkomstig sodanige versoek.

(3) Die raad beperk sy uitgawe gedurende 'n boekjaar tot die bedrae wat deur die Sekretaris ten opsigte van daardie boekjaar goedgekeur is en wat in die onderskeie subhoofde van sy begroting van uitgawe aangetoon word.

(4) Die begroting word sover doenlik ingedeel onder die subhoofde en items in regulasie 84 vermeld en dui aan teenoor die toepaslike subhoof en item die inkomste en uitgawe van die vorige boekjaar, die geraamde inkomste en uitgawe vir die lopende boekjaar en die geraamde inkomste en uitgawe vir die volgende boekjaar.

Verslag.

86. (1) Die direkteur doen aan die einde van elke boekjaar, of op 'n ander tydstop wat die raad bepaal, verslag oor die bedrywighede van die inrigting.

(2) Die direkteur lê aan die raad die geouditeerde rekening van die inkomste en die uitgawe van die inrigting vir elke boekjaar en 'n balansstaat van sy bates en laste soos op die laaste dag van sodanige boekjaar voor, binne 'n maand nadat sodanige rekening van die ouditeur ontvang is, en dien terselfdertyd by die Sekretaris afskrifte van sodanige rekening en balansstaat in.

Ouditering.

87. (1) Die bepalinge van hierdie regulasie geld nie vir 'n inrigting waarvan die rekening ingevolge artikel agt-en-veertig van die Skatkis- en Ouditwet, 1956, deur die Kontroleur en Ouditeur-generaal geouditeer word nie.

Sub-head C.—*Postage, Telegrams and Telephones.*

Sub-head D.—*Printing, Stationery, Advertisements and Publications.*

- Item 1.—Printing.
- Item 2.—Stationery.
- Item 3.—Advertisements.
- Item 4.—Publications.

Sub-head E.—*Miscellaneous Expenditure.*

- Item 1.—Bookkeeping fees.
- Item 2.—Audit fees.
- Item 3.—Banking charges (except interest on overdrafts).
- Item 4.—Interest on approved overdrafts and loans.
- Item 5.—Bantu levies and registration fees.
- Item 6.—Cleaning material.
- Item 7.—Direct services (P.W.D.).
- Item 8.—Maintenance and repairs.
- Item 9.—Fuel, electricity and water.
- Item 10.—Insurance (including unemployment and workmen's compensation insurance).
- Item 11.—Membership fees.
- Item 12.—Uniforms.
- Item 13.—Entertainment.
- Item 14.—Other (specify).

Sub-head F.—*Special Institutional Expenditure.*

- Item 1.—Library (purchase of books, periodicals, special library equipment, binding costs, etc.).
- Item 2.—Collecting expeditions.
- Item 3.—Equipment, tools and chemicals.
- Item 4.—Furniture (including show-cases).
- Item 5.—Exhibitions.
- Item 6.—Motor vehicles (purchase).
- Item 7.—Exhibits (purchase).
- Item 8.—Other (specify).
- Item 9.—Other (specify).
- etc.

Estimates of Revenue and Expenditure.

85. (1) The director shall submit to the Secretary for approval—

- (a) during the month of August in every year, the board's estimates of revenue and expenditure for the following financial year; and
- (b) in the course of a financial year, any supplementary estimates of the board for that year.

(2) At the request of the Secretary at any time, the board shall amend its estimates in accordance with such request.

(3) The board shall restrict its expenditure during any financial year to the amounts approved by the Secretary for that financial year and shown in the respective sub-heads of its estimates of expenditure.

(4) The estimates shall as far as may be practicable be arranged under the sub-heads and items mentioned in regulation 84 and shall, against the appropriate sub-head and item, specify the revenue and expenditure of the previous financial year, the estimated income and expenditure for the current financial year and the estimated income and expenditure for the following financial year.

Reports.

86. (1) The director shall report at the end of every financial year, or at such other time as the board may decide, on the activities of the institution.

(2) The director shall submit to the board the audited accounts of the income and expenditure of the institution for each financial year and a balance sheet of its assets and liabilities as at the last day of such financial year, within one month after such accounts have been received from the auditor, and at the same time lodge with the Secretary copies of such accounts and balance sheet.

Audit.

87. (1) The provisions of this regulation shall not apply to an institution the accounts of which are audited by the Controller and Auditor-general in terms of section fifty-eight of the Exchequer and Audit Act, 1956.

(2) Met die goedkeuring van die Sekretaris stel 'n raad 'n ouditeur aan om 'n inrigting se rekeninge en die ontvangs, bewaring, uitbetalings of uitreiking van sy gelde, sekuriteite, voorrade, uitrusting en ander eiendom na te sien, te ondersoek en te ouditeer.

(3) Dit is die plig van die ouditeur om hom daarvan te vergewis dat—

- (a) alle redelike voorsorg getref is om die behoorlike invordering van gelde te beveilig en dat die bepalinge van hierdie regulasies en die raad se reëls wat daarop betrekking het, behoorlik nagekom is; en
- (b) alle uitreikings en betalings ooreenkomstig die juiste magtiging geskied en met voldoende bewysstukke of bewys van betaling gestaaf word: Met dien verstande dat indien 'n bewysstuk in enige opsig gebrekkig is of verloor of vernietig is, die raad, as hy genoeë neem met die verduideliking van die verantwoordelike beampte, 'n bevel kan gee om van die voorlegging van 'n bewysstuk af te sien, en elke sodanige bevel word deur die ouditeur aangeneem as voldoende aan die vereistes van hierdie subregulasie.

(4) In die uitoefening van sy bevoegdhede en pligte kragtens hierdie regulasie—

- (a) kan die ouditeur by skriftelike kennisgewing iemand in diens van die inrigting aansê om op 'n tyd en plek in die kennisgewing genoem, voor hom te verskyn en al die aantekeninge, boeke, bewysstukke en dokumente in die besit en onder die beheer van so iemand wat die ouditeur vir die uitoefening van sy bevoegdhede en pligte nodig ag, aan hom voor te lê;
- (b) het die ouditeur, of iemand behoorlik deur hom daartoe gemagtig, toegang tot alle aantekeninge, boeke, bewysstukke, dokumente, kontant, sekuriteite en eiendom in die besit van iemand in diens van die inrigting; en
- (c) die ouditeur kan iemand na goeëdoenke ondervra aangaande die ontvangs of uitgawe van geld of die ontvangs of uitreiking van voorrade of ander eiendom en kan sodanige ondervraging instel onder eed of bevestiging, en hy word hierby gemagtig om sodanige eed of bevestiging af te neem.

(5) So gou doenlik na die afsluiting van 'n boekjaar stuur die ouditeur 'n verslag oor sy ouditering aan die raad en 'n afskrif van die verslag aan die Sekretaris.

(6) Die ouditeur stuur, wanneer dit ook al vir hom wenslik blyk, 'n spesiale verslag oor 'n aangeleentheid verbonde aan sy bevoegdhede en pligte in verband met sy ouditering aan die raad en 'n afskrif van sodanige spesiale verslag aan die Sekretaris.

(7) Indien iemand wat in diens van die inrigting is of was—

- (a) nagelaat het om gelde wat aan die inrigting verskuldig is en vir die invordering waarvan hy verantwoordelik is of was, in te vorder;
- (b) verantwoordelik is of was vir 'n verkeerde betaling van die inrigting se gelde of vir 'n betaling van sodanige gelde wat nie behoorlik gestaaf is nie;
- (c) verantwoordelik is of was vir 'n tekort in of vir die vernietiging van of skade aan die inrigting se gelde, sekuriteite, voorrade, uitrusting of ander eiendom; of
- (d) aan die inrigting 'n verlies veroorsaak het deur na te laat om 'n bepaalde plig uit te voer,

en indien 'n behoorlike verduideliking aangaande sodanige versuim om in te vorder, verkeerde betaling, betaling wat nie behoorlik gestaaf is nie, tekort, vernietiging, skade of versuim om 'n plig uit te voer, nie binne 'n bepaalde tyd deur die ouditeur gespesifiseer, aan hom verstrekkend word nie, rapporteer die ouditeur sodanige versuim om in te vorder, verkeerde betaling, betaling wat nie behoorlik gestaaf is nie, tekort, vernietigings, skade of versuim om 'n plig uit te voer, van die raad en kan die raad 'n vergoedingsbevel vir die bedrag wat nie ingevorder is nie of die bedrag van sodanige betaling, tekort, skade of verlies, of die waarde van die vernietigde eiendom, na gelang van die geval, teen so iemand instel.

(2) A board shall, subject to the approval of the Secretary, appoint an auditor to examine, enquire into and audit the accounts of an institution and the receipt, custody, payment or issue of its moneys, securities, stores, equipment and other property.

(3) It shall be the duty of the auditor to satisfy himself that—

- (a) all reasonable precautions have been taken to safeguard the proper collection of moneys and that the provisions of these regulations and of the board's rules relating thereto have been duly observed; and
- (b) all issues and payments are made in accordance with the proper authority and are supported by sufficient vouchers or proof of payment: Provided that, where a voucher is defective in any respect or has been lost or destroyed, the board, if satisfied with the explanation given by the responsible officer, may make an order dispensing with the production of a voucher, and every such order shall be accepted by the auditor as satisfying the requirements of this sub-regulation.

(4) In the exercise of his powers and duties under this regulation—

- (a) the auditor may by notice in writing require any person in the employment of the institution to appear before him at a time and place named in the notice, and to produce to him all such records, books, vouchers and documents in the possession and control of such person as may appear to the auditor necessary for the exercise of his powers and duties;
- (b) the auditor, or any person duly authorized by him, shall have access to all records, books, vouchers, documents, cash, securities and property in the possession of any person in the service of the institution; and
- (c) the auditor may examine any person who he may think fit to examine respecting the receipt or expenditure of money or the receipt or issue of any stores or other property and may conduct such examination upon oath or affirmation, which oath or affirmation he is hereby empowered to administer.

(5) The auditor shall, as soon as possible after the close of any financial year, transmit a report on his audit to the board and a copy of such report to the Secretary.

(6) The auditor shall, at any time that appears to him to be desirable, transmit a special report on any matter incidental to his powers and duties in connection with his audit to the board and a copy of such special report to the Secretary.

(7) If any person who is or was in the employment of the institution—

- (a) has failed to collect any moneys owing to the institution for the collection of which he is or was responsible;
- (b) is or was responsible for any improper payment of the institution's moneys or for any payment of such moneys which is not duly vouched;
- (c) is or was responsible for any deficiency in, or for the destruction of or any damage to, any moneys, securities, stores, equipment of other property of the institution; or
- (d) has caused the institution any loss by a failure to carry out a specific duty,

and if a proper explanation be not, within a period specified by him, furnished to the auditor with regard to such failure to collect, improper payment, payment not duly vouched, deficiency, destruction, damage or failure to carry out a duty, the auditor shall report such failure to collect, improper payment, payment not duly vouched, deficiency, destruction, damage or failure to carry out a duty to the board and the board may surcharge against such person the amount not collected, or the amount of such payment, deficiency, damage or loss, or the value of the property destroyed, as the case may be.

(8) Behoudens die bepalings van subregulasies (10) en (11), is die bedrag van sodanige vergoedingsbevel 'n skuld wat deur die persoon teen wie die bevel ingestel is, aan die raad verskuldig is.

(9) Die bedrag van 'n vergoedingsbevel wat deur iemand in diens van die inrigting verskuldig is, word verhaal deur aftrekking van sy maandelikse salaris in gelyke maandelikse paaiemente van hoogstens 'n kwart van bedoelde maandelikse salaris, maar indien sodanige bedrag om een of ander rede nie deur aftrekking soos voormeld, verhaal kan word nie, kan die raad dit deur aksie in 'n bevoegde hof verhaal.

(10) Die raad kan te eniger tyd 'n vergoedingsbevel terugtrek ten opsigte waarvan 'n bevredigende verduideliking ontvang is of indien andersins blyk dat geen vergoedingsbevel ingestel moes gewees het nie.

(11) Iemand wat gegrief is oor 'n vergoedingsbevel wat teen hom ingestel is, kan binne 'n tydperk van een maand nadat hy deur die raad van die vergoedingsbevel in kennis gestel is of binne die verdere tydperk wat die Minister toelaat, by die Minister appél aanteken en na die verdere ondersoek wat nodig geag word, kan die Minister beveel dat die appellant in die geheel of ten dele onthef word van die vergoedingsbevel na gelang dit billik en redelik mag blyk.

(8) The amount of any such surcharge shall, subject to the provisions of sub-regulations (10) and (11), be a debt due to the board by the person surcharged.

(9) The amount of any surcharge which is due from a person in the employment of the institution shall be recovered in equal monthly instalments by deductions from his monthly salary not exceeding one-fourth of the monthly salary referred to, but if such amount cannot for any reason be recovered by deduction as aforesaid, the board may recover it by action in a competent court.

(10) The board may at any time withdraw a surcharge in respect of which a satisfactory explanation has been received or if it otherwise appears that no surcharge should have been made.

(11) Any person who is dissatisfied with any surcharge made against him may, within a period of one month after he has been notified by the board of the surcharge or such further period as the Minister may allow, appeal to the Minister and, after such further investigation as may be considered necessary, the Minister may make such order directing that the appellant be released wholly or in part from the surcharge as may appear to be just and reasonable.

INHOUD.

No.	BLADSY
Departement van Onderwys, Kuns en Wetenskap.	
GOEWERMENTSKENNISGEWING.	
R. 91. Wet op Staatsondersteunde Inrigtings.	
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NA BESTEMMINGS IN SUID-AFRIKA

Briewe (landpos).....	2½c vir eerste ons; 1c vir elke bykomende ons.
Briewe (lugpos).....	3c vir eerste ons; 1½c vir elke bykomende ons.
Poskaarte (landpos).....	1½c elk.
Poskaarte (lugpos).....	2c elk.
Lugbriewe.....	2½c elk.
Drukwerk.....	1c vir eerste 2 onse; ½c vir elke bykomende 2 onse.
Handelstukke.....	1c per 2 onse.
Nuusblaaië.....	½c per 4 onse per eksplaar. Maksimum gewig per pakkie, 1 lb.
Monsters.....	1c per 2 onse.

PAKKETTE (LANDPOS)

Gewone pakkette:

(a) Pakkette (behalwe landbou- en lugpakkette) gepos in Suid-Afrika vir aflewering in Suid-Afrika (behalwe Suidwes-Afrika)	<table> <tr> <td>Tot 8 onse.....</td><td>5c</td></tr> <tr> <td>Bo 8 onse tot 2 lb.</td><td>10c</td></tr> <tr> <td>Bo 2 lb. tot 7 lb.</td><td>30c</td></tr> <tr> <td>Bo 7 lb. tot 11 lb.</td><td>60c</td></tr> <tr> <td>Bo 11 lb. tot 22 lb.</td><td>110c</td></tr> </table>	Tot 8 onse.....	5c	Bo 8 onse tot 2 lb.	10c	Bo 2 lb. tot 7 lb.	30c	Bo 7 lb. tot 11 lb.	60c	Bo 11 lb. tot 22 lb.	110c
Tot 8 onse.....	5c										
Bo 8 onse tot 2 lb.	10c										
Bo 2 lb. tot 7 lb.	30c										
Bo 7 lb. tot 11 lb.	60c										
Bo 11 lb. tot 22 lb.	110c										
(b) Pakkette (behalwe lugpakkette) gepos in Suid-Afrika vir aflewering in Suidwes-Afrika	<table> <tr> <td>Tot 8 onse.....</td><td>5c</td></tr> <tr> <td>Bo 8 onse tot 1 lb.</td><td>7c</td></tr> <tr> <td>Vir elke bykomende lb. of gedeelte daarvan tot 11 lb.</td><td>7c</td></tr> </table>	Tot 8 onse.....	5c	Bo 8 onse tot 1 lb.	7c	Vir elke bykomende lb. of gedeelte daarvan tot 11 lb.	7c				
Tot 8 onse.....	5c										
Bo 8 onse tot 1 lb.	7c										
Vir elke bykomende lb. of gedeelte daarvan tot 11 lb.	7c										

Vir Basoetoland, Swaziland, Mosambiek.....	7c per lb.
Betsjoeanaland-protectoraat	7c per lb. (Kazungula 16c per lb.).
Pakkette (landbou).....	2½c per lb.
Pakkette (lugpos).....	10c per ½ lb.
*K.B.A.-geld.....	Vir handelsbedrae tot en met R2..... 15c
	Vir elke bykomende R2 of gedeelte daarvan..... 2½c

†Pakketversekeringsgeld....	Versekerings- gelde.	Maksimum vergoeding.
	5c	R10
	6c	R20
	Plus 1c vir elke R20 of gedeelte daarvan tot 'n maksimum van R400.	

Registrasiegeld.....	5c per poststuk.
Spoebestelgeld.....	Hanteerkoste..... 5c
	Afleweringkoste 5c per myl of gedeelte daarvan.

L.W.—Die postariewe op briewe, poskaarte, lugbriewe, drukwerk, handelstukke en monsters na bestemmings in die Posunie van Afrika [Angola; Basoetoland; Betsjoeanaland-protectoraat; Burundi; Kongo, Republiek (Leopoldstad); Malawi (voorheen Njassaland); Malgassiese Republiek; Mosambiek; Rhodesië; Suidwes-Afrika; Swaziland; Zambië (voorheen Noord-Rhodesië)] is dieselfde as dié binne Suid-Afrika vir land- en lugpos, onderskeidelik.

* 'n K.B.A.-diens is ook beskikbaar na en van die volgende lande van die Posunie van Afrika: Malawi (voorheen Njassaland), Mosambiek, Rhodesië en Zambië (voorheen Noord-Rhodesië).

† 'n Versekerde pakkediens is ook beskikbaar na Malawi (voorheen Njassaland), Mosambiek, Rhodesië en Zambië (voorheen Noord-Rhodesië). Pakkette vir Malawi, Rhodesië en Zambië kan egter nie vir meer as R120 verseker word nie en vir Mosambiek vir R233.

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Letters (surface mail).....	2½c for first oz.; 1c for each additional oz.
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Postcards (surface mail)....	1½c each.
Postcards (air mail).....	2c each.
Aerogrammes.....	2½c each.
Printed papers.....	1c for first 2 oz.; ½c for each additional 2 oz.
Commercial papers.....	1c per 2 oz.
Newspapers.....	½c per 4 oz. per copy. Limit of weight per packet, 1 lb.
Samples.....	1c per 2 oz.

PARCELS (SURFACE MAIL)

Ordinary Parcels:

(a) Parcels (excepting agricultural and air parcels) posted in South Africa for delivery within South Africa (excepting South West Africa)	<table> <tr> <td>Up to 8 oz.....</td><td>5c</td></tr> <tr> <td>Above 8 oz. up to 2 lb.....</td><td>10c</td></tr> <tr> <td>Above 2 lb. up to 7 lb.....</td><td>30c</td></tr> <tr> <td>Above 7 lb. up to 11 lb.....</td><td>60c</td></tr> <tr> <td>Above 11 lb. up to 22 lb.....</td><td>110c</td></tr> </table>	Up to 8 oz.....	5c	Above 8 oz. up to 2 lb.....	10c	Above 2 lb. up to 7 lb.....	30c	Above 7 lb. up to 11 lb.....	60c	Above 11 lb. up to 22 lb.....	110c
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(b) Parcels (excepting air parcels) posted in South Africa for delivery in South West Africa	<table> <tr> <td>Up to 8 oz.....</td><td>5c</td></tr> <tr> <td>Above 8 oz. up to 1 lb.....</td><td>7c</td></tr> <tr> <td>For every additional lb. or fraction thereof up to 11 lb.....</td><td>7c</td></tr> </table>	Up to 8 oz.....	5c	Above 8 oz. up to 1 lb.....	7c	For every additional lb. or fraction thereof up to 11 lb.....	7c				
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For Basutoland, Swaziland, Mozambique.....	7c per lb.
For Bechuanaland Protectorate.....	7c per lb. (Kazungula 16c per lb.).
Parcels (agricultural).....	2½c per lb.
Parcels (air mail).....	10c per ½ lb.
*Cash on delivery fees.....	For trade charges up to and including R2..... 15c
	For each additional R2 or part thereof..... 2½c

† Parcel insurance fees.....	Fee	Limits of compensation.
	5c	R10
	6c	R20
	Plus 1c for each additional R20 or part thereof up to a maximum of R400.	
Registration fee.....	5c per article.	
Express delivery fees.....	Handling charge..... 5c	
	Delivery charge 5c per mile or part of a mile.	

N.B.—The postage rates on letters, postcards, aerogrammes, printed papers, commercial papers and samples to destinations in the African Postal Union [Angola; Basutoland; the Bechuanaland Protectorate; Burundi; Congo, Republic of (Leopoldville); Malagasy Republic; Malawi (formerly Nyasaland); Mozambique; South West Africa; Rhodesia; Swaziland; Zambia (formerly Northern Rhodesia)] are the same as those within South Africa for surface and air mail, respectively.

* A C.O.D. service is also available to and from the following countries of the African Postal Union: Malawi (formerly Nyasaland), Mozambique, Rhodesia and Zambia (formerly Northern Rhodesia).

† An insured parcel service is also available to Malawi (formerly Nyasaland), Mozambique, Rhodesia and Zambia (formerly Northern Rhodesia). Parcels for Malawi, Rhodesia and Zambia cannot, however, be insured for more than R120 and Mozambique for R233.

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