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GOVERNMENT NOTICE

**DEPARTMENT OF BANTU ADMINISTRATION
AND DEVELOPMENT**

No. R. 2042

31 October 1975

The following Government Notice, issued by the Government of kwaZulu, is published for general information:

KWAZULU GOVERNMENT

KWAZULU GOVERNMENT NOTICE 30 OF 1975

ZULU STAFF REGULATIONS

Under and by virtue of the powers vested in me by section 27 (1) (a) of the kwaZulu Public Service Act, 1975, I Walter Simon Peter Kanye, Executive Councillor to whom the control of the Department of Community Affairs has been assigned, on the recommendation of the Public Service Commission, hereby make the regulations contained in the schedule hereto which provide for the promotion, transfer, discipline, conduct, powers and duties, hours of attendance and leave of absence of officers and employees of the kwaZulu Government Service and their other conditions of service, including the occupation of official quarters. The said regulations which may be cited for all purposes as the Zulu Staff Regulations, 1975, shall come into operation on 1 November, 1975.

W. S. P. KANYE, Executive Councillor, Community Affairs.

CHAPTER A

GENERAL

Definitions

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

“accommodation” means lodging, bedding, meals, liquid refreshment, laundries, hotel board levy and service charge or any combination thereof, but excluding alcoholic liquor and dry cleaning;

“adverse remark” means any written remark by a reporting officer or head of office which, read in its full context, is adverse and also includes anything else in a report which the Commission may indicate as adverse;

GOEWERMENSKENNISGEWING

**DEPARTEMENT VAN BANTOE-ADMINISTRASIE
EN -ONTWIKKELING**

No. R. 2042

31 Oktober 1975

Die volgende Goewermenskennisgewing, uitgereik deur die Regering van kwaZulu, word vir algemene inligting gepubliseer:

KWAZULUREGERING

**KWAZULUGOEWERMENSKENNISGEWING 30
VAN 1975**

ZOELOEPERSONEELREGULASIES

Ek, Walter Simon Peter Kanye, die Uitvoerende Raadslid aan wie die beheer van die Departement van Gemeenskapsake toegewys is, handelende kragtens die bevoegdheid verleent by artikel 27 (1) (a) van die kwaZulu-wet op die Regeringsdiens, 1975, en op aanbeveling van die Regeringsdienskommissie vaardig hiermee die regulasies wat in die skedule hierby vervat is, wat voorsien vir die bevordering, oorplasing, dissipline, gedrag, bevoegdhede en pligte, diensure en afwesigheidsverlof van beamptes en werknemers van die kwaZulu-regeringsdiens en hulle ander diensvoorraades insluitende die bewoning van amptelike kwartiere. Die genoemde regulasies wat vir alle doeleinades bekend sal staan as die Zoeloepersoneelregulasies, 1975, sal op 1 November 1975 in werking tree.

W. S. P. KANYE, Uitvoerende Raadslid, Gemeenskapsake.

HOOFTUK A

ALGEMEEN

Woordbepalings

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

“amptelike kwartiere” dié kwartiere, insluitende geboue, buitegeboue, die terrein, vaste toebehore, toebehore, masjinerie en uitrusting, maar uitgesonderd meubels, wat die eiendom van die Regeringsdiens is of wat onder huurkontrak of andersins in die wettige besit van die Regeringsdiens is en wat tot die beskikking van 'n departementshoof gestel is vir toewysing kragtens regulasie H5 of wat aan 'n beampete of werknemer kragtens regulasie H6 toeken is;

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

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

(b) the inconvenience attached to camp life.

"cycle" means a period of three years reckoned from 1 April 1975, and each succeeding period of three years; "day of rest" means—

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

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

(c) a Saturday in the case of an officer or employee who usually observes a five day working week;

"equipment officer" means the officer or employee in charge of equipment;

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

"head of office" means the head of an office, branch, institution, division or place of work and includes head of department;

"head quarters" means the city, town or place where the principal duties of an officer or employee are or have to be performed or which may be indicated as his headquarters by the head of department.

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

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

"Sunday" means—

(a) also a public holiday mentioned in the Second Schedule to the Public Holidays Act, 1952 (Act 5 of 1952), or any public holiday which is instituted by a law of the Legislative Assembly in lieu of a public holiday mentioned in the Second Schedule to the said Public Holiday Act, 1952; or

(b) such days as he is normally relieved from duty in lieu thereof, in the case of an officer or employee who normally works on a Sunday or on a first-mentioned public holiday;

"the Act" means the kwaZulu Public Service Act, 1975 (Act 7 of 1975).

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

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

"betaling" die salaris of loon wat gewoonlik aan 'n beampte of werknemer betaalbaar is wanneer hy in diens is en sluit in toelaes wat nie by salaris of loon inbegrepe is nie, met inagneming van regulasies met betrekking tot en opdragte deur die Kommissie of die Direkteur van Owerheidsake en Finansies of deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie uitgereik in verband met sulke toelaes;

"buiteland" 'n land of landstreek buite die grense van die Republiek en die gebied;

"diens" enige onafgebroke voltydse regeringsdiens in enige hoedanigheid;

"die Wet" die kwaZulu-wet op die Regeringsdiens (Wet 7 van 1975);

"enkelkwartiere" dié amptelike kwartiere wat tot die beskikking van 'n departementshoof gestel is vir toewysing kragtens regulasie H5 en wat bedoel is vir 'n beampte of werknemer wat ongetrouw is of wat nie afhanklik is het wat gewoonlik by hom inwoon nie;

"getroudekwartiere" dié amptelike kwartiere wat tot die beskikking van 'n departementshoof gestel is vir toewysing kragtens regulasie H5 en wat bedoel is vir 'n beampte of werknemer met 'n gesin of ander afhanklikes wat gewoonlik by hom inwoon;

"herberg" slaapplek, beddegoed, etes, vloeibare verversings, was en stryk van wasgoed, hotelraadtoeslag en dienstoestelsel of enige samestelling van hierdie items, maar uitgesonderd alkoholiese drank en droogskoonmaak";

"hoofkwartier" die stad, dorp of plek waar die verlaatste werk van 'n beampte of werknemer verrig word of verrig moet word, of wat deur die departementshoof as sy hoofkwartier aangewys is;

"hoof van kantoor" die hoof van 'n kantoor, tak, inrigting, afdeling of werkplek en sluit departementshoof in;

"huishouding"—

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

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

(c) nie meer as twee bedienendes (insluitende kinderoppassers) nie, wat in 'n voltydse hoedanigheid by die beampte of werknemer in diens is;

"kamptoelae" betaling wat bedoel is om 'n beampte of werknemer te vergoed vir—

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

(b) die ongerefif verbonde aan kamptewe;

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

"nag" die ure tussen 20h00 en 06h00;

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

Commission or the Director of Authority Affairs and Finance or by the said Director on the recommendation of the Commission;

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

“reporting officer” means any officer or allocated officer who, as first party, completes a report in respect of another officer;

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

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

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

“married quarters” means those official quarters available to a head of department for assignment in terms of regulation H 5 and designed for an officer or employee with a family or other dependants who normally reside with him;

“official quarters” means those premises, inclusive of buildings, outbuildings, grounds, fixtures, fittings, plant and equipment, but exclusive of furniture, which, being owned or held on lease or otherwise in the lawful possession of the Government, are available to a head of department for assignment in terms of regulation H5 or which have been allotted to an officer or employee in terms of regulation H6;

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

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

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

(ii) who normally works on a Sunday or on a public holiday and in lieu thereof is relieved from duty on another day, on such other day;

(b) over and above the working week prescribed for him or in terms of Chapter G on days on which he normally works;

“household” means—

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

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

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

“incremental period” means a period of 12 months or another approved period which must elapse in regard to any officer or employee before his salary may be increased in accordance with the salary applicable to him;

“oortyddiens” amptelike diens wat 'n beampie of werkneemer—

(a) (i) op 'n Sondag of op 'n openbare feesdag verrig, in die geval van 'n beampie of werkneemer wat nie gewoonlik op sodanige dag werk nie; of

(ii) wat gewoonlik op 'n Sondag of op 'n openbare feesdag werk en in plaas daarvan op 'n ander dag van diens vrygestel word, op sodanige ander dag verrig;

(b) bo en behalwe die werkweek wat vir hom in of kragtens die bepalings van hierdie regulasies voorgeskryf is, verrig op dae waarop hy gewoonlik werk;

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

“rusdag”—

(a) 'n Sondag of 'n openbare feesdag in die geval van 'n beampie of werkneemer wat nie gewoonlik op sodanige dag werk nie;

(b) 'n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van 'n beampie of werkneemer wat gewoonlik werk op 'n Sondag of 'n openbare feesdag; of

(c) 'n Saterdag in die geval van 'n beampie of werkneemer wat 'n volwaardige vyfdaagse werkweek nakom;

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

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

“skriftelike mededeling” 'n ander verslag as 'n verslag in die vorm deur die Kommissie voorgeskryf, wat ten opsigte van 'n bepaalde beampie ingedien word of 'n verslag of opmerking in verband met 'n bepaalde aangeleentheid of voorval waarby 'n beampie betrokke was;

“Sondag”—

(a) ook 'n openbare feesdag genoem in die Tweede Bylae by the Wet op Openbare Feesdae, 1952 (Wet 5 van 1952), in die geval van 'n beampie of werkneemer 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 beampie of werkneemer wat gewoonlik werk op 'n Sondag of op 'n eersgenoemde openbare feesdag;

“tydkring” 'n tydperk van drie jaar gereken vanaf 1 April 1975 en elke daaropvolgende tydperk van drie jaar;

“uitrustingsbeampie” die beampie of werkneemer wat oor uitrusting toesig hou;

“verblyftoelae” betaling wat bedoel is om 'n beampie of werkneemer te vergoed vir redelike uitgawes wat hy, benewens sy normale bestaansuitgawes by sy tuiste, noodwendig aan herberg moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is;

“verbruikbare artikels” sekerings en smeltdraad, droëselbattery, elektriese gloeilampe, buise vir fluoresseerligte, kraan- of klepwasters, proppe en kettings vir baddens, opwasbakke en wasbakke, pitte, kappe en lampglase vir olie- en gaslampe en sodanige ander soortgelyke items as wat die Direkteur van Owerheidsake en Finansies goedkeur;

“verhogingsmaand” die maand waarin die salaris van 'n beampie of werkneemer verhoog kan word volgens die skaal wat op hom van toepassing is;

“werkweek” die amptelike dienstdag wat 'n beampie of werkneemer moet voltooi ten opsigte van 'n tydperk wat strek vanaf middernag tussen 'n Saterdag en Sondag tot middernag tussen die volgende Saterdag en Sondag.

"landlord department" means the Department of Works or any other Department charged by the Director of Authority Affairs and Finance with the duty of providing, maintaining and controlling the tenancy of official quarters;

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

Interpretation of the regulations

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

Departures in time of war or national emergency

A3. If a state of war or national emergency arises the Commission may recommend a departure from the provisions of these regulations, either in general or in respect of a particular officer, employee or person or classes of officers, employees or persons; but subject to the provisions of section 7 (2) of the Act.

Duties of heads of departments and heads of offices

A4. (1) In addition to any functions or duties lawfully assigned to or imposed upon him, a head of department shall be responsible for maintaining discipline, efficient administration and the proper use and care of Government property in his department.

A4. (2) A head of office is responsible to the officer or employee who exercises authority over him, for maintaining discipline, efficient administration and the proper use and care of property of the Government in his office, branch, institution, division or place of work.

Delegation of the powers of a head of department

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

A5. (2) A head of department may at any time revoke a delegation made in terms of this regulation.

Official channels of communication

A6. (1) A request or communication from an officer or employee who is not a head of department, in connection with any matter falling within the scope of the Commission's powers, functions or duties, shall be addressed to the head of the department through the medium of the head of the office: Provided that an officer or employee may demand that such request or communication be submitted to the Commission subject to the provisions of subregulation (2).

A6. (2) A request or communication to the Commission whether written or otherwise, from a department or a head of department in connection with any matter falling within the scope of the Commission's powers, functions or duties, or which is to be submitted to the Commission in terms of the proviso to subregulation (1), shall be addressed to the Secretary of the Commission by or on behalf of the head of department. Such request or communication shall not be addressed direct to the Commission or a member of the Commission.

A6. (3) If circumstances arise which justify a departure from the provisions of this regulation, the Councillor may, on the recommendation of the Commission approve that the head of a division, branch, institution or office be regarded as a head of department for the purposes of subregulations (1) and (2).

"verskaffingsdepartement" die Departement van Werke of enige ander departement waaraan die plig deur die Direkteur van Owerheidsake en Finansies opgedra is om amptelike kwartiere te verskaf en te onderhou en om die bewoning daarvan te beheer;

"verslaggewende beambte" enige beambte of toegewese beambte wat as eerste party, 'n verslag ten opsigte van 'n ander beambte voltooi;

Vertolking van die regulasies

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

Afwykings in tyd van oorlog of landsnood

A3. As daar 'n toestand van oorlog of landsnood ontstaan, kan die Kommissie 'n afwyking van die bepalings van hierdie regulasies aanbeveel, hetsy in die algemeen of ten opsigte van 'n besondere beambte, werknemer of persoon of klasse beampes, werknemers of persone, dog onderworpe aan die bepalings van artikel 7 (2) van die Wet.

Pligte van departementshoofde en hoofde van kantore

A4. (1) Benewens enige werksaamhede of pligte wat wettiglik aan hom opgedra of opgelê is, is die departementshoof verantwoordelik vir die handhawing van discipline, doeltreffende administrasie en die behoorlike gebruik en versorging van eiendom van die Regering in sy departement.

A4. (2) Die hoof van die kantoor is aan die beambte of werknemer wat oor hom die gesag voer verantwoordelik vir die handhawing van discipline en die behoorlike gebruik en versorging van eiendom van die Regering in sy kantoor, tak, inrigting, afdeling of werkplek.

Delegasie van departementshoof se bevoegdhede

A5. (1) As hy dit dienstig ag vir die doeltreffende administrasie van sy departement, kan 'n departementshoof enige bevoegdheid wat kragtens die bepalings van hierdie regulasies aan hom verleen is, aan 'n ander beambte of toegewese beambte of werknemer deleger op dié voorwaardes wat hy bepaal.

A5. (2) 'n Departementshoof kan 'n delegasie wat kragtens hierdie regulasie verleen is, te eniger tyd intrek.

Amptelike kommunikasiekanaale

A6. (1) 'n Versoek of mededeling van 'n beambte of werknemer wat nie 'n departementshoof is nie, oor enige aangeleentheid wat binne die bestek van die Kommissie se bevoegdhede, werksaamhede of pligte val, moet deur bemiddeling van die hoof van die kantoor aan die departementshoof gerig word: Met dien verstande dat 'n beambte of werknemer kan eis dat sodanige versoek of mededeling aan die Kommissie voorgelê word, behoudens die bepalings van subregulasie (2).

A6. (2) 'n Versoek of mededeling aan die Kommissie, hetsy skriftelik of andersins, van 'n departement of departementshoof oor enige aangeleentheid wat binne die bestek van die Kommissie se bevoegdhede, werksaamhede of pligte val, of wat kragtens die voorbehoudsbepaling by subregulasie (1) aan die Kommissie voorgelê moet word, moet deur of namens die departementshoof aan die Sekretaris van die Kommissie gerig word. Sodanige versoek of mededeling mag nie regstreeks aan die Kommissie, of 'n lid van die Kommissie, gerig word nie.

A6. (3) As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie regulasie regverdig, kan 'n Raadslid op aanbeveling van die Kommissie, goedkeur dat die hoof van 'n afdeling, tak, inrigting of kantoor geag word 'n departementshoof te wees vir die doeleindeste van subregulasies (1) en (2).

Obedience

A7. (1) Subject to the provisions of subregulation (2) an officer or employee shall obey unconditionally a lawful instruction given to him by a person who is competent to do so.

A7. (2) An officer or employee may, after having carried it out, demand that an instruction referred to in subregulation (1) be repeated in writing and he may submit for decision any complaint he may have in connection therewith, but subject to the provisions of regulation A6.

Residential addresses and telephone numbers

A8. An officer or employee shall notify the head of the office of his residential address and of his telephone number at home, if he has a telephone, and any change thereof, and the head of the office shall make a record thereof in a register which shall be kept for this purpose.

Private financial transactions

A9. (1) An officer or employee shall not become a party of any form of promissory note for compromising purposes: Provided that the head of department may give his written consent to a departure from the provisions of this subregulation if he has satisfied himself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling, or any other improper dealing which may lead to the pecuniary embarrassment of the officer or employee concerned: Provided further that such consent shall not be given in respect of a transaction between two officers, an officer and an employee or two employees.

A9. (2) An officer or employee shall under no circumstances borrow money from a subordinate serving in the same department.

A9. (3) If it is evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent or assigns his estate for the benefit of his creditors or if a judgement for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall if the head of department so requires, furnish the head of department with a detailed and complete statement of his liabilities together with an explanation as to how the liabilities were incurred and how he proposes to liquidate them.

Legal proceedings for debt

A10. The granting of a judgement for the payment of a sum of money or of a sequestration order against an officer or employee shall forthwith be reported to the head of department of the office or employee concerned by—

- (a) the registrar or clerk of the court concerned; and
- (b) the officer or employee concerned.

Acceptance of gifts, commission, money or reward

A11. (1) An officer or employee shall not accept without the permission of the head of department, or, in the case of the head of department who is an officer, without the permission of the Councillor, a gift, pecuniary or otherwise, offered to him by a member of the public by reason of his occupying or having occupied a particular office or post in the Government.

A11. (2) An employee shall not, without the permission of the head of department, accept or demand in respect of the carrying out of or the failure to carry out his duties, any commission, fee or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties) and shall not fail to report to the head of department the offer of such commission, fee or reward.

Gehoorsaamheid

A7. (1) Behoudens die bepalings van subregulasie (2), moet 'n beampot of werknemer 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, onvoorwaardelik gehoorsaam.

A7. (2) 'n Beampot of werknemer kan eis dat 'n in subregulasie (1) bedoelde bevel skriftelik herhaal word na gehoorsaming daarvan en hy kan enige klagte wat hy in verband daarmee het vir beslissing voorlê, dog onderworpe aan die bepalings van regulasie A6.

Woonadresse en telefoonnummers

A8. 'n Beampot of werknemer moet die hoof van die kantoor in kennis stel van sy woonadres en van sy telefoonnummer tuis, as hy 'n telefoon het, en enige verandering daarvan, en die hoof van die kantoor moet daarvan aantekenig maak in 'n register wat vir die doel gehou word.

Private geldelike transaksies

A9. (1) Vir skikkingsdoeleindes mag 'n beampot of werknemer nie medepligtig wees aan enige vorm van skuldbewys nie: Met dien verstande dat die departementshoof skriftelike toestemming daartoe kan verleen dat daar van die bepalings van hierdie subregulasie afgewyk word as hy hom deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulasié, dobbelary of enige onbehoorlike handeling wat die betrokke beampot of werknemer in geldelike moeilikhed kan laat kom, te doen het nie: Met dien verstande voorts dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee beampottes, 'n beampot en werknemer of twee werknemers verleen mag word nie.

A9. (2) Onder geen omstandighede mag 'n beampot of werknemer geld van 'n ondergeskikte leen wat in diezelfde departement dien nie.

A9. (3) As dit blyk dat 'n beampot of werknemer in 'n onredelike mate in die skuld is, as hy insolvent raak of sy boedel afstaan ten behoeve van sy skuldeisers of as 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n gereghof verkry is, moet hy, as die departementshoof dit vereis, 'n uitvoerige en volledige staat van sy skuld aan die departementshoof voorlê tesame met 'n verklaring van hoe die skulde aangegaan is en hoe hy van voorname is om sodanige skulde te vereffen.

Regsvordering weens skuld

A10. Die verlening van 'n vonnis vir die betaling van 'n som geld of van 'n sekwestrasie-order teen 'n beampot of werknemer, moet dadelik aan die betrokke beampot of werknemer se departementshoof gerapporteer word deur—

- (a) die griffier of klerk van die betrokke hof; en
- (b) die betrokke beampot of werknemer.

Aanneem van geskenke, kommissie, geld of beloning

A11. (1) 'n Beampot of werknemer mag nie sonder die toestemming van die departementshoof, of, in die geval van die departementshoof, sonder die toestemming van die Raadslid, 'n geskenk, geldelik of anders, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die regeringsdiens beklee het nie.

A11. (2) 'n Werknemer mag nie sonder die toestemming van die departementshoof enige kommissie, geld of beloning, geldelik of anders (wat nie die emolumente is wat ten opsigte van sy pligte van hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die departementshoof die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

Replying to questions

A12. An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such question to him: Provided that an officer or employee is not compelled to furnish to a question a reply which may incriminate him.

*Acceptance of nomination as candidate for election or of designation as member of the Legislative Assembly, etc.**A13. If an officer or employee—*

- (a) accepts nomination as candidate for election as member of the Legislative Assembly or a regional authority; or
- (b) is designated as member of the Legislative Assembly; or
- (c) is acknowledged or appointed as member of a tribal or community authority;

he shall be deemed to have voluntarily retired from the Government Service with effect from the date on which he accepted such nomination as candidate or designation or was acknowledged or appointed as member of a tribal or community authority.

Giving notice of marriage: Female officers

A14. A female officer shall, before her marriage, give the head of department notice in writing of the date on which she proposes to marry.

Secondment of an officer or employee from one department to another

A15. A head of department may, on the recommendation of the Commission and on the conditions which the Commission may recommend in consultation with the Director of Authority Affairs and Finance, second an officer or employee to the service of another department either for a particular service or for a period of time.

Confidential nature of documents concerning officers and employees

A16. All documents, files and correspondence concerning any officer or employee or anything which may be done in terms of the Act or these regulations and which are the property of the Government, are of a confidential nature and officers and employees or their legal representatives shall not have the right of access thereto or inspection thereof: Provided that officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties: Provided further that, in the case where the Commission directs an enquiry into the grievance of an officer in terms of section 5 (4) of the Act, the provisions of section 19 (11) (a) of the Act shall apply *mutatis mutandis*.

Reports on staff and adverse remarks

A17. (1) A report in the form prescribed by the Commission, shall, as frequently as the exigencies of the Government Service so demand, be completed and submitted by the reporting officer in respect of any officer.

A17. (2) Subject to the provisions of subregulation (3), an officer in respect of whom a report has been completed in terms of subregulation (1), shall not have the right of access thereto.

A17. (3) Any adverse remark contained in a report shall be brought to the notice of the officer reported upon by the reporting-officer in writing and in its full context. The officer reported upon must sign the written communication

Beantwoording van vrae

A12. 'n Beampte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beampte of werknemer nie verplig is om 'n antwoord wat hom sal inkrimineer op 'n vraag te verstrek nie.

*Aanneem van nominasie as kandidaat vir verkiesing tot of van aanwysing as lid van Wetgewende Vergadering, ens.**A13. As 'n beampte of werknemer—*

- (a) nominasie as kandidaat vir verkiesing tot lid van die Wetgewende Vergadering of 'n streeksowerheid aanvaar; of
- (b) as lid van die Wetgewende Vergadering aangewys word; of
- (c) as lid van 'n stam- of gemeenskapsowerheid erken of aangestel word;

word hy geag vrywillig uit die Regeringsdiens te getree het met ingang van die datum waarop hy sodanige nominasie as kandidaat of aanwysing aanvaar het, of as lid van 'n stam- of gemeenskapsowerheid erken of aangestel is.

Kennisgiving van huwelik: Vroulike beamptes

A14. Voor haar huwelik moet 'n vroulike beampte aan die departementshoof skriftelik kennis gee van die datum waarop sy voornemens is om te trou.

Afstaan van 'n beampte of werknemer van een departement aan 'n ander

A15. 'n Departementshoof kan, op aanbeveling van die Kommissie en op sulke voorwaarde as wat die Kommissie in oorleg met die Direkteur van Owerheidsake en Finansies aanbeveel, 'n beampte of werknemer aan die diens van 'n ander departement afstaan, hetsy vir 'n besondere diens of vir 'n tydperk.

Vertroulike aard van dokumente rakende beamptes en werknemers

A16. Alle dokumente, lêers en korrespondensie met betrekking tot enigets wat kragtens die Wet en hierdie regulasies gedoen kan word en wat die eiendom van die Regering is, is vertroulik van aard en beamptes en werknemers, of hul regsvtereenwoordigers by enige ondersoek wat deur die Kommissie gelas is kragtens die Wet, het nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat beamptes en werknemers toegelaat mag word om dié toegang tot en insae in genoemde dokumente, lêers en korrespondensie te hê wat vir die verrigting van hul amptelike pligte nodig is: Met dien verstande voorts dat in die geval waar die Kommissie kragtens artikel 5 (4) van die Wet 'n ondersoek na die grief van 'n beampte gelas, die bepalings van artikel 19 (11) (a) van die Wet *mutatis mutandis* van toepassing is.

Verslae oor personeel en ongunstige opmerkings

A17. (1) 'n Verslag op 'n vorm deur die Kommissie voorgeskryf, moet so dikwels as wat die behoeftes van die regeringsdiens dit vereis, ten opsigte van enige beampte deur die verslaggewende beampte ingeval en ingedien word.

A17. (2) Behoudens die bepalings van subregulasie (3) het 'n beampte ten opsigte van wie 'n verslag ingevolge subregulasie (1) voltooi is, nie die reg om insae daarin te hê nie.

A17. (3) Enige ongunstige opmerking in 'n verslag vervat, moet deur die beampte deur wie dit gemaak is, skriftelik en in sy volledige samehang onder die aandag gebring word van die beampte oor wie gerapporteer word.

and return it, together with any representations, in writing which he desires to submit to the reporting-officer. The foregoing provisions also apply to adverse remarks made in respect of an officer in a written communication, except that such remarks shall be brought to the notice of the officer by the head of the office.

A17. (4) Notwithstanding the provisions of subregulation (3), a head of department or an officer or allocated officer authorised thereto by him, may approve that adverse remarks not be brought to the notice of an officer if he is of opinion that it is not in the interest of the Government Service or the officer concerned: Provided that the Commission may direct that any adverse remarks be brought to the notice of an officer, either in writing or verbally.

A17. (5) If it is found by a person or body who has to counter-sign or consider a report in respect of an officer that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and the officer concerned be advised in writing of the expunction if the adverse remark had already been brought to his notice. Such advice of expunction shall then form part of the report.

A17. (6) After a reporting officer has completed a report, it shall be submitted to the head of department who shall send it to the Commission together with any comments or remarks he wishes to furnish, if the officer is employed in the administrative, clerical, professional, technical or general A division. These provisions must also be complied with by a head of department in respect of adverse remarks contained in a written communication.

Medical examination and immunisation

A18. (1) (a) A head of department may, in consultation with the Secretary for Health of the Republic or an officer of the said Secretary's Department authorised by him, direct that an officer or employee or the officers or employees of a departmental branch or office be subjected to a medical examination to determine whether any infection with infectious or a contagious disease, has occurred, or that an officer or employee be immunised against an infectious or contagious disease, to—

- (i) prevent an epidemic;
- (ii) comply with international standards; or
- (iii) protect him/them against infection with infectious or contagious diseases if he/they sojourns/sojourn or will sojourn in a country or territory where the danger of such infection exists:

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

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

A18. (2) (a) The Commission or a head of department may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner designated or a medical board constituted by the Commission in the case of an officer holding a post classified in the administrative, clerical, professional or technical division and by the head of department in the case of an officer holding a post classified in the general A or B divisions or an employee. The expenditure incurred shall be met from the Revenue Fund: Provided that the officer or employee who is to be examined, may,

laasgenoemde beamppte moet die skriftelike mededeling onderteken en dit tesame met enige skriftelike vertoë wat hy wil voorlê aan eersgenoemde beamppte terugbesorg. Die voorafgaande bepalings is ook van toepassing op ongunstige opmerkings wat ten opsigte van 'n beamppte gemaak word in 'n skriftelike mededeling, behalwe dat sodanige opmerkings deur die hoof van die kantoor onder die beamppte se aandag gebring moet word.

A17. (4) Ondanks die bepalings van subregulasie (3) kan die departementshoof of 'n beamppte deur hom daartoe gemagtig, goedkeur dat ongunstige opmerkings nie onder die aandag van 'n beamppte gebring word nie indien hy van oordeel is dat dit nie in die belang van die regeringsdiens of die betrokke beamppte is nie: Met dien verstande dat die Kommissie kan gelas dat enige ongunstige opmerkings skriftelik of mondeling onder 'n beamppte se aandag gebring word.

A17. (5) Indien dit deur 'n persoon of liggaam wat 'n verslag ten opsigte van 'n beamppte moet medederteken of moet oorweeg, bevind word dat daar geen regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word daardie ongunstige opmerking uit die verslag geskrap en die betrokke beamppte skriftelik van die skraping verwittig indien die ongunstige opmerking reeds onder sy aandag gebring was. Sodaanige verwittiging van skrapping moet dan 'n deel van die verslag uitmaak.

A17. (6) Nadat 'n verslaggewende beamppte 'n verslag voltooi het word dit aan die departementshoof besorg wat dit aan die Kommissie moet deurstuur tesame met enige kommentaar of opmerkings wat hy daaromtrent wil maak, indien die betrokke beamppte in die administratiewe, klerklike, vakkundige, tegniese of algemene A-afdeling in diens is. Hierdie bepalings moet ook deur 'n departementshoof nagekom word ten opsigte van ongunstige opmerkings in 'n skriftelike mededeling vervat.

Geneeskundige ondersoek en immunisering

A18. (1) (a) 'n Departementshoof kan, in oorelog met die Sekretaris van Gesondheid of 'n beamppte deur hom daartoe gemagtig, gelas dat 'n beamppte of werknemer of die beamptes of werknemers van 'n departementeel tak of kantoor onderwerp word aan 'n geneeskundige ondersoek om vas te stel of enige besmetting met besmetlike of aansteeklike siekte plaasgevind het, of dat 'n beamppte of werknemer geïmmuniseer word teen 'n besmetlike of aansteeklike siekte, om—

- (i) 'n epidemie te voorkom;
- (ii) aan internasionale standarde te voldoen; of
- (iii) hom/hulle te vrywaar teen besmetting met besmetlike of aansteeklike siektes indien hy/hulle in 'n land of gebied verkeer of sal verkeer waar die gevare van sodanige besmetting bestaan:

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

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

A18. (2) (a) Die Kommissie of 'n departementshoof kan te eniger tyd eis dat 'n beamppte of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesbeer aangewys of 'n geneeskundige raad saamgestel, deur die Kommissie in die geval van 'n beamppte wat 'n pos in die administratiewe, klerklike, vakkundige of tegniese afdelings beklee en deur die departementshoof in die geval van 'n beamppte wat 'n pos in die algemene A- of B-afdelings beklee: Die koste verbonde aan die ondersoek word uit staatsfondse betaal: Met dien verstande dat die beamppte of werknemer wat ondersoek moet word,

if he so desires, arrange at his own expense for his prove medical practitioner to be present at the proceedings of a medical board.

(b) The report of the medical board shall be in the form prescribed by the Commission.

Salary increments

A19. (1) Subject to the provisions of section 6 (2) (g) of the Act, the salary of an officer or employee shall be increased by one salary increment within the limits of the scale applicable to him, after completion of each incremental period and with effect from the first day of such officer's or employee's incremental month.

A19. (2) If a head of the office issues a certificate in which it is declared that the officer's or employee's conduct as to industry, discipline, punctuality or sobriety was not uniformly satisfactory during an incremental period or that he did not perform his work uniformly satisfactorily during such incremental period, the salary of such officer or employee shall not be increased in terms of the provisions of subregulation (1): Provided that a head of department may, at his discretion, approve that the salary of an officer or employee be increased in terms of the provisions of subregulation (1) notwithstanding the issue of such a certificate.

A19 (3) If the salary of an officer or employee is not increased in terms of the provisions of subregulation (1) on account of the issue of a certificate mentioned in subregulation (2)—

(a) the head of department shall notify such officer or employee in writing of the reasons therefore and also that at the expiry of a continuous period to be indicated and which shall not be longer than an incremental period, a salary increment may be granted by the head of department on condition that a certificate is issued by the head of the office in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation (2) were satisfactory during such period; and

(b) the case shall be reported to the Commission in the case of an officer in a post classified in the administrative, clerical, professional or technical divisions.

A19 (4) (a) If the period mentioned in subregulation (3) (a) is shorter than an incremental period, the head of department shall grant the officer or employee one salary increment with effect from the first day of the month following the date on which such period expired: Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation (2) were satisfactory during such period.

(b) If an officer or employee has been granted a salary increment in terms of paragraph (a), the head of department shall grant him a further salary increment after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of subregulation (1) had such increase not been withheld in terms of subregulation (2): Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation (2) continued to be satisfactory from the date of the granting of the salary increment mentioned in paragraph

indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n geneeskundige raad teenwoordig kan wees.

(b) Die verslag van die geneeskundige raad moet in die vorm wees wat die Kommissie voorskryf.

Salarisverhogings

A19. (1) Behoudens die bepalings van artikel 6 (2) (g) van die Wet word die salaris van 'n beampte of werknemer verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van sodanige beampte of werknemer se verhogingsmaand.

A19. (2) As die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat 'n beampte of werknemer se gedrag met betrekking tot ywer, disipline, presiesheid op tyd of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige beampte of werknemer nie kragtens die bepalings van subregulasie (1) verhoog nie: Met dien verstande dat 'n departementshoof na goeddunke kan goedkeur dat die salaris van 'n beampte of werknemer kragtens die bepalings van subregulasie (1) verhoog word niteenstaande dat 'n sertifikaat soos in hierdie subregulasie bedoel, uitgereik is.

A19. (3) Indien die salaris van 'n beampte of werknemer nie kragtens die bepalings van subregulasie (1) of vanweë die uitreiking van 'n in subregulasie (2) bedoelde sertifikaat, word—

(a) sodanige beampte of werknemer deur die departementshoof skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat nie langer as 'n salarisverhogingstydperk is nie, 'n salarisverhoging deur die departementshoof toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was; en

(b) die saak aan die Kommissie gerapporteer in die geval van 'n beampte in die administratiewe, klerklike, vakkundige of tegniese afdelings.

A19. (4) (a) Indien die in subregulasie (3) (a) bedoelde tydperk korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die departementshoof aan die beampte of werknemer toegeken met ingang van die eerste dag van die maand wat volg op die datum waarop genoemde tydperk verstryk: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

(b) Indien 'n salarisverhoging kragtens paragraaf (a) aan 'n beampte of werknemer toegeken is, word 'n verdere salarisverhoging deur die departementshoof aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie (2) weerhou was nie: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe steeds bevredigend was vanaf die datum van toekenning van die in paragraaf (a) bedoelde salarisverhoging tot die

(a) to the date preceding that on which a salary increment may be granted in terms of this paragraph: Provided further that the provisions of this paragraph shall not apply to an officer or employee if his salary is already equal to the maximum notch of the appropriate scale.

A19 (5) If an officer or employee is not granted a salary increment in terms of subregulations (4) (a)—

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

(b) the provisions of subregulation (3) (b) shall apply *mutatis mutandis*; and

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

A19 (6) If the period mentioned in subregulation (3) (a) is equal to an incremental period, the head of department shall grant such officer or employee two salary increments after the expiry of such period: Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in subregulation (2) were satisfactory during such period: Provided further that such officer or employee may be granted one salary increment only if his salary is already equal to the penultimate notch of the appropriate scale.

A19 (7) If an officer or employee is not granted a salary increment in terms of subregulation (4) (b), (5) (c) or (6) the provisions of subregulations (2), (3), (4), (5) and (6) shall *mutatis mutandis* become operative afresh.

A19 (8) Subject to the provisions of this regulation, the salary of an officer or employee to whom a salary increment has been granted in terms of subregulation (4) (b), (5) (c) or (6) shall, at the expiry of each further incremental period, be increased by one salary increment within the limits of the scale applicable to him.

Exceptional cases

A20. If circumstances arise which justify a departure from the provisions of the regulations contained in this Chapter, the Commission may recommend such a departure.

datum voorafgaande dié waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Met dien verstande voorts dat die bepalings van hierdie paragraaf nie op 'n beampte of werknemer van toepassing is nie as sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

A19. (5) Indien 'n salarisverhoging kragtens subregulasie (4) (a) nie aan 'n beampte of werknemer toegeken word nie—

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

(b) is die bepalings van subregulasie (3) (b) *mutatis mutandis* van toepassing; en

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

A19. (6) Indien die in subregulasie (3) (a) bedoelde tydperk gelyk is aan 'n salarisverhogingstydperk, word twee salarisverhogings deur die departementshoof aan sodanige beampte of werknemer toegeken na verstryking van sodanige tydperk: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige beampte of werknemer toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

A19. (7) Indien 'n salarisverhoging nie kragtens subregulasie (4) (b), subregulasie (5) (c) of subregulasie (6) aan 'n beampte of werknemer toegeken word nie, tree die bepalings van subregulasies (2), (3), (4), (5) en (6) *mutatis mutandis* opnuut in werking.

A19. (8) Behoudens die bepalings van hierdie regulasie, word die salaries van 'n beampte of werknemer aan wie 'n salarisverhoging kragtens subregulasie (4) (b), subregulasie (5) (c) of subregulasie (6) toegeken is, by die verstryking van elke verdere salarisverhogingstydperk verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is.

Buitengewone gevalle

A20. As daar omstandighede ontstaan wat 'n afwyking regverdig van die bepalings van die regulasies in hierdie Hoofstuk vervat, kan die Kommissie sodanige afwyking aanbeveel.

CHAPTER B
CONDITIONS CONCERNING THE FILLING OF POSTS

General

B1. (1) A person who desires to be considered for permanent appointment in a post in the administrative, clerical professional, technical, general A or general B division of the Government Service shall apply therefore in a form prescribed by the Commission.

B1. (2) A head of department may, at his discretion, require that a person who desires to be considered for appointment in a capacity other than that mentioned in subregulation (1), shall apply therefore in the form mentioned in subregulation (1).

B1. (3) A person mentioned in subregulation (1) shall, with a view of his appointment, complete and sign a declaration on a form prescribed by the Commission and, if he is required to do so, submit himself to a medical examination.

B1. (b) The district surgeon or government official who undertakes the medical examination of a person mentioned in subregulation (3) shall, after the examination, draw up a report thereon on a form prescribed by the Commission.

Minimum age on appointment

B2. No one who has not reached the age of 16 years shall be appointed in a post on the fixed establishment of the Government Service unless he is in possession of a matriculation certificate or a certificate which, in the opinion of the Commission, is equivalent to or higher than the said certificate.

CHAPTER C
LEAVE OF ABSENCE

Applicability of leave regulations

C1. (1) The provisions of this Chapter shall apply to all officers and employees of the Government Service except as specified in subregulation (2).

C1. (2) The provisions of this Chapter shall not apply to—

- (a) nursing staff of hospitals and institutions; and
- (b) part-time medical and part-time paramedical staff.

Leave of absence a privilege

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

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

C2. (3) The provisions of this regulation shall not preclude the payment of leave gratuities on conditions recommended by the Commission and approved by the Director of Authority Affairs and Finance.

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

C3. (1) (a) Application for leave shall be made in writing in the form prescribed by the Commission.

(b) The certificate of indisposition, which is to serve in support of an application for sick leave, shall also be in the form prescribed by the Commission.

HOOFSTUK B
VOORWAARDEN AANGAANDE DIE VULLING VAN POSTE

Algemeen

B1. (1) 'n Persoon wat in aanmerking wil kom vir vaste aanstelling in die administratiewe, klerklike, vakkundige, tegniese, algemene A- of algemene B-afdeling van die Regeringsdiens moet daarom aansoek doen op 'n vorm deur die Kommissie voorgeskryf.

B1. (2) 'n Departementshoof kan na goeddunke vereis dat 'n persoon wat in aanmerking wil kom vir aanstelling in die Regeringsdiens in 'n ander hoedanigheid as dié in subregulasie (1) bedoel daarom aansoek doen op die vorm in subregulasie (1) bedoel.

B1. (3) 'n In subregulasie (1) bedoelde persoon moet, met die oog op sy aanstelling, 'n verklaring op 'n vorm deur die Kommissie voorgeskryf, invul en onderteken en indien dit van hom vereis word, hom aan 'n geneeskundige ondersoek onderwerp.

B1. (4) Die distriksgeneesheer of staatsmediese beampete wat die geneeskundige ondersoek van in subregulasie (3) bedoelde persoon waarneem, moet na die ondersoek, 'n verslag daaroor opstel op 'n vorm deur die Kommissie voorgeskryf.

Minimum ouderdom by aanstelling

B2. Niemand word in vaste hoedanigheid in die Regeringsdiens aangestel wat nie die ouderdom van 16 jaar bereik het nie tensy hy in besit is van die matrikulasiesertifikaat of 'n sertifikaat wat volgens die mening van die Kommissie gelykwaardig aan of hoër as gemelde sertifikaat is.

HOOFSTUK C

AFWESIGHEIDSVERLOF

Toepaslikheid van verlofregulasies

C1. (1) Die regulasies van hierdie Hoofstuk is van toepassing op alle beampetes en werknelers van die Regeringsdiens behalwe soos in subregulasie (2) aangedui.

C1. (2) Die regulasies van hierdie Hoofstuk is nie van toepassing nie op—

- (a) verpleegpersoneel van hospitale en inrigtings; en
- (b) deeltydse mediese en deeltydse para-mediese personeel.

Afwesigheidseverlof 'n vergunning

C2. (1) Afwesigheidseverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning en word toegestaan slegs met inagneming van die behoeftes van die Regeringsdiens.

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

C3. (3) Die bepalings van hierdie regulasie belet nie die betaling van verlofgratifikasie onder voorwaardes deur die Kommissie aanbeveel en deur die Direkteur van Owerheidsake en Finansies goedgekeur nie.

Verlofaansoekvorms, toestaan en intrekking van verlof en ongemagtigde afwesighede van diens

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

(b) Die vorm van die sertifikaat van ongesteldheid wat ter stawing van 'n aansoek om siekteleverlof moet dien, moet ook deur die Kommissie goedgekeur word.

C3. (2) (a) The granting of all leave of absence shall be subject to approval by the head of the department in which the officer or employee concerned is serving at the time he applies for leave: Provided that the granting of leave of absence to a head of a department who is an officer, shall be subject to the approval of the Councillor.

(b) Leave already granted, may at any time be withdrawn by the head of department or, in the case of a head of department who is an officer, by the Councillor.

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

C3. (4) (a) Except as provided for in regulation C14 (1) (c) all unauthorised absences from duty shall, apart from any disciplinary action which may be taken against an officer or employee, be regarded as vacation leave without pay unless the Commission recommends otherwise.

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

Leave registers

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

All applications for leave shall be filed for audit and other purposes in the office where the leave register is kept, for such period as the Commission may direct.

Classification of leave of absence

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

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

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

Grouping of officers and employees for leave purposes and leave provision

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

C3. (2) (a) Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die hoof van die departement waarin die betrokke beamppte of werknemer ten tyde van sy aansoek om verlof dien: Met dien verstande dat die toestaan van afwesigheidsverlof aan 'n departementshoof wat 'n beamppte is onderworpe is aan die goedkeuring van die Raadslid.

(b) Verlof reeds toegestaan kan te eniger tyd deur die departementshoof, of in die geval van 'n departementshoof wat 'n beamppte is, die Raadslid, ingetrek word.

C3. (3) Behalwe in die geval waar 'n beamppte in sy diens geskors is of waar 'n beamppte of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die hoof van die departement aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegblly voordat hy skriftelik om verlof aansoek gedoen het en hy deur die hoof van sy kantoor in kennis gestel is dat die verlofaansoek goedgekeur is nie.

C3. (4) (a) Behalwe soos in regulasie C14 (1) (c) bepaal word, word alle ongemagtigde afwesighede van diens, ongeag enige tugmaatreëls wat teen 'n beamppte of werknemer geneem mag word, geag vakansieverlof sonder betaling te wees. Tensy die Kommissie anders aanbeveel.

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

Verlofstate

C4. (1) 'n Departement moet ten opsigte van elke beamppte of werknemer 'n verlofstaat hou waarin alle afwesighede van diens aangeteken word volgens die indeling vervat in regulasie C5 (1).

Alle verlofaansoeke moet vir oudit- en ander doelendes bewaar word in die kantoor waar die verlofstaat gehou word, en wel vir die tydperk wat die Kommissie gelas.

Indeling van afwesigheidsverlof

C5. (1) Alle afwesigheid van diens met verlof word onder geen of meer van die volgende hoofde ingedeel:

- (a) Vakansieverlof (oplopend) met volle betaling.
- (b) Nie-oplopende verlof met volle betaling.
- (c) Vakansieverlof sonder betaling.
- (d) Siekteverlof met volle betaling.
- (e) Siekterverlof met halwe betaling.
- (f) Siekterverlof sonder betaling.
- (g) Spesiale siekterverlof met volle betaling.
- (h) Spesiale siekterverlof met halwe betaling.
- (i) Spesiale siekterverlof sonder betaling.
- (j) Spesiale verlof met volle betaling.
- (k) Spesiale verlof met betalingsvoorraarde soos deur die Kommissie aanbeveel.

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

Groepering van beamptes en werknemers vir verlofdoelendes en verlofvoorsiening

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

(a) *Vacation leave (accumulative)* [N.B.—Subparagraphs (i) to (iii) inclusive, hereunder shall also apply to officers and full-time employees employed at a school or an educational institution controlled by the Government and who are required to remain on duty during all periods when instruction is suspended.]:

Classification	Group	Accrual (days per annum)
(i) Officers who were appointed in the Public Service of the Republic prior to 1 July 1966 and who— were in the pre-revised vacation leave Group I of the Public Service of the Republic; or were in the general B division of the Public Service of the Republic, upon completion of 15 years service were in the pre-revised vacation leave Group II of the Public Service of the Republic until they have completed the appropriate period of service for inclusion in Group IA above; or were in the pre-revised vacation leave Group III of the Public Service of the Republic, upon completion of 10 year's service were in the pre-revised vacation leave Group III of the Public Service of the Republic until they have completed 10 year's service.....	IA IB II	38 36 30
(ii) Officers who were appointed in the Public Service of the Republic or in the Government Service on or after 1 July 1966— on completion of 10 year's service..... until they have completed 10 year's service	IB II	36 30
(iii) Full-time employees who have completed the undermentioned service: Fifteen years or longer..... Ten years or longer but less than 15 years Less than 10 years.....	II III IV	30 24 18
(iv) Persons who are employed at a school or an educational institution and who are eligible for non-accumulative leave in accordance with paragraph (b) and who are— officers..... full-time employees.....	V VI	12 6

(b) *Non-accumulative leave.*—Officers and full-time employees at a school or educational institution controlled by the Government and which close completely during periods when instruction is suspended may, during such periods, be granted non-accumulative leave with full pay not exceeding, in the aggregate, 70 days in each year ending on 31 December, subject to the following conditions:

(i) The leave shall accrue from the commencement and for the duration of the first school or institutional holidays after appointment and thereafter from the commencement and for the duration of each succeeding period of school or institutional holidays.

(ii) A head of department may, at his discretion, require an officer or employee to remain on duty during any period of school or institutional holidays: Provided that, where an officer or employee is so required to remain on duty, he may be credited, in addition to the vacation leave mentioned in paragraph (a) (iv), with accumulative

(a) *Vakansieverlof (oplopende)* [L.W.—Subparagrafe (i) tot en met (iii) hieronder is ook van toepassing op beampies en voltydse en deeltydse werknemers wat in diens is by onderwys- en opleidingsinrigtings onder die beheer van die Regering en wat verplig is om gedurende alle tydperke waartydens onderrig opgeskort word, op diens te bly.]:

Indeling	Groep	Aanwas (dae per jaar)
(i) Beampies wat voor 1 Julie 1966 in die Staatsdiens van die Republiek aangestel is en— in voorhersiene vakansie-verlofgrondel I van die Staatsdiens van die Republiek was; of in die algemene B-afdeling van die Staatsdiens van die Republiek was, sodra hulle 15 jaar diens voltooi het;	1A	38
in voorhersiene vakansieverlofgrondel II van die Staatsdiens van die Republiek was, totdat hulle die toepaslike dienstydperk vir insluiting in groep IA hierbo voltooi het; of in voorhersiene vakansieverlofgrondel III van die Staatsdiens van die Republiek was, sodra hulle 10 jaar diens voltooi het;	IB	36
in voorhersiene vakansieverlofgrondel III van die Staatsdiens van die Republiek was, totdat hulle 10 jaar diens voltooi het.....	II	30
(ii) Beampies wat op of na 1 Julie 1966 in die Staatsdiens van die Republiek of in die Regeringsdiens aangestel is— sodra hulle 10 jaar diens voltooi het..... totdat hulle 10 jaar diens voltooi het.....	IB II	36 30
(iii) Voltydse werknemers wat onderstaande diens voltooi het: Vyftien jaar of langer..... Tien jaar of langer, maar minder as 15 jaar Minder as 10 jaar.....	II III IV	30 24 18
(iv) Persone wat in diens is by 'n skool of opvoedkundige inrigting van die Regering en wat vir nie-oplopende verlof ooreenkomsdig paraagraaf (b) in aanmerking kom en wat— beampies is..... voltydse werknemers is.....	V VI	12 6

(b) *Nie-oplopende verlof.*—Aan beampies en voltydse werknemers in diens by 'n skool of opvoedkundige inrigting onder beheer van die Regering en wat gedurende tydperke waartydens onderrig opgeskort word, geheel en al sluit, kan gedurende sodanige tydperke nie-oplopende verlof met volle betaling toegestaan word wat in die geheel nie 70 dae in elke jaar wat op 31 Desember eindig, oorskry nie, behoudens die volgende voorwaardes:

(i) Die verlof kom vanaf die begin en vir die duur van die eerste skool- of inrigtingsvakansie na aanstelling toe en daarna vanaf die begin en vir die duur van elke daaropvolgende skool- of inrigtingsvakansie.

(ii) 'n Departementshoof kan, na goeddunke, vereis dat 'n beampte of werknemer gedurende enige skool- of inrigtingsvakansietydperk op diens bly: Met dien verstande dat waar 'n beampte of werknemer aldus verplig word om op diens te bly, hy gekrediteer kan word met oplopende vakansieverlof, bo en behalwe die vakansieverlof in paragraaf (a) (iv) bedoel, gelyk aan die helfte

leave equal to half the number of days for which he remained on duty during periods of school or institutional holidays: Provided further that an officer or employee shall not so be credited with more than 25 days' accumulative vacation leave in a year ending on 31 December.

(c) *Sick leave*.—[N.B.—Subparagraphs (i), (ii), (iv), (vi) and (vii) below shall also apply to officers and full-time employees who are employed at a school or educational institution controlled by the Government and who are required to remain on duty during all periods when instruction is suspended.]:

Classification	Group	Number of days in each cycle with	
		full pay	half pay
(i) All officers.....	A	120	120
(ii) Full-time employees who have completed 20 year's service or longer.....			
(iii) Officers employed at a school or educational institution controlled by the Government and which close completely during periods when instruction is suspended	B	90	90
(iv) Full-time employees who have completed 10 year's service or longer but less than 20 year's service.....			
(v) Full-time employees employed at a school or educational institution controlled by the Government and which close completely during periods when instruction is suspended.....	C	60	60
(vi) Full-time employees who have completed five year's service or longer but less than 10 year's service.....	D	30	30
(vii) Full-time employees who have completed less than five year's service.....	E	15	15

Contract employees

C6. (2) A person serving under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or employee.

General provisions: Vacation leave

C7. (1) Subject to the provisions or regulation C18 (1), accumulative vacation leave, shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of regulation C6 (1) (a).

C7. (2) If an officer or employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any reason other than his transfer, he passes from one vacation leave group to another—

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

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

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

van die getal dae wat hy gedurende skool- of inrigtingsvakansietydperk op diens gebly het: Met dien verstande voorts dat 'n beampete of werknemer nie aldus met meer as 25 dae oplopende vakansieverlof in 'n jaar wat op 31 Desember eindig, gekrediteer mag word nie.

(c) *Siekteverlof* [L.W.—Subparagrawe (i), (ii), (iv), (vi) en (vii) hieronder is ook van toepassing op beampetes en voltydse werknemers wat in diens is by 'n skool of opvoedkundige inrigting onder beheer van die Regering en wat verplig is om gedurende alle tydperke waartydens onderrig opgeskort word, op diens te bly]:

Indeling	Groep	Getal dae in elke tydkring met—	
		volle betaling	halwe betaling
(i) Alle beampetes.....	A	120	120
(ii) Voltydse werknemers wat 20 jaar of langer diens voltooi het.....			
(iii) Beampetes in diens by 'n skool of opvoedkundige inrigting onder beheer van die Regering en wat gedurende tydperke waartydens onderrig opgeskort word, geheel en al sluit.....	B	90	90
(iv) Voltydse werknemers wat 10 jaar of langer, maar minder as 20 jaar diens voltooi het.....			
(v) Voltydse werknemers in diens by 'n skool of opvoedkundige inrigting onder beheer van die Regering en wat gedurende tydperke waartydens onderrig opgeskort word, geheel en al sluit.....	C	60	60
(vi) Voltydse werknemers wat vyf jaar of langer, maar minder as 10 jaar diens voltooi het.....	D	30	30
(vii) Voltydse werknemers wat minder as vyf jaar diens voltooi het....	E	15	15

Kontrakwerknemers

C6. (2) Aan 'n persoon wat onder kontrak dien, word tensy sy dienskontrak anders bepaal, verlof toegestaan kragtens hierdie regulasies en sy groepering vir verlofdoelendes word net so bepaal soos dié van 'n vergelykbare beampete of werknemer.

Algemene bepalings: Vakansieverlof

C7. (1) Behoudens die bepalings van regulasie C18 (1) was oplopende vakansieverlof, aan ten opsigte van elke voltooide maand van diens en wel teen een twaalfde van die voorsiening wat kragtens regulasie C6 (1) (a) op 'n beampete of werknemer van toepassing is.

C7. (2) As 'n beampete of werknemer van een betrekking na 'n ander betrekking oorgeplaas word en sy oorplasing 'n verandering van sy groepering vir verlofdoelendes meebring of as hy om enige ander rede as sy oorplasing van die een na die ander vakansieverlofgroep oorgaan—

(a) behou hy die oplopende vakansieverlof wat gedurende sy dienstydperk in die vorige groep of groepe aangewas het; en

(b) word die nuwe groep se oplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorplasing of oorgang van krag word;

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

C7. (3) A head of department may at any time require an officer or employee, and a Councillor may at any time require a head of department who is an officer to take the whole or a portion of the vacation and non-accumulative leave due to him: Provided that the maximum period of leave prescribed in subregulation (4) shall not be exceeded.

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

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

Overgrant of vacation leave

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

Vacation leave in respect of persons transferred from other services

C9. (1) The transfer of an officer or employee from the Public Service of the Republic to the Government Service shall in no way affect the continuity of the accumulative vacation leave privileges of such an officer or employee who was transferred without a break in service and accumulated vacation leave shall remain to the credit of such officer or employee.

C9. (2) The Commission may recommend that a person who is in full-time employment of an institution recognised by the Commission for the purposes of this regulation and who is transferred or appointed, without a break in service, to a post or position in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer, subject to the provisions of subregulation (3), and the previous service in respect of which the leave credit is carried forward, shall count as service for leave purposes: Provided that if this appointment or transfer is effected on a day other than the first day of a month, he shall retain the accumulative vacation leave which stood to his credit on the last day of the month preceding the month during which his appointment or transfer is effected, in which case these regulations shall become applicable to him on the first day of the month in which his appointment or transfer is effected: Provided further that if such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is

C7. (3) 'n Departementshoof kan te eniger tyd van 'n beampie of werknemer vereis, en 'n Raadslid kan te eniger tyd var 'n departementshoof wat 'n beampie is, vereis, dat hy 'n gedeelte of die geheel van die vakansieverlof en nie-oplopende verlof wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van verlof wat in subregulasie (4) voorgeskryf word, nie oorskry word nie.

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

C7. (5) Die oplopende vakansieverlof wat 'n beampie of werknemer op 1 Januarie van elke jaar tot sy krediet het, word in die verlofstaat aangeteken, en by die aantekening van sodanige krediet word enige gedeelte van 'n dag as een dag gereken.

Oortoekenning van vakansieverlof

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

Vakansieverlof ten opsigte van persone oorgeplaas uit ander dienste

C9. (1) Die oorplasing van 'n beampie of werknemer uit die Staatsdiens van die Republiek na die Regeringsdiens raak in geen oopsig die aaneenlopendheid van die oplopende vakansieverlofvoorregte van so 'n beampie of werknemer wat oorgeplaas is sonder 'n onderbreking in diens nie en opgelope vakansieverlof bly staan tot die krediet van sodanige beampie of werknemer.

C9. (2) Die Kommissie kan aanbeveel dat 'n persoon wat voltyds in diens is van 'n liggaam wat vir die doel van hierdie regulasies deur die Kommissie erken word en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos of betrekking waarin hierdie regulasies op hom van toepassing word, die oplopende vakansieverlof wat tot sy krediet gestaan het op die dag voor sy aanstelling op oorplasing behou, behoudens die bepalings van subregulasie (3), en die vorige diens ten opsigte waarvan die verlofeskrediet oorgedra word, tel as diens vir verlofdoelendes: Met dien verstande dat as sy aanstelling of oorplasing op 'n ander dag as die eerste dag van 'n maand bewerkstellig word, hy die oplopende vakansieverlof behou wat tot sy krediet gestaan het op die laaste dag van die maand wat die maand voorafgaan waarin sy aanstelling of oorplasing bewerkstellig word, in welke geval hierdie regulasies op die eerste dag van die maand waarin sy aanstelling of oorplasing bewerkstellig word, op hom van toepassing word: Met dien verstande voorts dat as sodanige verlof eers na voltooiing van 'n vasgestelde dienstydperk vir benutting beskikbaar sou geword het, en sodanige diensydperk op die datum waarop hierdie regulasies op die

uncompleted on the date on which these regulations become applicable to the officer or employee, the credit may be calculated in proportion to the portion of the relative period of service which he has completed on the last-mentioned date, and the leave concerned may be granted forthwith.

C9. (3) In the application of the provision of subregulation (2) any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an officer or employee on the date on which these regulations become applicable to him.

Vacation leave without pay

C10. (1) If sound reason exist, the head of department may, at his discretion, but subject to the limits imposed by regulation C11 (5) (c), grant an officer or employee who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the aggregate in any period of 18 calendar months. In exceptional cases the limitation imposed by this regulation may be waived on the recommendation of the Commission.

C10. (2) Unless the provisions of regulation C3 (4), C7 (4) or C18 (2) are to be applied, all vacation leave with full pay standing to an officer's or employee's credit shall first be exhausted before vacation leave without pay may be granted to him.

General provisions: Sick leave

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

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

(a) passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall for the duration of the relative cycle, retain the sick leave provision formerly applicable to him; or

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

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

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

C11. (4) If an officer or employee who has been granted the maximum amount of sick leave provided for in these regulations, is not yet able, for health reasons, to resume his duties, the head of department—

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

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

(c) if the officer or employee has no vacation leave to his credit, excluding vacation leave mentioned in regulation C18 (2);

beampte of werknemer van toepassing word, nog nie voltooi is nie, die krediet in verhouding tot die gedeelte van die betrokke dienstydperk wat hy op laasgenoemde datum voltooi het, bereken kan word en die betrokke verlof onmiddellik toegestaan kan word.

C9. (3) By die toepassing van die bepalings van subregulasie (2) word enige gedeelte van 'n dag as een dag gereken wanneer die oopelope vakansieverlof tot 'n beampte of werknemer se krediet geplaas word op die datum waarop hierdie regulasies op hom van toepassing word.

Vakansieverlof sonder betaling

C10. (1) As gegronde redes daarvoor bestaan, kan die departementshoof na goeddunke, maar behoudens die beperkings wat deur regulasie C11 (5) (c) opgelê word, aan 'n beampte of werknemer 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 18 kalendermaande nie. In uitsonderlike gevalle kan die beperking opgelê deur hierdie regulasie opgehef word op aanbeveling van die Kommissie.

C10. (2) Tensy die bepalings van regulasie C3 (4), C7 (4) of C18 (2) toegepas moet word, moet alle vakansieverlof met volle betaling wat 'n beampte of werknemer tot sy krediet het eers uitgeput wees voordat vakansieverlof sonder betaling aan hom toegestaan mag word.

Algemene bepalings: Siekterverlof

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

C11. (2) As 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens—

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

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

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

C11. (3) Ongebruikte siekterverlof wat vir 'n bepaalde tydkring voorgeskryf is, vervalt aan die einde van die betrokke tydkring en kan nie na die volgende tydkring oorgedra word nie.

C11. (4) As aan 'n beampte of werknemer die maksimum hoeveelheid siekterverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die departementshoof—

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

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

(c) as die beampte of werknemer geen vakansieverlof tot sy krediet het nie, uitgesonderd vakansieverlof in regulasie C18 (2) gemeld;

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

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

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

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

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

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

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

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

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

(iii) the head of department shall be satisfied that the officer or employee concerned is not at that stage permanently unfit for the resumption of his normal duties.

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

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

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

Granting of sick leave

C12. (1) Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions.

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

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

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

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

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

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

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

(i) sodanige aansoek nie later nie as drie kalendermaande nadat hy diens hervat het, ingedien word;

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

(iii) die departementshoof oortuig moet wees dat die betrokke beampie of werknemer op die betrokke tydstip nie permanent ongesik is vir die hervatting van sy normale pligte nie.

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

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

(b) Vakansieverlof sonder betaling mag nie in siekteverlof omgeskep word nie.

Toestaan van siekteverlof

C12. (1) Siekteverlof word toegestaan slegs in verband met 'n beampie of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

C12. (2) Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the head of department is satisfied that the applicant's state of health—

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

C12. (3) (a) A head of department may at any time require an officer or employee to submit to an examination by one or more registered medical practitioners or registered dentists nominated by the head of department.

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

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

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

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

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

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

Special sick leave

C13. (1) An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, special sick leave with pay equal to the difference between full pay and the compensation payable to him in terms of that Act in the form of periodical payments of his monthly earnings.

C12. (2) In verband met senuwee-aandoenings, slape-loosheid, swakte en dergelike minder goed omskreve siektes of ongesteldhede word siekteverlof toegestaan slegs as die hoof van die departement oortuig is dat die applikant se gesondheidstoestand—

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

C12. (3) (a) Die departementshoof kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheren deur die departementshoof aangewys.

(b) Die onkoste verbonde aan sodanige ondersoek word uit inkomstefonds betaal.

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

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

(c) Indien die departementshoof daarvan oortuig is dat die beampte of werknemer se afwesigheid bona fide te wye is aan siekte en dat daar goeie redes bestaan waarom 'n sertifikaat van ongesteldheid nie ingedien is nie, kan hy die beampte of werknemer van die indiening van sodanige sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van nie langer as 14 dae nie. Sodanige vrystelling moet op die verlofaansoek geëndoseer word.

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

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

Spesiale siekteverlof

C13. (1) Aan 'n beampte of werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of wees 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte uit te voer nie, of, indien die geval binne die bestek van die Ongevallewet, 1941, soos gewysig, val, spesiale siekteverlof met betaling gelykstaande met die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is.

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

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

Special leave with full pay

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

(a) when he sits for any examination prescribed by the Act, an examination of a recognised university within the Republic, any law examination of the Public Service of the Republic and any other examination which the Commission may indicate;

(b) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted, or is suspected of having contracted an infectious or contagious disease: Provided that the granting of special leave under this paragraph shall be subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for segregation or isolation;

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

(d) when, as a member of a staff association which has been officially recognised in terms of the rules prescribed in terms of regulation J6, he is permitted to attend meetings of departmental promotion committees as an observer, and as a result of such attendance he is absent from duty for one or more full working days;

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

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

(ii) represent South Africa, and note merely a club or province, as a competitor, coach or manager at international sporting events within the Republic or kwaZulu; or

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

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

C14. (3) The provisions of subregulation (1), (d), (e) and (f) is applicable to employees whose conditions of service is in compliance with the provisions as determined by industrial and similar agreements.

Leave for study purposes

C15. Leave may be granted to an officer or employee for study purposes on the basis and conditions approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

Days of rest

C16. (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 day of rest, or two or more consecutive days of rest—

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

C13. (2) Spesiale siekteleof kragtens hierdie regulasie word nie toegestaan as die departementshoof van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beampte of werknemer toe te skryf is nie.

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

Spesiale verlof met volle betaling

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

(a) wanneer hy enige eksamen voorgeskryf by die Wet, 'n eksamen van 'n erkende universiteit binne die Republiek, enige regseksamen van die Staatsdiens en enige ander eksamen wat die Kommissie mag aanwys, afleë;

(b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie kragtens geneeskundige instruksies waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoeidelik opgedoen het. Die toestaan van spesiale verlof kragtens hierdie paragraaf is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering of isolasie aandui;

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

(d) wanneer hy as lid van 'n personeelvereniging, wat amptelik kragtens die reëls voorgeskryf ingevolge regulasie J6 erken word, toegelaat word om vergaderings van departementebevorderingskomitees as waarnemer by te woon en hy as gevolg van sodanige bywoning vir een of meer volle werkdae van diens afwesig is; en

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

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

(ii) Suid-Afrika, en nie slegs 'n klub of provinsie nie, by internasionale sportwedstryde binne die Republiek of kwaZulu as deelnemer, afrigter of bestuurder te verteenwoordig; of

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

C14. (2) Spesiale verlof wat ooreenkomsdig subregulasie (1) toegestaan word, kan enige tydperk werklik en noodsaaklike wyls deurgebring met reise vir doeleindes waarvoor die verlof toegestaan word, insluit.

C14. (3) Die bepalings van subregulasie (1), (d), (e) en (f) is van toepassing op werknemers wie se diensvoorraad in ooreenstemming met die bepalings van nywerheids- en dergelyke ooreenkomste vasgestel is.

Verlof vir studiedoeleindes

C15. Verlof kan vir studiedoeleindes op dié grondslag en voorraad wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur, aan 'n beampte of werknemer toegestaan word.

Rusdae

C16. (1) 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sodanige aangeteken nie: Met dien verstande dat 'n rusdag, of twee of meer opeenvolgende rusdae—

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

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

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

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

C16. (2) If an officer or 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 is prevented from reporting for duty by circumstances which are acceptable to the head of department.

C16. (3) An officer or employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

Payment of allowances, etc., during leave

C17. The continuance or cessation of the payment to an officer or employee of allowances or remuneration other than salary or wage and the liability of an officer or employee for payments due to the Government in respect of goods supplied or services rendered by the Government during periods of leave shall be subject to the provisions of the regulations applicable thereto and directions issued by the Commission or the Director of Authority Affairs and Finance on the recommendation of the Commission in connection therewith.

Leave which counts for leave purposes

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

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

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

C18. (2) Vacation leave which, in terms of subregulation (1), accrued during a period of vacation leave without pay or sick leave without pay, shall not be granted to an officer or employee until he has resumed his duties after his absence on vacation or sick leave without pay, and then only in respect of absences after such resumption of duty.

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

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

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

C16. (2) As 'n beampte of werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, word sodanige rusdag geag vakansieverlof sonder betaling te wees, tensy hy weens omstandighede wat vir die departementshoof aanneemlik is, verhinder word om hom vir diens aan te meld.

C16. (3) 'n Beampte of werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie tensy hy kragtens sy diensvoorraades op betaling vir die dag geregtig is.

Betaling van toelaes, ens., tydens verlof

C17. Die voortsetting of staking van die betaling aan 'n beampte of werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreeklikheid aan 'n beampte of werknemer vir die betaling aan die Regering van geldte vir goedere of dienste deur die Regering gelewer gedurende tydperke van verlof is onderworpe aan die bepalings van die regulasies wat daarop van toepassing is en opdragte wat deur die Kommissie of deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie, daaromtrent uitgereik is.

Verlof wat vir verlofdoeleindes tel

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

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

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

C18. (2) Vakansieverlof wat kragtens subregulasie (1) aanwas gedurende 'n tydperk van vakansieverlof sonder betaling of siekteverlof sonder betaling mag nie aan 'n beampte of werknemer toegestaan word voordat hy, na sy afwesigheid met vakansie- of siekteverlof sonder betaling, weer sy dienste hervat het nie en dan slegs ter opsigte van afwesigheid na sodanige hervatting var diens.

C18. (3) Vacation leave without pay and sick leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation C6.

Leave counts for the purpose of salary increments

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

Lapse of granted leave on termination of service

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

(a) apply only in respect of absences during an officer's or employee's last 30 days of service; and

(b) not apply to—

(i) sick leave;

(ii) special leave granted in terms of regulation C14 (1) (b) or (c);

(iii) vacation leave granted in terms of regulation C11 (7); and

(iv) an employee whose contract of service or letter of appointment contains a clause expressly providing that his services may be terminated on 24 hours' notice on either side, but who nevertheless gives more than 24 hours' notice of resignation.

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

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

Lapse of accumulated leave on termination of service

C21. (1) If—

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

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

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

C21. (2) If a person referred to in—

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

(b) subregulation (1) (b)—

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

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

C18. (3) Vakansieverlof sonder betaling en siekteverlof sonder betaling tel as diens vir die vassetting van die indeling van 'n beampte of werknemer by 'n verlofgroep kragtens regulasie C6.

Verlof tel vir salarisverhogingsdoeleindes

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

Verval van toegestane verlof by beëindiging van diens

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

(a) van toepassing is slegs ten opsigte van afwesighede gedurende die laaste 30 dae van 'n beampte of werknemer se diens; en

(b) nie van toepassing is nie op—

(i) siekteverlof;

(ii) spesiale verlof wat kragtens regulasie C14 (1) (b),

(c) of (d) toegestaan word;

(iii) vakansieverlof wat kragtens regulasie C11 (7) toegestaan word; en

(iv) 'n werknemer wie se dienskontrak of aanstellingsbrief 'n klousule bevat wat uitdruklik bepaal dat sy dienste met wedersydse kennisgewing van 24 uur beëindig kan word, maar wat desnieteenstaande langer as 24 uur kennis van sy bedanking gee.

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

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

Verval van opgelope verlof by beëindiging van diens

C21. (1) As—

(a) 'n beampte aftree uit 'n pos of 'n permanente betrekking neerlê of as sy permanente aanstelling beëindig word om watter rede ook al; of

(b) 'n werknemer 'n tydelike betrekking neerlê of as sy tydelike aanstelling beëindig word om watter rede ook al, uitgesonderd 'n werknemer wat sonder onderbreking van diens in 'n permanente hoedanigheid aangestel word;

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

C21. (2) As 'n—

(a) persoon in subregulasie (1) (a) bedoel met of sonder onderbreking van diens in 'n permanente of tydelike hoedanigheid heraangestel word; of

(b) persoon in subregulasie (1) (b) bedoel—

(i) met of sonder onderbreking van diens in 'n tydelike hoedanigheid heraangestel word; of

(ii) met onderbreking van diens in 'n permanente hoedanigheid heraangestel word;

such reappointment shall be regarded as a new appointment for all purposes of these regulations, his previous service shall not count as service for leave purposes, and accumulated leave which has lapsed in terms of subregulation (1), shall not be placed to his credit again.

Exceptional cases

C22. In the event of circumstances arising which justify a departure from the provisions of this Chapter, the head of department may grant leave to an officer or employee or classes of officers or employees on such conditions as the Commission may recommend. The Commission may also, at its discretion, prescribe special leave privileges for an officer or employee or classes of officers or employees and also make recommendations in connection with leave matters which are not covered by these regulations or which result in a departure from the provisions of these regulations.

CHAPTER D SUBSISTENCE, CAMP AND SPECIAL ALLOWANCES

Daily rates of subsistence allowance

D1. (1) Subject to the provisions of regulation D2 and save where other special provisions is made in this Chapter, or unless accommodation or subsistence allowance is otherwise provided or paid by the Government or where an officer or employee during his absence from his headquarters stays at home, the head of the department may pay to an officer or employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Republic, or kwaZulu including the travelling time, subsistence allowance at the rate recommended by the Commission.

D1. (2) Save where other special provision is made in this Chapter or unless accommodation or subsistence allowance is otherwise provided or paid by the Government, the head of department may reimburse an officer or employee who is absent from his normal place of work and his home for a period of less than 24 hours, on official duty in the Republic of kwaZulu reasonable actual expenditure necessarily incurred by him on accommodation.

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

D2. (1) Save where other special provision is made in this Chapter the subsistence allowances mentioned in regulation D1 may be paid to an officer or employee during periods of absence from his headquarters for a continuous period not exceeding six months in the same town or place. The time occupied by an officer's or employee's journey to and from his destination shall be disregarded for the purpose of the calculation of the period of six months and, for the purpose of this subregulation, the continuity of any period of sojourn at the same town or place shall not be regarded as having been interrupted by an absence, for any reason whatsoever, of less than one month.

D2. (2) In respect of every full hour in excess of 24 hours, or in excess of a multiple of 24 hours, the head of the department may pay to an officer or employee the subsistence allowance mentioned in subregulation D1 (1) or the subsistence allowance camp or special allowance prescribed in this Chapter, excluding the subsistence allowance mentioned in regulation D1 (1) at the rates recommended by the Commission.

word sodanige heraanstelling vir alle doeindees van hierdie regulasies as 'n nuwe aanstelling beskou, tel sy vorige diens nie as diens vir verlofdoeinde nie, en opgelede verlof wat ingevolge subregulasie (1) verval het, word nie weer tot sy krediet geplaas nie.

Buitengewone gevalle

C22. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, mag die departementshoof aan 'n beampte of werknemer of klasse beampies of werknemers verlof toestaan op dié voorwaardes wat die Kommissie aanbeveel. Die Kommissie kan ook na goeddunke spesiale verlofvoorregte vir 'n beampte of werknemer of klasse beampies of werknemers voorskryf, asook aanbevelings doen in verband met verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van hierdie regulasies meebring.

HOOFSTUK D VERBLYF-, KAMP- EN SPESIALE TOELAES

Daaglikse tariewe vir verbllyftoelae

D1. (1) Behoudens die bepalings van regulasie D2 en uitgesonderd waar in hierdie Hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verbllyftoelae van Regeringsweë op 'n ander manier verskaf of betaal word of waar 'n beampte of werknemer tydens sy afwesigheid van sy hoofkwartier by sy tuiste tuisgaan, kan die departementshoof aan 'n beampte of werknemer wat vir 'n tydperk van 24 uur of langer noodwendig van sy hoofkwartier en sy tuiste in amptelike diens in die Republiek of kwaZulu afwesig is, verbllyftariewe soos deur die Kommissie aanbeveel, betaal.

D1. (2) Behoudens waar ander spesiale voorsiening in hierdie Hoofstuk gemaak word of tensy herberg of verbllyftoelae van Regeringsweë op 'n ander manier verskaf of betaal word, kan die departementshoof aan 'n beampte of werknemer wat vir 'n tydperk van minder as 24 uur in die Republiek, of in kwaZulu van sy gewone werkplek en sy tuiste in amptelike diens afwesig is, redelike werklike uitgawes terugbetaal wat hy noodwendig aan herberg moes aangaan.

Maksimum tydperk ten opsigte waarvan verbllyftoelae betaalbaar is en urlikse tariewe

D2. (1) Behoudens waar in hierdie Hoofstuk ander spesiale voorsiening gemaak word, kan die verbllyftoelae in regulasie D1 bedoel aan 'n beampte of werknemer betaal word gedurende tydperke van afwesigheid van sy hoofkwartier vir 'n deurlopende tydperk van hoogstens ses maande in dieselfde dorp of plek. Die tydsduur van 'n beampte of werknemer se reis na van sy bestemming word nie by die berekening van die tydperk van ses maande in aanmerking geneem nie en vir doeindees van hierdie subregulasie word daar nie beskou dat die deurlopendheid van 'n tydperk van verbllyf in dieselfde dorp of plek deur 'n afwesigheid, om watter rede ook al, van minder as een maand onderbreek word nie.

D2. (2) Ten opsigte van elke volle uur langer as 24 uur, of tydperke van 24 uur, mag die hoof van die departement aan 'n beampte of werknemer die verbllyftoelae betaal vermeld in subregulasie D1 (1) of die verbllyftoelae, kamp of spesiale toelae voorgeskryf in hierdie Hoofstuk, uitgesluit die verbllyftoelae vermeld in regulasie D1 (1) teen die tariewe soos aanbeveel deur die Kommissie.

Camp allowance

D3. When an officer or employee is provided with adequate camping equipment by the Government, he shall not be paid subsistence allowance in respect of a period during which he stays in camp; in lieu thereof the head of the department may pay camp allowance at the rate recommended by the Commission.

Sojourn at a Government institution

D4. (1) If an officer or employee stays at an institution of the Government or the Government of the Republic during a period of absence from his headquarters on official duty, subsistence allowance shall not be paid to him in respect of the period of such sojourn; in lieu thereof the head of the department may—

(a) (i) refund the charges normally levied by the institution for accommodation in respect of visitors, to the officer or employee if he paid such charges; or

(ii) pay the charges referred to in (i) to the institution if the officer or employee did not pay such charges; and

(b) pay the officer or employee a special allowance at the rate recommended by the Commission to cover incidental expenses:

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

D4. (2) The provisions of subregulation (1)—

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

(i) stays at an institution of the Government or the Government of the Republic but is absent from his headquarters for a shorter period than 24 hours; or

(ii) visits an institution of the Government or the Government of the Republic but is not accommodated or is only partly accommodated by the institution;

in which case the provisions or regulation D1 shall apply; but

(b) shall apply to an officer or employee who visits an institution of the Government or the Government of the Republic and—

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

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

Inadequate subsistence allowance

D5. If the subsistence or special allowance prescribed in or in terms of this Chapter is inadequate to cover the expenses which an officer or employee incurs over and above his normal living expenses when he is absent from his headquarters on official duty, the head of the department may refund to the officer or employee the difference between the amount payable as subsistence or special allowance in respect of the whole continuous period of such officer's or employee's absence from his headquarters

Kamptoelae

D3. Wanneer toereikende kampuitrusting deur die Regering aan 'n beampie of werknemer verskaf word, mag verblyftoelae nie aan hom ten opsigte van 'n tydperk wat hy in die kamp bly, betaal word nie, in plaas daarvan kan die departementshoof kamptoelae soos deur die Kommissie aanbeveel, betaal.

Verblyf by 'n staatsinrigting

D4. (1) As 'n beampie of werknemer gedurende 'n tydperk van afwesigheid van sy hoofkwartier in amptelike diens by 'n inrigting van die Regering of van die Regering van die Republiek tuisgaan, mag verblyftoelae nie ten opsigte van die tydsduur van sy verblyf aldaar aan hom betaal word nie; in plaas daarvan kan die departementshoof—

(a) (i) die gelde wat normaalweg ten opsigte van besoekers deur die inrigting vir herberg gehef word aan die beampie of werknemer terugbetaal indien hy sodanige gelde betaal het; of

(ii) die gelde bedoel in (i) aan die inrigting betaal indien die beampie of werknemer sodanige gelde nie betaal het nie; en

(b) aan die beampie of werknemer 'n spesiale toelae soos deur die Kommissie aanbeveel betaal om bykomstige uitgawes te dek:

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

D4. (2) Die bepalings van subregulasie (1)—

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

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

(ii) 'n inrigting van die Regering of van die Regering van die Republiek besoek maar nie geherberg word nie of slegs gedeeltelik geherberg word deur die inrigting;

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

(b) is van toepassing op 'n beampie of werknemer wat 'n inrigting van die Regering of van die Regering van die Republiek besoek en—

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

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

Ontoereikende verblyftoelae

D5. As die verblyf- of spesiale toelae wat in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf is, ontoereikend is om die uitgawes te dek wat 'n beampie of werknemer benewens sy normale bestaanuitgawes moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is, kan die departementshoof die verskil tussen die bedrag wat aan verblyf- of spesiale toelae betaalbaar is ten opsigte van die hele deurlopende tydperk van sodanige beampie of werknemer se afwesigheid van sy hoofkwartier en die redelike uitgawes wat hy

and the reasonable expenses actually and necessarily incurred by him on accommodation in respect of such period, on condition that—

(a) the head of department is satisfied that the accommodation of which the officer or employee availed himself, is commensurate with his status as an officer of the Government Service;

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

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

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

Provided that the provisions of this subregulation shall not apply to camp allowance or commuted subsistence allowance.

Payment of subsistence and camp allowance during periods of leave

D6. (1) Subject to the provisions of subregulation (2), the subsistence, camp or special allowance payable in terms of the provisions of this Chapter, shall not be paid to an officer or employee during a period of leave, unless the Director of Authority Affairs and Finance approves such payment on the recommendation of the Commission.

D6. (2) Notwithstanding the provisions of subregulation (1)—

(a) the subsistence, camp or special allowance mentioned in subregulation (1) may be paid to an officer or employee in respect of a period of sick leave, including special sick leave granted in terms of regulations C13: Provided that—

(i) the officer or employee does not turn to his headquarters and actually and necessarily incurs expenditure on accommodation for himself during the period of his illness; and

(ii) expenses in respect of hospitalisation shall not be regarded as expenditure on accommodation; and

(b) the commuted subsistence allowance mentioned in regulation D8 may be paid in respect of leave not exceeding 12 days in the aggregate, excluding sick leave, during a year ending 31 December.

Payment of subsistence allowance on appointment

D7. Subsistence allowance shall not be paid to a person on his first appointment in the Government Service in respect of his journey to the place where he is required to assume duty.

Commutted subsistence allowance

D8. Notwithstanding anything to the contrary contained in this Chapter the Director of Authority Affairs and Finance may, on the recommendation of the Commission approve that the head of the department pay a commuted subsistence allowance to an officer or employee.

Form for the submission of claims

D9. Applications for the payment of the subsistence, camp or special allowance prescribed in or in terms of the provisions of this Chapter, excluding commuted subsistence allowance, shall be made in a form prescribed by the Commission.

werklik en noodwendig aan herberg ten opsigte van sodanige tydperk aangegaan, aan hom terugbetaal, op voorwaarde dat—

(a) die departementshoof oortuig is dat die herberg waarvan die beampte of werknemer gebruik gemaak het, by sy status as 'n amptenaar van die Regering pas;

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

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

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

Met dien verstande dat die bepalings van hierdie subregulasie nie op kamp of omgesette verblyftolae van toepassing is nie.

Betaling van verblyf- en kamptoelae gedurende tydperke van verlof

D6. (1) Behoudens die bepalings van subregulasie (2) mag die verblyf-, kamp- of spesiale toelae wat kragtens die bepalings van hierdie Hoofstuk betaal kan word, nie aan 'n beampte of werknemer gedurende 'n tydperk van verlof betaal word nie, tensy die Direkteur van Owerheidsake en Finansies sodanige betaling, op aanbeveling van die Kommissie, goedkeur.

D6. (2) Ondanks die bepalings van subregulasie (1), kan—

(a) die verblyf-, kamp- of spesiale toelae in subregulasie (1) bedoel aan 'n beampte of werknemer betaal word ten opsigte van 'n tydperk van siekterverlof, insluitende spesiale siekterverlof wat kragtens regulasie C13 toegestaan is: Met dien verstande dat—

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

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

(b) die omgesette verblyftolae, in regulasie D8 bedoel, betaal word ten opsigte van altesaam hoogstens 12 dae verlof, uitgesonderd siekterverlof, gedurende 'n jaar eindigende op 31 Desember.

Betaling van verblyftolae by aanstelling

D7. Verblyftolae word nie aan 'n persoon by sy eerste aanstelling in die Regeringsdiens ten opsigte van sy reis na die plek waar hy moet diens aanvaar, betaal nie.

Omgesette verblyftolae

D8. Ondanks andersluidende bepalings van hierdie Hoofstuk kan die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur dat die departementshoof 'n omgesette verblyftolae aan 'n beampte of werknemer betaal.

Vorm vir die indiening van eise

D9. Aansoek om die betaling van die verblyf-, kamp- of spesiale toelae wat in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf is, uitgeslote omgesette verblyftolae moet gedoen word in 'n vorm wat deur die Kommissie goedgekeur is.

Exceptional cases

D10. If circumstances arise which justify a departure from the provisions of this Chapter, the head of the department may pay to an officer or employee or classes of officers or employees such subsistence, camp or special allowance as the Director of Authority Affairs and Finance may approve on the recommendation of the Commission.

CHAPTER E OFFICIAL TRAVELLING AND TRANSPORT

Economy and control

E1. (1) All official journeys shall be approved by the head of department who shall ensure that they are necessary and in the interests of the Government.

E1. (2) An officer or employee shall, subject to the provisions of regulation E3, undertake an official journey by the most economical means with due regard to available means of transport, routes, duration and all other items of expenditure applicable in the circumstances.

E1. (3) The reason(s) for any non-observance of the provisions of regulation E1. (2) shall be furnished by the officer or employee, in writing, and such explanation shall be attached to the form mentioned in regulation E10.

E1. (4) If an officer or employee has travelled in a manner which results in greater transport expenditure or which involves a longer period of time than was necessary—

(a) the head of department shall limit the amount payable to him in reimbursement of his travelling expenses to what it would have amounted to had he observed the provisions of regulation E1 (2);

(b) he shall refund the expenditure unnecessarily incurred if he has travelled on a Government warrant or by means of Government-owned motor transport; and

(c) each working day by which the normal travelling time has been exceeded, shall be covered by leave of absence in accordance with Chapter C.

Transport expenses

E2. Subject to the provisions of this chapter and other conditions which the Director of Authority Affairs and Finance may approve on the recommendation of the Commission, the head of department may reimburse an officer or employee, who is required to travel on official duty, the costs of conveying himself and his necessary personal luggage, as well as reasonable expenditure incurred in connection with taxi hire (if Government-owned or contract transport is not available), portage and other incidental services.

Means of transport to be used

E3. (1) If an officer or employee has to travel on official duty, he shall use public transport and if public transport is not available or the use thereof is impracticable, he shall use available Government-owned motor transport, or if such motor transport is not available, he shall requisition on the Department of Works or a person having a transport contract with the Government for such means of transport as may be necessary for the performance of the journey, or, if none of these means of transport is available, he shall make the best and most economical transport arrangements, including the use of private transport: Provided that the provisos contained in regulation E3 (2) (a) and (b) shall apply *mutatis mutandis* in cases where private motor transport is used.

Buitengewone gevalle

D10. As daar omstandigheede ontstaan wat 'n afwyking van die bepalings van hierdie Hoofstuk regverdig kan die departementshoof aan 'n beampte of werknemer of klasse beampies of werknemers sodanige verblyf-, kamp- of spesiale toelae betaal as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur.

HOOFTUK E AMPTELIKE REISE EN VERVOER

Besuiniging en beheer

E1. (1) Alle amptelike reise moet deur die departementshoof goedgekeur word wat moet toesien dat dit noodsaaklik en in belang van die Regering is.

E1. (2) 'n Beampte of werknemer moet, behoudens die bepalings van regulasie E3, 'n amptelike reis op die mees ekonomiese wyse onderneem met behoorlike inagneming van beskikbare vervoermiddels, roete, tydsduur en alle ander uitgawe-items wat in die omstandigheede van toepassing is.

E1. (3) Die rede(s) vir nie-nakoming van die bepalings van regulasie E1 (2) moet skriftelik deur die beampte of werknemer verstrek word en 'n uitleg daarvan moet aan die vorm in regulasie E10 vermeld, geheg word.

E1. (4) Indien 'n beampte of werknemer op 'n wyse gereis het wat groter vervoeruitgawes meegebring het of 'n langer tydperk in beslag geneem het as wat nodig was, moet—

(a) die departementshoof die bedrag wat ter vereffening van sy reiskoste aan hom betaal kan word, beperk tot wat dit sou beloop het as hy die bepalings van regulasie E1 (2) nagekom het;

(b) hy die uitgawes wat onnodig aangegaan is, terugbetaal as hy op Regeringsorder of met Regeringsmotorvervoer gereis het; en

(c) elke werkdag waarmee die normale reistyd oorskry word deur afwesigheidsverlof ooreenkomsdig Hoofstuk C gedeck word.

Vervoeruitgawes

E2. Behoudens die bepalings van hierdie Hoofstuk en ander voorwaardes wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur, kan die departementshoof aan 'n beampte of werknemer van wie dit vereis word dat hy in amptelike diens moet reis, die uitgawe verbonde aan die vervoer van hom en sy noodsaaklike persoonlike bagasie, asook redeleke uitgawes wat in verband met huurmotors (as Regerings of kontrakvervoer nie beskikbaar is nie), kruiersloon en ander bykomende dienste aangegaan is, terugbetaal.

Vervoermiddels wat gebruik moet word

E3. (1) Indien 'n beampte of werknemer in amptelike diens moet reis, moet hy van 'n openbare vervoermiddel gebruik maak en as 'n openbare vervoermiddel nie beskikbaar is nie of die gebruik daarvan onprakties is, moet hy van sy gesubsidieerde motorvervoer of, in afwesigheid daarvan, van beskikbare staatsmotorvervoer gebruik maak of, as sodanige motorvervoer ook nie beskikbaar is nie moet hy by die Departement van Werke of 'n persoon wat 'n vervoerkontrak met die Regering het, 'n bestelling plaas vir dié vervoermiddel wat vir die aflê van die reis nodig is, of, as nie een van hierdie vervoermiddels beskikbaar is nie, moet hy die beste en mees ekonomiese vervoerreëlings, insluitende die gebruik van private vervoer, tref: Met dien verstande dat die voorbehoudsbepalings vervat in regulasie E3 (2) (a) en (b) *mutatis mutandis* van toepassing is in gevalle waar private motorvervoer gebruik word.

E3. (2) Notwithstanding the provisions of regulation E3 (1), a head of department may authorise an officer or employee to undertake an official journey or part thereof, by any means of transport irrespective of whether or not it is possible to undertake the journey by other means of transport, if the head of department is satisfied that the public interest will be better served thereby or if it is necessary in the interests of the officer's or employee's health or that of a member of his household, excluding a servant, who travels at Government expense, in which case the head of department may, at his discretion, require the submission of a supporting medical certificate: Provided that in the case of frequent or regular travelling by privately-owned motor transport the prior recommendation of the Director of Works shall be obtained.

E3. (3) Notwithstanding any provisions to the contrary in this Chapter—

(a) a head of department or any other officer or employee with a salary of higher than the maximum of the scale attaching to a post of Chief Clerk may, at his discretion undertake an official journey by any means of transport if it is in the public interest: Provided that such journey by Blue Train of the South African Railways shall occur only on such conditions as the Director of Authority Affairs and Finance approves on the recommendation of the Commission;

(b) any officer or employee, other than an officer an officer or employee referred to in paragraph (a), may, at his discretion, use privately-owned transport or travel by air or by boat to undertake an official journey subject to such conditions as may be prescribed by the Director of Authority Affairs and Finance on the recommendation of the Commission and provided that—

(i) privately-owned transport shall be utilised at own risk in so far as it is not in conflict with the provisions of the Workmen's Compensation Act, 1941, as amended, or any other legal provision; and

(ii) such means of transport shall not be used on official duty instead of allocated Government-owned motor transport.

E3. (4) Members of an officer's or employee's household (servants excluded), who are conveyed at Government expense, may, if they accompany him, use the same means of transport and travel in the same class or grade as the officer or employee concerned and shall be regarded for this purpose as official passengers: Provided that when they do not accompany him the provisions of regulations E3 (3) and E4 (3) shall apply *mutatis mutandis* to such members in so far as the choice of means of transport and the classes and grades in which they may travel, are concerned.

E3. (5) A Non-White servant of an officer or employee, who is conveyed at Government expense, may use the same means of transport and travel in the same class or grade as an officer or employee.

Class of travel by train

E4. An officer or employee who is required to travel on official duty by train in the classes indicated hereunder:

(a) Officers with salaries equal to or higher than the minimum notch attaching to a post of Principal Clerk: First Class.

(b) Officers with salaries lower than the salary referred to in subparagraph (a): Second Class.

(c) Employees: Third Class: Provided that a head of department may approve that an employee may travel second class if he is satisfied that the status of the employee concerned justifies travelling in that class.

E2. (2) Ondanks die bepalings van regulasie E3 (1) kan die departementshoof 'n beampte of werknemer magtig om 'n ampelike reis of 'n gedeelte daarvan met enige vervoermiddel te onderneem ongeag of dit moontlik is om die reis met 'n ander vervoermiddel te onderneem, as die departementshoof oortuig is dat die openbare belang beter daardeur gedien sal word of as dit noodsaaklik is in die belang van die gesondheid van die beampte of werknemer of van 'n lid van sy huis-houding, uitgesonderd 'n bediende, wat op Regerings-koste vervoer word, in welke geval die departementshoof na goeddunke, kan vereis dat 'n stawende geneeskundige sertifikaat ingedien word: Met dien verstande dat 'n aanbeveling vooraf van die Direkteur van Werke verkry moet word indien dikwels of gereeld met private motorvervoer gereis moet word.

E3. (3) Ondanks andersluidende bepalings in hierdie Hoofstuk kan—

(a) 'n departementshoof of 'n ander beampte of werknemer met 'n salaris van hoér as die maksimumkerf van die salarisskaal as 'n pos van Hoofklerk na goeddunke van enige vervoermiddel gebruik maak om 'n ampelike reis te onderneem indien dit in die openbare belang is: Met dien verstande dat sodanige reis met die Bloutrein van die Suid-Afrikaanse Spoer-wéë slegs sal geskied op sodanige voorwaardes as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur.

(b) 'n ander beampte of werknemer as dié in paraagraaf (a) bedoel na goeddunke van private vervoer gebruik maak of per vliegtuig of boot reis om 'n ampelike reis te onderneem op sodanige voorwaardes as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie bepaal en met dien verstande dat—

(i) private vervoer op eie risiko gebruik word vir sover dit nie strydig met die bepalings van die Onge-vallewet, 1941, soos gewysig, of enige ander wetsbepaling is nie;

(ii) sodanige vervoermiddels nie in ampelike diens gebruik mag word in die plek van toegewese staats-motorvervoer nie.

E3. (4) Lede van 'n beampte of werknemer se huis-houding (uitgesonderd bediendes) wat op regerings-koste vervoer word, kan, indien hulle hom vergesel, van dieselfde vervoermiddel as die betrokke beampte of werknemer gebruik maak asook in dieselfde klas of graad reis en hulle word vir dié doel as ampelike passasiers beskou: Met dien verstande dat wanneer hulle hom nie vergesel nie, die bepalings van regulasies E3 (3) en E4 (3) *mutatis mutandis* op sodanige lede van toepassing is vir sover dit die keuse van vervoermiddels en klas-ses en grade waarin gereis kan word, betrek.

E3. (5) 'n Nie-Blanke bediende van 'n beampte of werknemer wat op staatskoste vervoer word, kan in die selfde klas of graad as 'n beampte of werknemer reis.

Klas waarin per trein gereis moet word

E4. 'n Beampte of werknemer wat in ampelike diens per trein moet reis, kan in die hieronder aangeduide klas reis:

(a) Beampies met salaris gelyk aan of hoér as die minimumkerf verbonde aan 'n pos van Eerste Klerk: Eersteeklas.

(b) Beampies met salaris laer as die salaris vermeld in subparagraph (a): Tweedeklas.

(c) Werknemers: Derdeklas: Met dien verstande dat 'n departementshoof kan goedkeur dat 'n werknemer tweedeklas mag reis as hy oortuig is dat die status van die betrokke werknemer 'n reis in daardie klas regverdig.

Government-owned motor transport

E5. (1) If a head of department is satisfied that the interests of the Government will be best served thereby, he may, on the recommendation of the Director of Works and notwithstanding any provisions to the contrary in this Chapter, require an officer or employee whose duties necessitate frequent or regular travelling on official duty to utilise such Government-owned motor transport as may be deemed necessary for the efficient performance of his duties.

E5. (2) An officer or employee who is required in terms of the provisions of regulation E5 (1) to utilise Government-owned motor transport shall not be entitled to be provided with a driver at Government expense.

E5. (3) If an officer or employee, who is required in terms of the provisions of regulation E5 (1) to use Government-owned motor transport is not in possession of an appropriate driver's licence, the head of department may provide him with the necessary tuition at Government expense and may pay from public funds all examination or driver's licence fees, the cost of photographs which must be affixed to the licence and the fee for any medical examination required.

Amounts and allowances payable for the voluntary use of privately-owned or public transport

E6. The head of department may pay the following to an officer or employee who, in terms of the provisions of regulations E3 (1), E3 (2) or E3 (3), uses privately-owned or a means of public transport instead of the proper means of public transport instead of the proper means of transport for the undertaking of an official journey:

(a) In the case of privately-owned motor transport which is used in terms of the provisions of regulations E3 (1), E3 (2) or E3 (3) (a): The appropriate allowances in respect of privately-owned motor transport and, the running and depreciation allowances prescribed by the Director of Authority Affairs and Finance on the recommendation of the Director of Works for the use of such transport.

(b) In the case of privately-owned motor transport or a means of public transport which is used in terms of the provisions of regulation E3 (3) (b): An amount equal to what it would have cost, at Government rate, where applicable, had the officer or employee and any official passenger(s) accompanying him travelled by the proper means of public transport (inclusive of the expenditure which would have been defrayed from public funds to convey him and the passenger(s) to and from the point of departure or arrival by means of public transport) or in the absence of such means of public transport by any other means of transport in terms of the provisions of regulation E1 (2): Provided that—

(i) reimbursement for the use of privately-owned motor transport instead of Government-owned motor transport shall not exceed the allowances mentioned in paragraph (a); and

(ii) expenditure incidental to journeys by means of public transport, such as portage (at railway stations and airports), surcharges on coupés and baggage room fees, where applicable, shall be disregarded for the purposes of this paragraph.

(c) In the case of other means of private transport: The amounts or allowances approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

Regeringsmotorvervoer

E5. (1) As 'n departementshoof oortuig is dat dit in staatsbelang is, kan hy, op aanbeveling van die Directeur van Werke en ondanks andersluidende bepalings in hierdie Hoofstuk, van 'n beampot of werknemer wie se pligte hom noodsak om dikwels of gereeld in amptelike diens te reis, vereis dat hy van sodanige staat-motorvervoer as wat vir die doeltreffende verrigting van sy pligte nodig geag word, gebruik moet maak.

E5. (2) 'n Beampot of werknemer van wie daar kragtens die bepalings van regulasie E5 (1) vereis word dat hy van Regeringsmotorvervoer gebruik maak is nie daarop geregtig om van 'n motorbestuurder op Regeringskoste voorsien te word nie.

E5. (3) As 'n beampot of werknemer van wie daar kragtens die bepalings van regulasie E5 (1) vereis word dat hy staatsvervoer gebruik, nie 'n gepaste bestuurderslisensie besit nie, kan die departementshoof hom op Regeringskoste van die nodige onderrig voorsien en alle eksamen- of bestuurderslisensiegeld, die koste van foto's wat aan die lisensie geheg moet word en die gelde vir enige vereiste geneeskundige onderzoek uit staatsgelde betaal.

Bedrae en toelaes betaalbaar vir die gebruik van private of gesubsidieerde vervoer of openbare vervoermiddels uit eie keuse

E6. Die departementshoof kan aan 'n beampot of werknemer wat kragtens die bepalings van regulasie E3 (1), E3 (2) of E3 (3) van private of van 'n openbare vervoermiddel gebruik maak in plaas van die aangewese vervoermiddel, om 'n amptelike reis te onderneem, die volgende betaal:

(a) In die geval van private of gesubsidieerde motorvervoer wat kragtens die bepalings van regulasie E3 (1), E3 (2) of E3 (3) (a) gebruik word: Die toepaslike toelaes ten opsigte van private motorvervoer wat die Directeur van Owerheidsake en Finansies op aanbeveling van die Directeur van Werke vir gebruik van sodanige vervoer voorskryf.

(b) In die geval van private motorvervoer op 'n openbare vervoermiddel wat kragtens die bepalings van regulasie E3 (3) (b) gebruik word: 'n Bedrag gelyk aan wat dit sou gekos het, teen Regeringstarief waarvan toeëassing, indien die beampot of werknemer en enige amptelike passasier(s) wat hom vergesel, gebruik gemaak het van die aangewese openbare vervoermiddel (met inbegrip van die uitgawe wat uit Regeringsgelde bestry sou gewees het om hom en die passasier(s) na en van die punt van vertrek of aankoms van die openbare vervoermiddel te vervoer) of, in afwesigheid van sodanige openbare vervoermiddel, van enige ander vervoermiddel ingevolge die bepalings van regulasie E1 (2): Met dien verstande dat—

(i) vergoeding vir die gebruik van private motorvervoer in die plek van Regeringsmotorvervoer nie die toelaes in paragraaf (a) vermeld, oorskry nie; en

(ii) toevallige vervoeruitgawes verbonden aan reise met openbare vervoermiddels, naamlik kruiersloon (by spoorwegstations en lughawes), toeslag op koepees en bagasiekamergeld, waarvan toeëassing, vir doeleindes van hierdie paragraaf buite rekening gelaat moet word.

(c) In die geval van ander private vervoermiddels: Die bedrae of toelaes wat die Directeur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur.

Commuted transport allowance

E7. Notwithstanding any provisions to the contrary in this Chapter, the Director of Authority Affairs and Finance may, on the recommendation of the Commission, approve that the head of department pays a transport allowance on a commuted basis to an officer or employee.

Payment of commuted transport allowance during periods of leave and while duties are performed which do not necessitate the use of transport

E8. The payment of a commuted transport allowance to an officer or employee in terms of the provisions of regulation E7, shall be continued during the periods indicated below, while he is on leave or is performing duties not necessitating the use of transport:

(a) In the case of motor transport: Fourteen days in the aggregate during a year ending on 31 December.

(b) In the case of transport other than motor transport: Any period in respect of which the transport is placed at the disposal of the Government whether or not it is used for official purposes.

Travelling privileges on selection, appointment, termination of services and death

E9. (1) The head of department may grant a person who is resident in the Republic or kwaZulu and who is a candidate for appointment or promotion to a post in the administrative, clerical, professional, technical, general A or general B division of the Government service, such travelling privileges at Government expense as the Director of Authority Affairs and Finance may approve on the recommendation of the Commission, in order to enable him to report for an interview.

E9. (2) In cases where the local recruitment of suitable candidates is not possible, the head of department may grant a person who is resident in the Republic or kwaZulu and who is appointed to a post mentioned in regulation E9 (1) or as an employee (including an employee on contract), travelling privileges at Government expense for himself and members of his household from the place where he is recruited or the place where he is resident, whichever is applicable, to the place where he is instructed to assume duty on the same conditions concerning means of transport and classes and grades of travel as those prescribed in this Chapter for comparable offices and employees.

E9. (3) The head of department may grant a person who resides outside the Republic or kwaZulu and who is appointed to a post mentioned in regulation E9. (1) or on contract for a fixed period of time, such travelling privileges at Government expense in respect of himself and members of his household as the Director of Authority Affairs and Finance may approve on the recommendation of the Commission.

E9. (4) The head of department may grant an officer or employee who on termination of services qualifies for the retirement benefits prescribed in Chapter F, and/or his household, travelling privileges at Government expense from his place of residence to a place in the Republic or kwaZulu where he and/or his household wishes to reside on the conditions concerning the means of transport and classes and grades of travel prescribed in this Chapter.

Form for the submission of claims

E10. Claims for the reimbursement of transport expenses which may be paid in terms of the provisions of this Chapter, excluding a commuted transport allowance, shall be made in a form approved by the Commission.

Omgesette vervoertoelae

E7. Ondanks andersluidende bepalings in hierdie Hoofstuk, kan die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur dat die departementshoof 'n vervoertoelae op 'n omgesette grondslag aan 'n beampie of werknemer betaal.

Betaling van 'n omgesette vervoertoelae gedurende tydperke van afwesigheidsverlof en wanneer pligte verrig word waarby die gebruik van vervoer nie noodsaaklik is nie

E8. Die betaling van 'n omgesette vervoertoelae aan 'n beampie of werknemer kragtens die bepalings van regulasie E7 word voortgesit gedurende die tydperke hieronder aangedui, terwyl hy met verlof is of pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie:

(a) In die geval van motorvervoer: 'n Totaal van 14 dae gedurende 'n jaar eindigende op 31 Desember.

(b) In die geval van ander vervoer as motorvervoer: Enige tydperk waarin die vervoer tot beskikking van die Regering gestel word, ongeag of dit vir amptelike diens gebruik word, al dan nie.

Reisvoorregte by keuring, aanstelling, diensbeëindiging en die dood

E9. (1) Aan 'n persoon wat in die Republiek of in kwaZulu woonagtig is en wat 'n kandidaat is vir aanstelling in of bevordering tot 'n pos in die administratiewe, klerklike, vakkundige, tegniese, algemene A- of die algemene B-afdeling van die regeringsdiens, kan die departementshoof sodanige reisvoorregte op Regeringskoste toestaan as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur, om hom vir 'n onderhoud aan te meld.

E9. (2) Die departementshoof kan aan 'n persoon wat in die Republiek of kwaZulu woonagtig is en in 'n pos in regulasie E9 (1) gemeld of as 'n werknemer (insluitende 'n werknemer op kontrak) aangestel word in gevalle waar dit nie moontlik is om 'n gesikte kandidaat plaaslik te werk nie, reisvoorregte vir hom en lede van sy huishouding op staatskoste toestaan van die plek waar hy gewerf is of die plek waar hy woonagtig is, welke ookval van toepassing is, tot by die plek waar hy aangesê is om diens te aanvaar op voorwaardes betreffende vervoermiddels, reisklasse en-grade wat ooreenstem met dié vir vergelykbare beampies en werknemers wat in hierdie Hoofstuk voorgeskryf is.

E9. (3) Aan 'n persoon wat buite die Republiek of kwaZulu woonagtig is en wat in 'n pos in regulasie E9 (1) gemeld of vir 'n bepaalde tydperk op kontrak aangestel word, kan die departementshoof sodanige reisvoorregte ten opsigte van hom en lede van sy huishouding op Regeringskoste toestaan as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur.

E9. (4) Die departementshoof kan aan 'n beampie of werknemer wat vir uitdienstredingsvoordele by diensbeëindiging kwalifiseer soos voorgeskryf in Hoofstuk F, en/of aan sy huishouding reisvoorregte op Regeringskoste toestaan van sy woonplek na 'n plek in die Republiek of in kwaZulu waar hy en/of sy huishouding voornemens is om te woon op die voorwaardes betreffende vervoermiddels, reisklasse en-grade, wat in hierdie Hoofstuk voorgeskryf is.

Vorm vir die indiening van eise

E10. Aansoeke om die vergoeding van vervoeruitgawes wat kragtens die bepalings van hierdie Hoofstuk betaal kan word, uitgesonderd 'n omgesette vervoertoelae, moet gedoen word in 'n vorm wat deur die Kommissie goedgekeur is.

Exceptional cases

E11. If circumstances arise which justify a departure from the provisions of this Chapter or which are not covered thereby, the Director of Authority Affairs and Finance may approve or prescribe official travelling by such manner or means of transport or the payment of such compensation, expenses or allowances or the granting of such travelling privileges as the Commission or the Director of Works, as the case may be, recommends.

CHAPTER F**TRANSFER EXPENDITURE AND TRANSPORT PRIVILEGES ON APPOINTMENT AND ON TERMINATION OF SERVICES AND DEATH***Transfer of officers and employees within kwaZulu or the Republic*

F1. (1) (a) Subject to the provisions of this Chapter, in officer or employee who is transferred and his household and personal effects may be moved at Government expense from one headquarters to another within kwaZulu or the Republic.

(b) If an officer or employee is transferred at his own request no expenditure in connection therewith shall be net from public funds, and any absence from duty as a result of such transfer shall be covered by the granting of vacation leave in terms of Chapter C: Provided that the provisions of this paragraph shall not apply to an officer or employee if the head of department is satisfied that such transfer—

(i) is in the interests of the department; or

(ii) is necessary in the interests of the officer's or employee's health or that of his wife or child, including an adopted child, in which case the head of department may, at his discretion, require the submission of a supporting medical certificate.

F1. (2) If an officer or employee is transferred at Government expense, he shall be deemed to travel on official duty and he and his household may be—

(a) granted the privileges prescribed in this Chapter and in Chapter E; and

(b) paid subsistence allowance in terms of the provisions of Chapter D: Provided that the head of department may pay to the officer or employee subsistence allowance at the full rate applicable to himself, in respect of each member of his household who is 10 years old or older, and at half such rate in respect of each other member, for the period necessarily spent in travelling from one headquarters to another, but excluding a servant in respect of whom the head of department may refund reasonable living expenses actually and necessarily incurred.

F1. (3) On the transfer of an officer or employee at Government expense, the following conditions shall be applicable to the transport from one headquarters to another of himself, his household and personal effects, provided that the officer or employee transfers his household and personal effects within two calendar months of the date on which his services at his old headquarters terminate, unless he obtains permission to defer the transfer of his household and personal effects, which permission may be granted by the head of department:

(a) Excess luggage not exceeding 225 kg (gross) may be transported by passenger train.

(b) Personal effects not exceeding 6 350 kg (gross) may be transported by goods train or the road motor service of the South African Railways or other public conveyance or Government-owned transport, from one headquarters to another and from the dwelling to the railway

Buitengewone gevalle

E11. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie Hoofstuk regverdig of wat nie daardeur gedek word nie, kan die Direkteur van Owerheidsake en Finansies amptelike reise op die wyse of met die vervoermiddels of die betaling van die vergoeding, uitgawes of toelaes of die toestaan van reisvoordekte of voorskryf wat die Kommissie of die Directeur van Werke, na gelang van die geval, aanbeveel.

HOOFSTUK F**OORPLASINGSKOSTE EN VERVOERVOORREGTE BY KEURING, AANSTELLING EN BY DIENSBEEËNDIGING EN DIE DOOD***Oorplasing van beampies en werknemers binne kwaZulu of die Republiek*

F1. (1) (a) Behoudens die bepalings van hierdie Hoofstuk, kan 'n beampte of werknemer wat oorgeplaas word en sy huishouing en persoonlike besittings op Regeringskoste van een hoofkwartier na 'n ander binne kwaZulu of die Republiek vervoer word.

(b) As 'n beampte of werknemer op eie versoek oorgeplaas word, mag geen uitgawe in verband daarmee uit die Inkomstefonds gedek word nie en enige afwesigheid van diens as gevolg van sodanige oorplasing moet deur die toestaan van vakansieverlof kragtens Hoofstuk C gedek word: Met dien verstande dat die bepalings van hierdie paragraaf nie op 'n beampte of werknemer van toepassing is nie as die departementshoof oortuig is dat sodanige oorplasing—

(i) in die belang van die departement is; of

(ii) noodsaaklik is in die belang van die gesondheid van die beampte of werknemer of van sy vrou of kind, insluitende 'n aangename kind, in welke geval die departementshoof, na goeddunke, kan vereis dat 'n stavende geneeskundige sertikaat ingedien word.

F1. (2) As 'n beampte of werknemer op Regeringskoste oorgeplaas word, word geag dat hy in amptelike diens reis en kan aan hom—

(a) die voorregte in hierdie Hoofstuk en in Hoofstuk E voorgeskryf toegestaan word; en

(b) verblyfteloae kragtens die bepalings van Hoofstuk D betaal word: Met dien verstande dat die departementshoof aan die beampte of werknemer verblyfteloae teen die volle tarief wat op hom van toepassing is, kan betaal ten opsigte van elke lid van sy huishouing wat 10 jaar of ouer is, en teen die helfte van sodanige tarief ten opsigte van elke ander lid, vir die tydperk wat die reis van een hoofkwartier na 'n ander noodwendig in beslag neem, maar uitgesonderd 'n bediende ten opsigte van wie die departementshoof redelike bestaansuitgawes wat werklik en noodwendig aangegaan is, kan terugbetaal.

F1. (3) By die oorplasing van 'n beampte of werknemer op Regeringskoste, is onderstaande voorwaardes van toepassing op die vervoer van een hoofkwartier na 'n ander van homself, sy huishouing en persoonlike besittings mits die beampte of werknemer sy huishouing en persoonlike besittings binne twee kalendermaande na die datum waarop sy dienste by sy ou hoofkwartier eindig, oorplaas, tensy hy toestemming vir die uitstel van oorplasing van sy huishouing en persoonlike besittings verkry, welke toestemming deur die departementshoof verleen kan word:

(a) Oormassabagasié tot hoogstens 225 kg (bruto) kan per passasierstrein vervoer word.

(b) Persoonlike besittings wat nie die gewig van 6 350 kg oorskry nie kan met 'n goederetrein of die padmotordiens van die Suid-Afrikaanse Spoerweë of 'n ander openbare vervoermiddel of Regeringsvervoermiddel van een

station, and vice versa and to and from a warehouse if the personal effects have been or are to be stored: Provided that if conveyance by one of the said means of transport is impossible or impracticable or is more expensive, the head of department may, at his discretion, approve the use of any other means of transport. The prescribed mass shall include the mass of the vehicle or vehicles, caravan or trailer of an officer or employee and his household, but not the mass of an animal maintained for official purposes; such animal may be transported at Government expense over and above the provision made for personal effects.

(c) The conveyance of the motor vehicle or vehicles, caravan or trailer of an officer or employee and his household at Government expense is subject to the condition that—

(i) the Government accepts no liability for loss of or damage to a motor vehicle or motor vehicles, caravan or trailer during the loading, conveyance or unloading thereof; and

(ii) motor vehicles are transported by goods train at a tariff approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

(d) The cost of packing (including the cost of packing material), and unpacking of personal effects within the prescribed mass limit may be met from government funds: Provided that—

(i) the packing material be handed over to the Department of Works;

(ii) if that department indicates that the material is not required, it shall be sold by public auction or sold to the officer or employee concerned or to any other person at a price decided upon by the head of department; and

(iii) the head of department, after consultation with the Department of Works, may retain such packing material for subsequent use by a transferred officer or employee.

(e) Written tenders shall be obtained for the packing and unpacking and loading and unloading of personal effects and, where applicable, for the conveyance and storage thereof, and the lowest tender shall be accepted: Provided that the head of department may authorise the acceptance of a higher tender if he is satisfied that there are adequate reasons for the rejection of the lowest tender.

(f) In an exceptional case the head of department may approve that an officer's or employee's personal effects within the prescribed mass limit, be stored at Government expense for a period not exceeding six months at either his old or his new headquarters.

F1. (4) The head of department may pay or refund the following to an officer or employee who has been transferred at Government expense provided that the officer or employee transfer his household and personal effects within two calendar months of the date on which his services terminate at his old headquarters, unless he obtains permission to defer the transfer of his household and personal effects, which permission may be granted by the head of department:

(a) The amount actually and necessarily expended on rent or board and lodging and servants' wages at the original headquarters and forfeited in consequence of short notice of transfer, provided expenditure on rent or board and lodging and servants' wages is concurrently incurred at the headquarters to which the officer or employee is transferred.

hoofkwartier na 'n ander en van die woning na die spoorwegstasie, en omgekeerd, en na en van 'n opbergplek, as die persoonlike besittings opgeberg is of moet word, vervoer word: Met dien verstande dat as vervoer met een van gemelde vervoermiddels nie moontlik of doenlik is nie, of duurder is, die departementshoof na goeddunke kan goedkeur dat 'n ander vervoermiddel gebruik word. Die voorgeskrewe massa sluit die massa van 'n beampie of werknemer se voertuig of voertuie, karavaan of sleepwa en ook dié van sy huishouding in maar nie die massa van 'n dier wat vir amptelike doeleindes aangehou word nie; sodanige dier kan op Regeringskoste vervoer word, benewens die voorsiening wat vir persoonlike besittings gemaak word.

(c) Die vervoer van 'n beampie of werknemer se motorvoertuig of voertuie, karavaan of sleepwa en dié van sy huishouding op Regeringskoste is onderworpe aan die voorwaardes dat—

(i) die Regering geen aanspreeklikheid aanvaar vir die verlies van of skade aan die motorvoertuig of motorvoertuie, karavaan of sleepwa tydens die oplaai, vervoer, of aflaai daarvan nie; en

(ii) motorvoertuie per goederetren vervoer word teen 'n tarief wat die Direkteur van Owerheidssake en Finansies op aanbeveling van die Kommissie goedkeur.

(d) Die verpakkingskoste (insluitende die koste van verpakkingsmateriaal) en uitpakningskoste van persoonlike besittings binne die voorgeskrewe massabeperking kan uit regeringsgelde bestry word: Met dien verstande dat—

(i) die verpakkingsmateriaal aan die Departement van Werke oorhandig word;

(ii) as daardie departement te kenne gee dat die materiaal nie nodig is nie, dit per openbare veiling verkoop of aan die betrokke beampie of werknemer of aan 'n ander persoon verkoop moet word teen 'n prys waarop die departementshoof besluit; en

(iii) die departementshoof, na oorlegpleging met die Departement van Werke, sodanige verpakkingsmateriaal kan behou vir latere gebruik deur 'n oorgeplaaste beampie van werknemer.

(e) Skriftelike tenders moet verkry word vir die verpakkings en laai en aflaai van persoonlike besittings en, waarvan toepassing, vir die vervoer en opbergting daarvan, en die laagste tender moet aangeneem word: Met dien verstande dat die departementshoof die aanneming van 'n hoë tender kan magtig as hy oortuig is dat daar voldoende redes vir die verwering van die laagste tender is.

(f) In 'n uitsonderlike geval kan die departementshoof goedkeur dat 'n beampie of werknemer se persoonlike besittings, binne die voorgeskrewe massabeperking, vir 'n tydperk van hoogstens ses maande of by sy ou of by sy nuwe hoofkwartier op regeringskoste opgeberg word.

F1. (4) Die departementshoof kan die volgende aan 'n beampie of werknemer wat op regeringskoste oorgeplaas is, betaal of terugbetaal mits die beampie of werknemer sy huishouding en persoonlike besittings binne twee kalendermaande na die datum waarop sy dienste by sy ou hoofkwartier eindig oorplaas tensy hy toestemming vir die uitstel van oorplasing van sy huishouding en persoonlike besittings verkry, welke toestemming deur die departementshoof verleen kan word:

(a) Die bedrag wat werklik en noodwendig aan huur of losies en bediendeloen by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van oorplasing, mits daar ook uitgawes aan huur of losies en bediendeloen by die hoofkwartier waarheen die beampie of werknemer oorgeplaas is, gelykydig aangegaan word.

(b) The amount actually and necessarily expended on board and lodging or hotel accommodation at the original headquarters for a period not exceeding seven days through the officer or employee and his household being compelled to reside at a boarding-house or hotel or to board privately while his personal effects are being packed or transported to his new headquarters.

(c) The amount actually and necessarily expended on board and lodging or hotel accommodation at the new headquarters through the officer or employee and his household being compelled to reside in a boarding-house or an hotel or the board privately for a period not exceeding seven days while his personal effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat.

(d) (i) The difference between normal living expenses comprising rent, rates, water, light, fuel, food and servants' wages and the abnormal expenses actually and necessarily incurred by the officer or employee at his new headquarters through being compelled to—

(aa) reside for a period of longer than seven days in an hotel, boarding-house, furnished house, furnished flat, furnished rooms or to board privately; or

(bb) occupy married official quarters assigned to him; while his personal effects are being unpacked or transported from the old headquarters, or while he is in search of an unfurnished house or flat or if his household is divided owing to this children's schooling: Provided that abnormal living expenses may be paid for a period not exceeding two calendar months: Provided further that where such expenses are due to children's schooling, abnormal living expenses may be paid till the end of the school year in which the officer or employee concerned has been transferred.

(ii) Claims for the refund of abnormal living expenses shall be submitted in writing in a form approved by the Commission.

(e) Expenditure necessarily incurred as a result of the officer's or employee's transfer, in connection with the reregistration of privately-owned vehicles which are normally applied to personal use, but excluding expenditure incurred on the fitting, adjustment or replacement of defective parts and accessories.

(f) Expenditure necessarily incurred as a result of the officer's or employee's transfer, in connection with the replacement of number plates by *standard* number plates in respect of privately-owned vehicles which are normally applied to personal use.

(g) Telephone rental on a pro rata basis in respect of the period during which the officer or employee is unable to use the telephone as a result of his transfer: Provided that telephone rental which is recoverable from the postal services shall not be refunded.

(h) The cost of transferring or installing a telephone: Provided that such cost shall be payable only where an officer or employee had a telephone at his previous headquarters.

(i) Subject to such limitations and conditions as may be approved by the Director of Authority Affairs and Finance on the recommendation of the Commission—

(i) the cost of repairs to or replacement of personal effects damaged in transit;

(ii) the cost of disconnecting and connecting and altering or replacing domestic appliances; and

(b) Die bedrag wat werklik en noodwendig aan losies of hotelakkommadasie by die oorspronklike hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die beampot of werknemer en sy huishouding verplig is om in 'n losieshuis of hotel huis te gaan of privaat te loseer terwyl sy persoonlike besittings ingepak of na sy nuwe hoofkwartier vervoer word.

(c) Die bedrag wat werklik en noodwendig aan losies of hotelakkommadasie by die nuwe hoofkwartier uitgegee is deurdat die beampot of werknemer en sy huishouding verplig is om vir 'n tydperk van hoogstens sewe dae in 'n losieshuis of hotel huis te gaan of privaat te loseer terwyl sy persoonlike besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis is.

(d) (i) Die verskil tussen die normale bestaanuitgawes bestaande uit huur, belastings water, ligte, brandstof, voedsel en bediendeloen en die abnormale uitgawes werklik en noodwendig deur 'n beampot of werknemer by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om—

(aa) vir 'n tydperk van langer as sewe dae in 'n hotel, losieshuis, gemeubileerde huis, gemeubileerde woonstel of gemeubileerde kamers huis te gaan of privaat te loseer; of

(bb) toegewese getrouwe amptelike kwartiere te betrek;

terwyl sy persoonlike besittings uitgepak of van die ou hoofkwartier vervoer word of terwyl hy op soek na 'n ongemeubileerde huis of woonstel is of as sy huishouding as gevolg van die skoolbelange van kinders verdeel is: Met dien verstande dat abnormale bestaanuitgawes vir 'n tydperk van hoogstens twee kalendermaande betaal kan word: Met dien verstande voorts dat waar sodanige uitgawes uit die skoolbelange van kinders voortspruit abnormale bestaanuitgawes betaal kan word tot aan die einde van die skooljaar waarin die betrokke beampot of werknemer oorgeplaas is.

(ii) Eise om die terugbetaling van abnormale bestaanuitgawes moet skriftelik in 'n vorm wat deur die Kommissie goedgekeur is, ingedien word.

(e) Uitgawes wat noodwendig as gevolg van die beampot of werknemer se oorplasing aangegaan is in verband met die herregistrasie van private voertuie wat normaalweg vir persoonlike gebruik aangewend word maar uitgesonderd uitgawes wat aangegaan is vir die aanbring, verstelling of vervanging van defektiewe onderdele en toebehore.

(f) Uitgawes wat noodwendig as gevolg van die beampot of werknemer se oorplasing aangegaan is in verband met die vervanging van die nommerplate deur *standaardnommerplate* ten opsigte van private voertuie wat normaalweg vir persoonlike gebruik aangewend word.

(g) Telefoonhuur op 'n pro rata-grondslag ten opsigte van die tydperk waarvoor die beampot of werknemer, as gevolg van sy oorplasing nie die telefoon kan gebruik nie: Met dien verstande dat telefoonhuur wat op die poswese verhaalbaar is, nie terugbetaal word nie.

(h) Die koste verbonde aan die oorplasing of installering van 'n telefoon: Met dien verstande dat sodanige koste betaalbaar is slegs waar 'n beampot of werknemer 'n telefoon by sy vorige hoofkwartier gehad het.

(i) Behoudens sodanige beperkings en voorwaardes as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur—

(i) die koste van herstel of vervanging van persoonlike besittings wat *in transitu* beskadig is;

(ii) die koste van ontkoppeling en aankoppeling en verandering of vervanging van huishoudelike toestelle; en

(iii) the cost involved in purchasing essential school books and school uniforms for a child or other dependent member of the officer's or employee's household.

F1. (5) To an officer or employee who is transferred at Government expense and who moves his personal effects from—

(a) a house or flat at or in the vicinity of his old headquarters, which was wholly or partly furnished by himself, to a house or flat at or in the vicinity of his new headquarters or to a warehouse; or

(b) a warehouse to a house or flat in which he sets up a home at or in the vicinity of his new headquarters or to another warehouse;

a head of department may pay an amount not exceeding R50 in respect of depreciation of personal effects and to meet expenses arising from his transfer, other than those for which provision is made elsewhere in these regulations.

Transfer of officers and employees abroad and between kwaZulu and abroad

F2. (1) The provision of regulation F1, but with the exclusion of those contained in regulations F1 (3) (f) and F1 (4) (i) (i), shall apply *mutatis mutandis* to an officer or employee transferred from a headquarter in kwaZulu to a headquarters abroad, or vice versa, or from one headquarters abroad to another headquarters abroad: Provided that—

(a) no expenditure shall be incurred in connection with the transfer of a servant unless the Director of Authority Affairs and Finance approves such expenditure on the recommendation of the Commission;

(b) the provisions of regulation F1 (4) (b) shall apply only to be an officer or employee who is transferred from a headquarters in kwaZulu to a headquarters abroad; and

(c) the provisions of regulations F1 (4) (c) and (d) shall apply only to an officer or employee who is transferred from a headquarters abroad to a headquarters in kwaZulu, but the provisions of regulation F1 (4) (d) shall not apply in such cases where abnormal living expenses are incurred solely owing to the schooling of children.

F2. (2) When an officer or employee is transferred at Government expense, the following provisions shall apply to such officer or employee, his household and personal effects, in addition to the provisions applicable to him in terms of subregulation (1):

(a) Subject to the provisions of Chapter D, subsistence allowance may be paid to an officer or employee who is transferred from a headquarters in kwaZulu to a headquarters abroad, or vice versa, or from one headquarters abroad to another headquarters abroad, in respect of himself and each member of his household, who is entitled to travel at Government expense, at the rate applicable to official journeys in the country in which they are travelling by officers or employees whose headquarters are in that country: Provided that in respect of journeys within kwaZulu and the Republic the appropriate rates which apply in kwaZulu and the Republic shall apply: Provided further that half rates shall apply in respect of any member of the household who is younger than 10 years.

(iii) die koste verbonde aan die aankoop van noodsaaklike skoolboeke en skooluniforms vir 'n kind of ander afhanklike lid van die beampie of werknemer se huishouding.

F1. (5) Aan 'n beampie of werknemer wat op staatskoste oorgeplaas word en wat sy persoonlike besittings vervoer uit—

(a) 'n huis of woonstel by of in die omgewing van sy ou hoofkwartier, wat hy self ten volle of gedeeltelik gemeubileer het, na 'n huis of woonstel by of in die omgewing van sy nuwe hoofkwartier of na 'n opbergplek; of

(b) 'n opbergplek na 'n huis of woonstel wat hy self gaan bewoon by of in die omgewing van sy nuwe hoofkwartier of na 'n ander opbergplek;

kan 'n departementshoof 'n bedrag van hoogstens R50 betaal ten opsigte van waardevermindering van persoonlike besittings en ter dekking van uitgawes wat uit sy oorplasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word.

Oorplasing van beampies en werknemers in die buiteland en tussen kwaZulu en die buiteland

F2. (1) Die bepalings van regulasie F1, maar uitgesonderd dié vervat in regulasies F1 (3) (f) en F1 (4) (i) (i), is *mutatis mutandis* van toepassing op 'n beampie of werknemer wat van 'n hoofkwartier in kwaZulu of na 'n hoofkwartier in die buiteland, of omgekeerd, of van een hoofkwartier in die buiteland na 'n ander hoofkwartier in die buiteland, oorgeplaas word: Met dien verstande dat—

(a) geen uitgawes aangegaan mag word in verband met die oorplasing van 'n bediende nie tensy die Direkteur van Owerheidsake en Finansies sodanige uitgawes, op aanbeveling van die Kommissie, goedkeur;

(b) die bepalings van regulasie F1 (4) (b) van toepassing is slegs op 'n beampie of werknemer wat van 'n hoofkwartier in kwaZulu of in die gebied na 'n hoofkwartier in die buiteland oorgeplaas word; en

(c) die bepalings van regulasies F1 (4) (c) en (d) van toepassing is slegs op 'n beampie of werknemer wat van 'n hoofkwartier in die buiteland na 'n hoofkwartier in kwaZulu oorgeplaas word, maar dat die bepalings van regulasie F1 (4) (d) nie in sodanige gevalle van toepassing is nie waar abnormale bestaansuitgawes uitsluitlik weens skoolbelange van kinders aangegaan word.

F. (2) Wanneer 'n beampie of werknemer op regeringskoste oorgeplaas word, is, benewens die bepalings wat kragtens subregulasie (1) op hom van toepassing is die volgende bepalings op sodanige beampie of werknemer, sy huishouding en sy persoonlike besittings van toepassing:

(a) Behoudens die toepaslike bepalings van Hoofstuk D, kan aan 'n beampie of werknemer wat van 'n hoofkwartier in kwaZulu na 'n hoofkwartier in die buiteland, of omgekeerd, of van een hoofkwartier in die buiteland na 'n ander hoofkwartier in die buiteland oorgeplaas word, verblyftoele betaal word ten opsigte van hom en elke lid van sy huishouding wat daarop geregtig is om op regeringskoste te reis, en wel teen die tarief wat van toepassing is op amptelike reise in die land waarin hulle reis deur beampies en werknemers wie se hoofkwartier in daardie land is: Met dien verstande dat, ten opsigte van reise binne kwaZulu en die Republiek die toepaslike tariewe wat in kwaZulu en die Republiek geld, van toepassing is: Met dien verstande voorts dat halftariewe van toepassing is ten opsigte van 'n lid van die huishouding wat jonger as 10 jaar is.

(b) An officer's or employee's personal effects not exceeding 9 100 kg (gross), may, at the discretion of the head of department, be transported and packed in terms of the provisions of regulations F1 (3) (b) and (d).

(c) Personal effects may be insured at Government expense (at appraised valuation accepted for compensation purposes by the insurance company concerned) against risk of loss or damage in transit between the old and new headquarters by any means of surface transport authorised by or in terms of the provisions of these regulations: Provided that—

(i) appraisal charges may be accepted as part of the insurance charges;

(ii) the insurance charges paid from public funds shall be limited to those applicable to personal effects which are insurable in terms of the provisions of these regulations and of which the appraised value does not exceed R6 000 plus the appraised value of one motor vehicle;

(iii) if the circumstances so justify, the head of department may approve that the insurance policy concerned be extended at Government expense for a period not exceeding six calendar months if the personal effects have to be stored until the officer or employee can move into quarters;

(iv) no money or jewellery may be insured at Government expense and no compensation for loss of or damage to such articles may be met from public funds;

(v) the insurance policy shall be taken out in the name of the officer or employee; and

(vi) if an officer or employee travels by aeroplane, the cost of insurance on such amount of personal luggage as his fare entitles him to have transported free of charge, may be paid from public funds, provided the maximum amount prescribed in the second proviso to this paragraph is reduced by the insured value concerned.

(d) Subject to such limitations and conditions as may be approved by the Director of Authority Affairs and Finance on the recommendation of the Commission, the personal effects of an officer or employee may be stored at Government expense.

Transport privileges on appointment

F3. (1) In cases where the local recruitment of suitable candidates is not possible, a head of department may, subject to the provisions of subregulation (2), grant a person who is resident in kwaZulu or the Republic and who is appointed to a post in the administrative, clerical, professional, technical, general A or the general B division of the Government Service or as an employee (including an employee on contract) free transport for himself and his household in accordance with Chapter E and have his personal effects conveyed at Government expense on the basis laid down for a transferred officer, or employee in regulations F1 (1) (a) and F1 (3) (a), (b), (c) (d) and (e).

F3. (2) If a person who has been granted the transport privileges mentioned in subregulation (1), resigns or his services are, as a result of unsatisfactory service, terminated within six months of the date of his assumption of duty, he shall refund the expenditure incurred in respect of his household and personal effects.

(b) 'n Beamppte of werknemer se persoonlike besittings tot hoogstens 9 100 kg (bruto) kan na goeddunke van die departementshoof vervoer en verpak word kragtens die bepalings van regulasies F1 (3) (b) en (d).

(c) Persoonlike besittings kan op regeringskoste (teen getakseerde waarde deur die betrokke versekeringsmaatskappy aanvaar vir vergoedingsdoeleindes) verseker word teen die risiko van verlies of skade tydens vervoer tussen die ou en nuwe hoofkwartier met enige oppervlaktevervoermiddel wat by of kragtens die bepalings van hierdie regulasies gemagtig word: Met dien verstande dat—

(i) takseringskoste as deel van die versekeringskoste aanvaar kan word;

(ii) die versekeringskoste wat uit regeringsgelde betaal word, beperk word tot dié wat van toepassing is op persoonlike besittings wat kragtens die bepalings van hierdie regulasies versekerbaar is en waarvan die getakseerde waarde nie meer as R6 000 plus die getakseerde waarde van een motorvoertuig beloop nie;

(iii) as die omstandighede dit regverdig, die departementshoof kan goedkeur dat die betrokke versekeringspolis op regeringskoste vir 'n tydperk van hoogstens ses kalendermaande verleng word as die persoonlike besittings opgeberg moet word tot tyd en wyl die beamppte of werknemer huisvesting kan betrek;

(iv) geen geld of juwele op regeringskoste verseker en geen vergoeding vir verlies van of skade aan sodanige items uit regeringsgelde betaal kan word nie;

(v) die versekeringspolis op naam van die betrokke beamppte of werknemer uitgeneem moet word; en

(vi) indien 'n beamppte of werknemer per vliegtuig reis, die versekeringskoste vir die hoeveelheid persoonlike bagasie wat hy kragtens sy reiskaartjie kosteloos kan vervoer, uit staatsgelde betaal kan word, mits die maksimum bedrag wat in die tweede voorbehoudsbepaling van hierdie paragraaf voorgeskryf word, met die betrokke versekerde waarde verminder word.

(d) Behoudens sodanige beperkings en voorwaardes as wat die Direkteur op aanbeveling van die Kommissie goedkeur, kan 'n beamppte of werknemer se persoonlike besittings op staatskoste opgeberg word.

Vervoervoerregte by aanstelling

F3. (1) Aan 'n persoon wat in kwaZulu of in die Republiek woonagtig is en wat in 'n pos in die administratiewe, klerklike, vakkundige, tegniese, algemene A of die algemene B-afdeling van die regeringsdiens of as 'n werknemer (insluitende 'n werknemer op kontrak) aangestel word in gevalle waar dit nie moontlik is om gesikte kandidate plaaslik te werf nie, kan die departementshoof, behoudens die bepalings van subregulasie (2) kosteloos vervoer vir hom en sy huishouding ooreenkomsdig Hoofstuk E toestaan en sy persoonlike besittings op regeringskoste laat vervoer op die grondslag vir 'n oorgelaaste beamppte of werknemer, soos bepaal in regulasies F1 (1) (a) en F1 (3) (a), (b), (c), (d) en (e).

F3. (2) As 'n persoon aan wie die vervoervoerregte gemeld in subregulasie (1), toegestaan is, bedank of as sy dienste as gevolg van onbevredigende diens beëindig word binne ses maande na die datum van sy diensaanvaarding, moet hy die koste wat ten opsigte van sy huishouding en persoonlike besittings aangegaan is, terugbetaal.

F3. (3) The head of department may grant a person who resides outside kwaZulu and who is appointed on contract for a fixed period or in a permanent capacity to a post in one of the divisions mentioned in subregulation (1), the travelling privileges for himself and members of his household prescribed in Chapter E and such transport privileges for the conveyance of his personal effects as the Director of Authority Affairs and Finance may approve on the recommendation of the Commission.

Transport privileges on termination of services and death

F4. (1) Subject to the provisions of subregulation 2, the head of department may grant an officer or employee whose services terminate on grounds approved for the purpose of this regulation by the Director of Authority Affairs and Finance on the recommendation of the Commission, and who has completed or would have completed not less than 10 years' continuous service on attainment of the age of 60 years, conveyance at Government expense for his personal effects (or those of his household in the event of his death) apart from the travelling privileges prescribed in Chapter E, from his place of residence to a place in kwaZulu or the Republic where he or his household wishes to reside, subject to such limitations and conditions as the Director of Authority Affairs and Finance may approve on the recommendation of the Commission.

F4. (2) Notwithstanding anything to the contrary contained in this regulation, the head of department may grant an officer or employee (or his household in the event of his death) who is stationed outside kwaZulu and who qualified for the benefits in subregulation (1) on termination of services or death the transfer privileges referred to in regulation F2: Provided that—

(a) the expenditure be limited to the cost of a transfer to the previous headquarters of the officer or employee in kwaZulu; and

(b) the benefits referred to in subregulation (1) may be granted thereafter, if necessary.

Conveyance of personal requirements to a camp

F5. The head of department may grant an officer or employee who, for the purpose of carrying out his personal duties is required to live in a camp, free conveyance for his personal requirements, including provisions, between the nearest railway station or trading store and the camp, provided the most economical transport arrangements are made in accordance with Chapter E.

Transport and other privileges of officers or employees who vacate or move into official quarters assigned or allotted to them at their headquarters

F6. (1) If an officer or employee is obliged, as a result of departmental requirements—

(a) to permanently vacate official quarters assigned or allotted to him and to move into other official quarters or private quarters; or

(b) to vacate private quarters because he has to occupy official quarters assigned or allotted to him; at his headquarters, the provisions of this chapter shall apply *mutatis mutandis* to him and members of his household, subject to the approval of the head of department. The provisions of this subregulation shall also apply to an officer or employee and members of his

F3. (3) Aan 'n persoon wat buite kwaZulu woonagtig is en wat vir 'n bepaalde tydperk op kontrak of in 'n permanente hoedanigheid in 'n pos in een van die afdelings gemeld in subregulasie (1) aangestel word, kan die departementshoof die reisvoordele vir hom en lede van sy huishouding wat ooreenkomsdig Hoofstuk E voorgeskrif is en sodanige vervoer voordele ten opsigte van sy persoonlike besittings as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur, toestaan.

Vervoer voordele by diensbeëindiging en die dood

E4. (1) Behoudens die bepalings van subregulasie (2), kan die departementshoof aan 'n beampot of werknemer wie se dienste eindig op gronde wat vir doeleindes van hierdie regulasie deur die Direkteur van Owerheidsake en Finansies, op aanbeveling van die Kommissie goedkeur is en wat minstens 10 jaar aaneenlopende diens voltooi het of by bereiking van die ouderdom van 60 jaar sou voltooi het, vervoer ten opsigte van sy persoonlike besittings (of dié van sy huishouding indien hy te sterwe kom), benewens die reisvoordele voorgeskrif in Hoofstuk E, op regeringskoste toestaan van sy woonplek na 'n plek in kwaZulu of in die Republiek waar hy of sy huishouding begerig is om te woon, onderworpe aan sodanige beperkings en voorwaardes as wat die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedkeur.

E4. (2) Ondanks andersluidende bepalings van hierdie regulasie, kan die departementshoof die oorplasingsvoordele genoem in regulasie F2 toestaan aan 'n beampot of werknemer (of aan sy huishouding indien hy te sterwe kom) wat buite kwaZulu gestasioneer is en wat vir die voordele in subregulasie (1) by diensbeëindiging of die dood kwalificeer: Met dien verstande dat—

(a) die uitgawe beperk word tot die koste van 'n oorplasing na die beampot of werknemer se vorige hoofkwartier in kwaZulu; en

(b) die voordele genoem in subregulasie (1) daarna toegestaan kan word, indien nodig.

Vervoer van persoonlike benodigdhede na 'n kamp

F5. Die departementshoof kan aan 'n beampot of werknemer, wie se amptelike pligte vereis dat hy in 'n kamp moet woon, kostlose vervoer toestaan tussen die naaste spoorwegstasie of winkel en die kamp vir sy persoonlike benodigdhede, insluitende voedselvoorraad, mits die mees ekonomiese vervoerreëling ooreenkomsdig Hoofstuk E getref word.

Vervoer en ander voordele van beampotes of werknemers wat toegewese of toegekende amptelike kwartiere by hulle hoofkwartier betrek of ontruim

F6. (1) As 'n beampot of werknemer as gevolg van departementele vereistes verplig is om by sy hoofkwartier—

(a) sy toegewese/toegekende amptelike kwartiere permanent te ontruim en ander amptelike kwartiere of private huisvesting te betrek; of

(b) private huisvesting te ontruim omdat hy toegewese of toegekende amptelike kwartiere moet betrek; is die bepalings van hierdie hoofstuk, behoudens die goedkeuring van die departementshoof, *mutatis mutandis* op hom en lede van sy huishouding van toepassing. Die bepalings van hierdie subregulasie is ook van toepassing op 'n beampot of werknemer en lede van sy huishouding

household who are required to move into or permanently vacate official quarters assigned to him to which Chapter H of the regulations is not applicable.

F6. (2) If an officer or employee is required, in terms of the provisions of regulation H11 (1), temporarily to vacate official quarters assigned or allotted to him, the head of department may approve that his personal effects be conveyed and stored at Government expense for the duration of the evacuation as set out in regulation F1 (3) (b), (d) and (f) and subject to the limitations contained therein.

F6. (3) The head of department may grant an officer or employee who is required, in terms of regulation H11 (2), temporarily to vacate official quarters assigned or allotted to him, the transport and storage privileges in respect of his personal effects prescribed in subregulation (2) and the head of department may refund to such an officer or employee from public funds the difference between his normal and abnormal living expenses for the period of evacuation in accordance with the provisions of regulation F1 (4) (d) (i): Provided that the head of the landlord department may refund an amount less than the amount claimed for abnormal living expenses if he is of the opinion that the claim is excessive.

F6. (4) The expenditure under subregulations (2) and (3) shall form a charge against the vote of the department which required the temporary evacuation of the official quarters.

Exceptional cases

F7. If circumstances arise which justify a departure from the provisions of this chapter, the Director of Authority Affairs and Finance may approve such conditions regarding transfer expenses and transport privileges on appointment, on termination of services or death or other matters related thereto, as the Commission may recommend.

CHAPTER G

OFFICIAL HOURS OF ATTENDANCE, ATTENDANCE REGISTERS, WORKING WEEKS AND OVERTIME REMUNERATION

Official hours of attendance

G1. (1) Notwithstanding any provisions to the contrary contained in this Chapter, the head of the office may require an officer or employee to perform official duty on any day of the week or at any time during the day or night or to attend at his normal place of work or elsewhere for such duty.

G1. (2) Subject to the provisions of subregulation (1) and of regulation G3, an officer or employee shall be present for duty at his place of work at the discretion of the head of a department with due observance of local conditions and the public interest.

G1. (3) The head of a department shall determine the meal break of an officer or employee or classes of officers or employees: Provided that a meal break falling within the official hours of attendance prescribed in terms of the provisions of this chapter shall not be reckoned as official duty time for the completion of the working week.

wat toegewese amptelike kwartiere waarop Hoofstuk H van die regulasies nie van toepassing is nie moet betrek of permanent moet ontruim.

F6. (2) Indien 'n beampie of werknemer sy toegewese of toegekende amptelike kwartiere kragtens die bepalings van regulasie H11 (1) tydelik moet ontruim, kan die departementshoof goedkeur dat sy persoonlike besittings op rekeringskoste vervoer en opberg word vir die duur van die ontruiming op die wyse uiteengesit in regulasie F1 (3) (b), (d) en (f) en behoudens die beperkings daarin vervat.

F6. (3) Aan 'n beampie of werknemer wat sy toegewese of toegekende amptelike kwartiere kragtens die bepalings van regulasie H11 (2) tydelik moet ontruim, kan die departementshoof die vervoer- en opbergingsvoordele voorgeskryf in subregulasie (2) ten opsigte van sy persoonlike besittings toestaan en die departementshoof kan aan sodanige beampie of werknemer ook die verskil tussen sy normale en abnormal bestaansuitgawes ooreenkomsdig die bepalings van regulasie F1 (4) (d) (i) gedurende die tydperk van ontruiming uit regeringsgeld terugbetaal: Met dien verstande dat die hoof van die verskaffingsdepartement 'n kleiner bedrag as die bedrag wat ten opsigte van abnormal bestaansuitgawes geëis word, kan terugbetaal as hy van mening is dat die eis buitensporig is.

F6. (4) Die uitgawe kragtens subregulasies (2) en (3) kom ten laste van die begrotingspos van die departement wat vereis het dat die amptelike kwartiere tydelik ontruim moes word.

Buitengewone gevalle

F7. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Direkteur van Owerheidsake en Finansies sodanige voorwaardes betreffende oorplasingskoste en vervoervoordele by aanstelling, of by diensbeëindiging en die dood of ander aangeleenthede wat daarmee verband hou, goedkeur as wat die Kommissie aanbeveel.

HOOFSTUK G

AMPTELIKE DIENSURE, BYWONINGSREGISTERS, WERKWEKE EN OORTYDBESOLDIGING

Amptelike diensure

G1. (1) Ondanks enige andersluidende bepalings in hierdie Hoofstuk vervat, kan die hoof van die kantoor van 'n beampie of werknemer vereis om op enige dag van die week of op enige tyd van die dag of die nag amptelike diens te verrig of om by sy normale werkplek of elders aanwesig te wees vir sodanige diens.

G1. (2) Behoudens die bepalings van subregulasie (1) en van regulasie G3, moet 'n beampie of werknemer na goeddunke van die departementshoof met inagneming van plaaslike toestande en die openbare belang, in diens aanwesig wees.

G1. (3) Die departementshoof bepaal die etenspouse van 'n beampie of werknemer of klasse beampies of werknemers: Met dien verstande dat 'n etenspouse wat binne die amptelike diensure val wat kragtens die bepalings van hierdie hoofstuk voorgeskryf is, nie as amptelike dienstyd vir die voltooiing van die werkweek gereken word nie.

G1. (4) The head of a department shall determine the times, within the official hours of attendance prescribed in terms of the provisions of this Chapter, during which the public shall have access to the government offices or places of work under his control for the purpose of official business.

G1. (5) An officer or employee—

(a) shall, during his official hours of attendance, give his full attention to the duties entrusted to him; and

(b) shall not without the consent of the head of his office be absent from his office or place of work during his official hours of attendance.

Attendance registers

G2. (1) The head of each office shall be responsible for the observance by the staff under his control of the prescribed hours of attendance.

G2. (2) An attendance register shall be kept in which an officer in the clerical, technical, general A or general B division or an employee shall personally record the time of his arrival at and departure from his place of work: Provided that the provisions of this subregulation shall not be applicable to—

(a) an officer or employee who is in receipt of a salary which exceeds the maximum notch of the salary scale attached to a post of Senior Clerk in the clerical division; and

(b) an officer or employee who serves under circumstances which, in the opinion of the head of a department, render the keeping of a record of his attendance impracticable or undesirable; in such event the head of a department shall make such other arrangements as he may consider adequate to ensure that the prescribed hours of attendance are observed.

G2. (3) The attendance register shall be entrusted by the head of the office to the personal custody of an officer or employee whose duty it shall be to—

(a) ensure that the attendance register is accessible to members of the staff for the purpose mentioned in subregulation (2) and then only during such limited periods at the commencement and conclusion of the day's duties as may be indicated by the head of the office;

(b) ensure that only authentic recordings of arrival and departure are made by the officers and employees mentioned in subregulation (2);

(c) examine the entries made in the attendance register and submit it daily for inspection by the head of the office or by an officer delegated for that purpose;

(d) report any irregularity to the officer whose duty it is to inspect the record of attendance in terms of paragraph (c); and

(e) ensure that recorded absences are covered by leave.

Working weeks

G3. (1) Subject to the provisions of regulation G1 and the approval of the Councillor concerned, the head of a department shall decide, with due regard to the public interest, which officers and employees, or classes or groups of officers or employees, sections, branches or offices shall observe a five-day working week or otherwise, and he may prescribe different working weeks for different classes or groups of officers and employees, or for individuals within such classes or groups, or for sections, branches or offices.

G1. (4) Die departementshoof bepaal gedurende welke tye die publiek vir ampelike besigheidsdoeleindes toegang sal hê tot die staatskantore of -werkplekke onder sy beheer, binne die ampelike diensure kragtens die bepalings van hierdie Hoofstuk voorgeskryf.

G1. (5) 'n Beampte of werknemer—

(a) moet gedurende sy ampelike diensure sy volle aandag wy aan die pligte wat aan hom toevertrou is; en

(b) mag nie van sy kantoor of werkplek gedurende sy ampelike diensure sonder toestemming van die hoof van sy kantoor afwesig wees nie.

Bywoningsregisters

G2. (1) Die hoof van elke kantoor is verantwoordelik vir die nakoming deur die personeel onder sy beheer van die voorgeskrewe ampelike diensure.

G2. (2) 'n Bywoningsregister moet gehou word waarin 'n beampte in die klerklike, tegniese, algemene A- of algemene B-afdeling of 'n werknemer persoonlik die tyd van sy aankoms by en vertrek van sy werkplek moet aanteken: Met dien verstande dat die voorskrifte van hierdie subregulasie nie van toepassing is nie op—

(a) 'n beampte of werknemer wat besoldig word teen 'n salaris wat hoër is as die maksimum kerf van die salarisskaal verbonde aan 'n pos van senior klerk in die klerklike afdeling; en

(b) 'n beampte of werknemer wat onder omstandighede dien wat, na die departementshoof se mening, die hou van 'n register van sy bywoning onprakties of onwenslik maak; in sodanige geval moet die departementshoof dié ander reëlings tref wat hy geskik ag ten einde te verseker dat die voorgeskrewe ampelike diensure nagekom word.

G2. (3) Die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n beampte of werknemer wie se plig dit is om—

(a) toe te sien dat die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n beampte of werknemer wie se plig dit is om—

(a) toe te sien dat die bywoningsregister beskikbaar is vir lede van die personeel vir die doel in subregulasie (2) genoem en dan slegs gedurende sodanige beperkte tye aan die begin en aan die einde van die dagtaak as wat deur die hoof van die kantoor aangedui mag word;

(b) toe te sien dat slegs outentieke aantekenings van aankoms en vertrek gemaak word deur die beampies en werknemers in subregulasie (2) genoem;

(c) die aantekenings in die bywoningsregister na te gaan en die register daagliks vir inspeksiedoeleindes voor te lê aan die hoof van die kantoor of aan 'n beampte wat vir daardie doel aangewys is;

(d) verslag te doen van enige onreëlmaturheid aan die beampte wie se plig dit kragtens paragraaf (c) is om die bywoningsregister te inspekteer; en

(e) toe te sien dat aangetekende gevalle van afwesigheid deur verlof gedeck word.

Werkweke

G3. (1) Behoudens die bepalings van regulasie G1 en die goedkeuring van die betrokke Uitvoerende Raadslid besluit die departementshoof met inagneming van die openbare belang, welke beampies en werknemers, of klasse of groepe beampies of werknemers, afdelings, takke of kantore 'n vyfdaagse werkweek of andersins moet nakom, en hy kan verskillende werkweke vir verskillende klasse of groepe beampies en werknemers, of vir individue binne sodanige klasse of groepe, of vir afdelings, takke of kantore voorskryf.

G3. (2) Unless explicitly otherwise prescribed in or in terms of the provisions of this Chapter, an officer or employee shall render the undermentioned *minimum* hours of service:

	*Who is usually on duty during a working week of—		
	5 days	5 and $5\frac{1}{2}$ days alternately or at longer intervals	5 $\frac{1}{2}$, 6 or 7 days
Weekly hours of attendance	Fortnightly hours of attendance	Weekly hours of attendance	
<i>Generally in the case of—</i>			
(i) an officer in the administrative, clerical or professional division*	40	80	39
(ii) an officer in the technical or general A division*	44	88	44
(iii) an officer in the general B division or a full-time employee*	48	96	48
(iv) a member of the nursing staff in a hospital or institution*	50	100	50

Provided that the head of a department may permit an officer in the technical, general A or general B division or a full-time employee to work not less than 40 hours per week where a regular five-day working week is operative, or not less than 80 hours per fortnight where a partial five-day working week is operative, or not less than 39 hours per week where neither a regular nor a partial five-day working week is operative unless, in the case of an employee serving under contract, his service contract provides otherwise.

G3. (3) The working week and minimum hours of attendance of a part-time employee shall be as recommended by the Commission from time to time.

G3. (4) Where the official hours of attendance prescribed for an officer or employee in terms of regulation G1 (2) fall wholly or partially during the night, the working week of such officer or employee shall, for the purposes of calculating overtime duty, be reduced by one-sixth of that portion of the said hours of attendance falling during the night: Provided that the provisions of this subregulation shall not apply to a member of the nursing staff of a hospital or institution or to an officer or employee falling in a class whose conditions of service require him to perform night duty.

G3. (5) (a) If an officer or employee, during the official hours of attendance prescribed for him in or in terms of the provisions of this Chapter, is absent from duty as a result of leave granted or as a result of other circumstances which are acceptable to the head of a department, he shall be regarded as having been on duty during such absence for the purpose of the completion of his working week.

(b) The official hours of attendance which have been prescribed for an officer or employee in respect of the provisions of this chapter and which—

(i) fall on a public holiday, in the case of an officer or employee who does not normally work on such day; or

(ii) in the case of an officer or employee who normally works on a public holiday, fall on such other day on which he may be relieved from duty in lieu thereof;

G3. (2) Tensy uitdruklik in of kragtens die bepalings van hierdie Hoofstuk andersins voorgeskryf, moet 'n beampte of werknemer onderstaande *minimum* ure diens lewer:

	*Wat gewoonlik op diens is gedurende 'n werkweek van—		
	5 dae	5 en $5\frac{1}{2}$ dae om die beurt of met langer tussenpose	5 $\frac{1}{2}$, 6 of 7 dae
Weeklikse diensure	Tweeweeklikse diensure	Weeklikse diensure	
<i>In die algemeen in die geval van—</i>			
(i) 'n beampte in die administratiewe, klerklike of vak-kundige afdeling*	40	80	39
(ii) 'n beampte in die tegniese of algemene A-afdeling*	44	88	44
(iii) 'n beampte in die algemene B-afdeling of 'n voltydse werknemer*	48	96	48
(iv) 'n lid van die verpleegpersoneel in 'n hospitaal of inrigting*	50	100	50

Met dien verstande dat die departementshoof kan toelaat dat 'n beampte in die tegniese, algemene A- of algemene B-afdeling of 'n voltydse werknemer nie minder nie as 40 uur per week werk waar 'n gerekende vyfdaagse werkweek geld of nie minder nie as 80 uur per twee weke waar 'n gedeeltelike vyfdaagse werkweek geld of nie minder nie as 39 uur per week waar nog 'n gerekende nog 'n gedeeltelike vyfdaagse werkweek geld tensy, in die geval van 'n werknemer wat op kontrak dien, sy dienskontrak anders bepaal.

G3. (3) Die werkweek en minimum diensure van 'n deeltydse werknemer is soos van tyd tot tyd deur die Kommisie aanbeveel.

G3. (4) Waar die amptelike diensure wat vir 'n beampte of werknemer kragtens regulasie G1 (2) voorgeskryf is, in die geheel of gedeeltelik gedurende die nag val, moet sodanige beampte of werknemer se werkweek vir doel-eindes van die berekening van oortyddiens verminder word met een sesde van daardie gedeelte van genoemde diensure wat gedurende die nag val: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op 'n lid van die verpleegpersoneel van 'n hospitaal of inrigting of op 'n beampte of werknemer wat in 'n klas val wat as 'n diensvoorraarde nagiens moet verrig.

G3. (5) (a) Wanneer 'n beampte of werknemer gedurende die amptelike diensure wat in of kragtens die bepalings van hierdie Hoofstuk vir hom voorgeskryf is, van diens afwesig is as gevolg van verlof toegestaan of weens ander omstandighede wat vir die departementshoof aanneemlik is, moet hy, vir doeleindes van die voltooiing van sy werkweek, geag word op diens te gewees het gedurende sodanige afwesigheid.

(b) Die amptelike diensure wat ten opsigte van 'n bepaalde dag in of kragtens die bepalings van hierdie Hoofstuk vir 'n beampte of werknemer voorgeskryf is en wat—

(i) op 'n openbare feesdag val, in die geval van 'n beampte of werknemer wat nie normaalweg op sodanige dag werk nie; of

(ii) op sodanige ander dag val as wat hy normaalweg in plaas daarvan van diens vrygestel mag wees, in die geval van 'n beampte of werknemer wat normaalweg op 'n openbare feesdag werk;

shall be reckoned for the purposes of the completion of the working week.

Overtime duty and overtime remuneration

G4. (1) If the head of an officer's or employee's office requires him, in terms of regulation G1 (1), to perform overtime duty which entails exceeding the officer's or employee's official hours of attendance prescribed in or in terms of the provisions of this chapter, no overtime remuneration shall of right be claimable in respect of such overtime duty: Provided that the Director of Authority Affairs and Finance may, on the recommendation of the Commission, approve that the head of a department pay to an officer or employee non-pensionable overtime remuneration in respect of overtime duty on conditions recommended by the commission.

G4. (2) Notwithstanding the provisions of subregulation (1) the head of a department may pay non-pensionable overtime remuneration to officers and employees who perform unavoidable overtime duty in sections, branches or offices indicated by the Commission and approved by the Director of Authority Affairs and Finance.

G4. (3) Subject to the provisions of subregulations (4) and (7) overtime remuneration which is authorised in or in terms of the provisions of this Chapter shall be paid at the following rates:

(a) *In respect of overtime duty on a Sunday.*—Double the hourly equivalent of the annual pensionable remuneration of the officer or employee concerned.

(b) *In respect of overtime duty on a day other than a Sunday.*—One and third times the hourly equivalent of the annual pensionable remuneration of the officer or employee concerned.

G4. (4) Overtime remuneration shall not be paid at a rate higher than the rate calculated on the maximum notch of the salary scale attaching to a post of Senior Clerk in the clerical division.

G4. (5) In the calculation of the overtime duty performed by an officer or employee—

(a) a period of overtime duty of shorter duration than quarter of an hour, which is continuous with the official hours of attendance prescribed for the officer or employee concerned in or in terms of the provisions of this Chapter, shall be ignored;

(b) a period of overtime duty of shorter duration than an hour, which is not continuous with the official hours of attendance prescribed for the officer or employee concerned in or in terms of the provisions of this Chapter, shall be reckoned as one hour;

(c) one hour shall be added to the period of overtime duty in respect of each case where an officer or employee is—

(i) notified of overtime duty; or

(ii) informed that overtime duty of which he has been notified but for which he has not yet reported, has been cancelled;

later than 18h00 on the previous day or after the close of the period of service immediately preceding the period of overtime duty, whichever may be the later; and

(d) the full period of overtime duty of which an officer or employee has been notified, to a maximum of two hours, shall be added to the extra duty in respect of overtime duty which has been cancelled but for which such officer or employee reported because he was not notified beforehand of the cancellation.

moet ingereken word vir doeleindes van die voltooiing van sy werkweek.

Oortyddiens en oortydbesoldiging

G4. (1) Wanneer die hoof van 'n beamppte of werkneemster se kantoor dit kragtens regulasie G1 (1) van hom vereis om oortyddiens te verrig wat 'n oorskryding meebring van die beamppte of werkneemster se amptelike diensure soos in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf, mag oortydbesoldiging ten opsigte van sodanige oortyddiens nie as 'n reg geëis word nie: Met dien verstande dat die Direkteur van Owerheidsake en Finansies, op aanbeveling van die Kommissie, kan goedkeur dat die departementshoof nie-pensioendraende oortydbesoldiging aan 'n beamppte of werkneemster ten opsigte van oortyddiens betaal op voorwaardes deur die Kommissie aanbeveel.

G4. (2) Ondanks die bepalings van subregulasie (1) kan 'n departementshoof aan beamptes en werkneemsters wat onvermydelike oortyddiens verrig in afdelings, takke of kantore deur die Kommissie aangedui en deur die Direkteur van Owerheidsake en Finansies goedgekeur, nie-pensioendraende oortydbesoldiging betaal.

G4. (3) Behoudens die bepalings van subregulasie (4) en (7), word oortydbesoldiging wat in of kragtens hierdie Hoofstuk gemagtig is teen die volgende koerse betaal:

(a) *Ten opsigte van oortyddiens op 'n Sondag.*—Dubbel uurlijke ekwivalent van die betrokke beamppte of werkneemster se jaarlike pensioendraende besoldiging.

(b) *Ten opsigte van oortyddiens op 'n ander dag as 'n Sondag.*—Een en 'n derde maal die uurlijke ekwivalent van die betrokke beamppte of werkneemster se jaarlike pensioendraende besoldiging.

G4. (4) Oortydbesoldiging word nie betaal teen 'n koers wat hoër is as dié wat op die maksimum kerf van die salarisskaal verbonde aan 'n pos van Senior Klerk in die klerklike afdeling bereken is nie.

G4. (5) By die berekening van oortyddiens deur 'n beamppte of werkneemster verrig moet—

(a) 'n tydperk van oortyddiens van korter as 'n kwartier wat aaneenlopend is met die amptelike diensure wat vir die betrokke beamppte of werkneemster in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf is, buite rekening gelaat word;

(b) 'n tydperk van oortyddiens van korter as 'n uur wat nie aaneenlopend is nie met die amptelike diensure wat vir die betrokke beamppte of werkneemster in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf is, as een uur gereken word;

(c) een uur by die tydperk van oortyddiens gereken word ten opsigte van elke geval waar 'n beamppte of werkneemster later as 18h00 op die vorige dag of na afsluiting van die dienstydperk wat die oortyddiens onmiddellik voorafgaan, naamlik die laatste—

(i) vir oortyddiens aangesê word; of

(ii) kennis gegee word dat oortyddiens waarvoor hy aangesê is maar waarvoor hy hom nog nie aangemeld het nie, gekanselleer is; en

(d) die volle tydperk van oortyddiens waarvoor 'n beamppte of werkneemster aangesê is, tot 'n maksimum van twee uur, by die ekstra diens gereken word ten opsigte van oortyddiens wat gekanselleer is, maar waarvoor sodanige beamppte of werkneemster hom aangemeld het omdat hy nie vooraf van die kanselling in kennis gestel is nie.

G4. (6) In the calculation of the overtime duty performed by an officer or employee during a period covered by a working week, and subject to the provisions of paragraph (b) of subregulation (5), portions of an hour in each total which is calculated at a separate tariff shall be—

- (a) ignored if less than half an hour;
- (b) reckoned as one hour if half an hour or longer.

G4. (7) Overtime remuneration in respect of overtime duty performed during the night shall be calculated at the rates which have been prescribed for overtime duty on a Sunday in accordance with the provisions of regulation G4. (3): Provided that the provisions of this sub-regulation shall not apply to a member of the nursing staff in a hospital or institution or to an officer or employee falling in a class performing night duty as a condition of service.

G4. (8) An officer or employee shall give his full attention to the duties entrusted to him during periods of overtime duty and shall not without the consent of his supervisor be absent from his office or place of work during such periods.

Commututed overtime allowance

G5. Notwithstanding anything to the contrary contained in this Chapter, the Director of Authority Affairs and Finance may, in cases where the payment of overtime remuneration according to hourly rates is impracticable or undesirable, approve, on the recommendation of the Commission, that the head of a department pay to an officer or employee who is eligible for overtime remuneration, overtime remuneration on a commuted basis in respect of overtime duty.

Exceptional cases

G6. If circumstances arise which justify a departure from the provisions of this Chapter, the head of a department may require an officer or employee or classes of officers or employees to observe such official hours of attendance or working weeks as may be recommended by the Commission, or the Director of Authority Affairs and Finance may approve that the head of a department pay overtime remuneration in respect of overtime duty to an officer or employee or classes of officers or employees at a rate and on conditions recommended by the Commission. The Commission may also at its discretion, recommend special conditions and exceptions in regard to the keeping of attendance registers and the recording of an officer's or employee's time of arrival at and departure from his place of work.

CHAPTER H

OFFICIAL QUARTERS

Applicability of regulations

H1. (1) Subject to the provisions of subregulation (1) of regulation H7, all the regulations of this Chapter shall apply to a tenant, but, save as is provided for in regulation H2, shall not apply to—

- (a) a temporary worker; or
- (b) a casual labourer.

H1. (2) The obligations devolving upon a tenant in terms of the regulations of this Chapter shall—

- (a) commence on the date on which he assumes duty in a post to which official quarters are attached or on the date on which he moves into the quarters, whichever is the earlier;

G4. (6) By die berekening van die oortyddiens wat 'n beampotie of werknemer oor 'n tydperk wat deur 'n werkweek gedek word, verrig het, en behoudens die bepalings van paragraaf (b) van subregulasie (5), moet gedeeltes van 'n uur in elke totaal wat teen 'n afsonderlike tarief bereken word—

- (a) buite rekening gelaat word as dit korter as 'n halfuur is;
- (b) as een uur gereken word as dit 'n halfuur of langer is.

G4. (7) Oortydbesoldiging ten opsigte van oortyddiens wat gedurende die nag verrig is, moet bereken word teen die tariewe wat vir oortyddiens op 'n Sondag ooreenkomsdig die bepalings van regulasie G4 (3) voorgeskryf is: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op 'n lid van die verpleegpersoneel in 'n hospitaal of inrigting of op 'n beampotie of werknemer wat in 'n klas val wat as 'n diensvoorraarde nagiens moet verrig.

G4. (8) 'n Beampotie of werknemer moet gedurende tydperke van oortyddiens sy volle aandag wy aan die pligte wat aan hom toevertrou is en mag nie van sy kantoor of werkplek sonder die toestemming van sy toesighouer gedurende sodanige tydperke afwesig wees nie.

Omgesette oortydtolae

G5. Ondanks andersluidende bepalings van hierdie Hoofstuk kan die Direkteur van Owerheidsake en Finansies, op aanbeveling van die Kommissie, goedkeur dat die departementshoof in gevalle waar die betaling van oortydbesoldiging volgens uurtariewe onprakties is of onwenslik is, aan 'n beampotie of werknemer wat vir oortydbesoldiging in aanmerking kom, oortydbesoldiging op 'n omgesette grondslag ten opsigte van oortyddiens betaal.

Buitengewone gevalle

G6. As daar omstandighede ontstaan wat 'n afwyking van hierdie Hoofstuk regverdig, kan die departementshoof van 'n beampotie of werknemer of klasse beampotes of werknemers vereis om dié amptelike diensure of werkweke na te kom wat die Kommissie aanbeveel of kan die Direkteur van Owerheidsake en Finansies goedkeur dat die departementshoof oortydbesoldiging ten opsigte van oortyddiens aan 'n beampotie of werknemer of klasse beampotes of werknemers betaal teen 'n tarief en op voorwaardes deur die Kommissie aanbeveel. Die Kommissie kan ook na goeddunk spesiale voorwaardes en uitsonderings aanbeveel met betrekking tot die hou van bywoningsregisters en die aantekening van 'n beampotie of werknemer se tyd van aankoms by en vertrek van sy werkplek.

HOOFSTUK H

AMPTELIKE KWARTIERE

Toepaslikheid van regulasies

H1. (1) Behoudens die bepalings van subregulasie (1) van regulasie H7, is al die regulasies van hierdie Hoofstuk op 'n huurder van toepassing, dog, behalwe soos bepaal in regulasie H2, is dié regulasies nie van toepassing nie op—

- (a) 'n tydelike werker; of
- (b) 'n los arbeider.

H1. (2) Die verpligte wat 'n huurder deur die regulasies van hierdie Hoofstuk opgelê word—

- (a) neem 'n aanvang op die datum waarop hy diens aanvaar in 'n pos waaraan amptelike kwartiere verbonde is of op die datum waarop hy die kwartiere betrek, naamlik die vroegste datum;

(b) cease from the date—

(i) on which his services in the post mentioned in paragraph (a) terminate or on which he actually vacates the official quarters, whichever is the later; or

(ii) on which the assignment of the official quarters to the holder of the post in question is withdrawn or on which he actually vacates the official quarters, whichever is the later;

(c) be suspended for any period during which he is required to vacate the official quarters to permit of occupation by a *locum tenens* or of repairs and renovations being carried out;

except in the case mentioned in subregulation (2) of regulation H7: Provided that the obligations of a tenant to whom official quarters have been allotted in terms of regulation H6 shall commence on a date mutually agreed upon by him and the head of department but not later than the date on which he actually takes occupation of the quarters, and cease on a date mutually agreed upon by him and head of department, failing which agreement, on the expiry of a period of notice of not less than one calendar month on either side, but in no case earlier than the date on which he vacates the quarters.

H1. (3) Notwithstanding the provisions of subregulation (2), an officer to whom official quarters have been assigned in terms of regulation H5 or allotted in terms of regulation H6 and to whom vacation leave has been granted immediately before his retirement on attaining the pensionable age, shall be exempted from the obligations devolving upon him by the regulation with effect from the date on which he vacates relative quarters: Provided that the period of such exemption shall not exceed a period of three months and shall not be less than one month.

Temporary workers and casual labourers

H2. The conditions of occupation and the rentals of quarters provided to a temporary worker or casual labourer shall be as approved by the Director of Authority Affairs and Finance on the Recommendation of the Commission.

Provision of furniture

H3. (1) Furniture for married quarters shall not be provided unless the Director of Authority Affairs and Finance so approves on the recommendation of the Department of Community Affairs.

H3. (2) Furniture for single quarters may be provided by the landlord department.

H3. (3) Where furniture is provided the provisions of subregulation (5) of regulation H8 are applicable.

Classification of official quarters

H4. (1) Subject to the provisions of subregulation (2), official quarters shall be classified by the landlord department as—

(a) married quarters; or

(b) single quarters.

H4. (2) Official quarters assigned in terms of regulation H5 or allotted in terms of regulation H6 to an officer or employee with a family or dependants who normally reside with him, shall be classified as married quarters notwithstanding that such official quarters are designed for an officer or employee who is not married or who has no dependants who normally reside with him.

(b) eindig op die datum—

(i) waarop sy dienste in die pos in paragraaf (a) genoem, eindig, of waarop hy die amptelike kwartiere werklik ontruim, naamlik die laatste datum; of

(ii) waarop die toewysing van amptelike kwartiere aan die bekleer van die betrokke pos teruggetrek word of waarop hy die amptelike kwartiere werklik ontruim, naamlik die laatste datum;

(c) word opgeskort vir enige tydperk waartydens dit van hom vereis word om die amptelike kwartiere te ontruim sodat 'n plaasvervanger hulle kan bewoon of sodat herstel- of opknappingswerk uitgevoer kan word;

behalwe in die geval genoem in subregulasië (2) van regulasie H7: Met dien verstande dat die verpligte van 'n huurder aan wie amptelike kwartiere kragtens regulasie H6 toegeken is 'n aanvang neem op 'n datum wat deur onderlinge ooreenkoms tussen hom en die departementshoof bepaal is, maar nie later nie as die datum waarop hy die kwartiere werklik betrek, en eindig op 'n datum wat deur onderlinge ooreenkoms tussen hom en die departementshoof bepaal is of, as daar nie so 'n ooreenkoms aangegaan is nie, by verstryking van 'n tydperk van kennisgewing van nie korter nie as een kalendermaand deur enige van die partye, maar in geen geval vroeër as die datum waarop hy die kwartiere ontruim nie.

H1. (3) Ondanks die bepalings van subregulasië (2) word 'n beampie aan wie amptelike kwartiere kragtens regulasie H5 toege wys of kragtens regulasie H6 toegeken is, en aan wie vakansieverlof onmiddellik voor sy uitdienstreding by bereiking van die pensioenleeftyd toege staan is, vrygestel van die verpligte wat hom deur die regulasie opgelê word met ingang van die datum waarop hy die betrokke kwartiere ontruim: Met dien verstande dat die tydperk van sodanige vrystelling nie drie maande oorskry nie en nie korter as een maand is nie.

Tydelike werkers en los arbeiders

H2. Die voorwaarde van okkupasie en die verhuring van kwartiere wat verskaf word aan tydelike werkers en los arbeiders sal wees soos bepaal deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie.

Verskaffing van meubels

H3. (1) Meubels word nie vir getroudekwartiere verskaf nie tensy die Direkteur van Owerheidsake en Finansies sodanige verskaffing op aanbeveling van die Departement van Gemeenskapsake goedkeur.

H3. (2) Meubels vir enkelkwartiere kan deur die verskaffingsdepartement verskaf word.

H3. (3) Waar meubels verskaf word, is die bepalings van subregulasië (5) van regulasie H8 van toepassing.

Indeling van amptelike kwartiere

H4. (1) Behoudens die bepalings van subregulasië (2), word amptelike kwartiere deur die verskaffingsdepartement ingedeel onder—

(a) getroudekwartiere; of

(b) enkelkwartiere.

H4. (2) Amptelike kwartiere wat kragtens regulasie H5 toege wys of kragtens regulasie H6 toegeken is aan 'n beampie of werknemer met 'n gesin of afhanklike wat gewoonlik by hom inwoon, word onder getroudekwartiere ingedeel nieteenstaande dat sodanige amptelike kwartiere ontwerp is vir 'n beampie of werknemer wat ongetroud is of wat geen afhanklike het wat gewoonlik by hom inwoon nie.

Assignment of official quarters

H5. Official quarters available to a head of department shall be assigned by him as residential accommodation to the officer or employee holding the particular post specified by the landlord department: Provided that if the public interest so demands—

(a) the whole or portion of official quarters may be withheld or withdrawn from assignment with the approval of the Director of Authority Affairs and Finance given on the recommendation of the Commission; and

(b) the head of department may, with the approval of the Director of Authority Affairs and Finance given on the recommendation of the Commission, withhold or withdraw the assignment of—

(i) married quarters to such an officer or employee who is not married or who has no dependants who reside with him; or

(ii) single quarters to such an officer or employee who is married or who has dependants who normally reside with him:

Provided that if, for reasons acceptable to the head of department, the officer or employee who occupies the particular post specified by the landlord department, is not prepared or is unable to occupy the official quarters, the head of department may grant him exemption from occupying the quarters concerned.

Allotment of official quarters

H6. (1) Official quarters withheld or withdrawn in terms of paragraph (b) of the first proviso to regulation H5 or from the occupation of which exemption has been granted in terms of the second proviso to regulation H5 or which cannot be assigned owing to the post in respect of which they have been provided being vacant, may be allotted by the head of a department to any other officer or employee of his department for the period they are not assigned or for the period during which the incumbent of the post for which they have been provided has been exempted from occupying them or for the period such post is vacant. Such allotment shall be subject, in all respects, to the provisions of the regulations of this Chapter.

H6. (2) If the head of department cannot allot the official quarters in terms of subregulation (1), he shall immediately notify the landlord department which may then, at its discretion, make the quarters available to another department for assignment or allotment or let them temporarily—

(a) to a person who is not an officer or employee; or

(b) to an officer or employee mentioned in paragraph (a) of regulation H2;

on such terms and conditions as the Department of Community Affairs may, on the recommendation of the Commission, determine.

Liability for rent

H7. (1) A tenant is liable to pay rent for official quarters in terms of regulation H9 unless he is—

(a) in terms of his appointment, entitled to free quarters; or

(b) in terms of arrangements approved by the Director of Authority Affairs and Finance, on the recommendation of the Commission, provided with both board and lodging either free of charge or at an inclusive charge.

Toewysing van amptelike kwartiere

H5. Amptelike kwartiere wat tot die beskikking van 'n departementshoof gestel is, word deur hom as huisvesting toegewys aan die beampte of werknemer wat die besondere pos beklee wat die verskaffingsdepartement aangewys het: Met dien verstande dat, as dit in die openbare belang is—

(a) die geheel of 'n gedeelte van amptelike kwartiere met die goedkeuring van die Direkteur van Owerheidsake en Finansies verleen op aanbeveling van die Kommissie, van toewysing teruggehou of teruggetrek kan word; en

(b) die departementshoof met die goedkeuring van die Direkteur van Owerheidsake en Finansies verleen op aanbeveling van die Kommissie, die toewysing van—

(i) getroudekwartiere aan sodanige beampte of werknemer wat ongetroud is of wat geen afhanklik is wat by hom inwoon nie; of

(ii) enkelkwartiere aan sodanige beampte of werknemer wat getroud is of wat afhanklik is wat gewoonlik by hom inwoon;

kan terughou of terugtrek: Met dien verstande voorts dat indien die beampte of werknemer wat die bepaalde pos beklee wat die verskaffingsdepartement aangewys het, om redes wat vir die departementshoof aanneemlik is, nie bereid is of nie in staat is om die amptelike kwartiere te bewoon nie, die departementshoof hom vrystelling kan verleen van bewoning van die betrokke kwartiere.

Toekenning van amptelike kwartiere

H6. (1) Amptelike kwartiere wat kragtens paragraaf (b) van die eerste voorbehoudsbepaling van regulasie H5 teruggehou of teruggetrek is of van die bewoning waarvan kragtens die tweede voorbehoudsbepaling van regulasie H5 vrystelling verleen is of wat nie toegewys kan word nie omdat die pos ten opsigte waarvan hulle verskaf is, vakant is, kan deur die departementshoof aan 'n ander beampte of werknemer van sy departement toeken word of vir die tydperk wat hulle nie toegewys is nie of vir die tydperk waartydens die bekleer van die pos waaraan hulle toegewys is, van bewoning daarvan vrygestel is of vir die tydperk waartydens sodanige pos vakant is. Sodanige toekenning is in alle opsigte onderworpe aan die bepalings van die regulasies van hierdie Hoofstuk.

H6. (2) As die departementshoof die amptelike kwartiere nie kragtens subregulasie (1) kan toeken nie, moet hy die verskaffingsdepartement onmiddellik daarvan in kennis stel, wat dan die kwartiere na goeddunke tot die beskikking van 'n ander departement vir toewysing of toekenning kan stel of hulle tydelik kan verhuur aan—

(a) 'n persoon wat nie 'n beampte of werknemer is nie; of

(b) 'n beampte of werknemer genoem in paragraaf (a) van regulasie H2;

op sodanige bedinge en voorwaardes as wat die Departement van Gemeenskapsake op aanbeveling van die Kommissie mag bepaal.

Aanspreeklikheid vir huurgeld

H7. (1) 'n Huurder is aanspreeklik vir die betaling van huurgeld ten opsigte van amptelike kwartiere kragtens regulasie H9 tensy hy—

(a) kragtens sy aanstellingsvoorwaardes op vry huisvesting geregtig is; of

(b) kragtens reëlings wat deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie goedgekeur is, van losies en inwoning of gratis of teen 'n allesinsluitende tarief voorsien word.

H7. (2) A tenant shall pay rent in respect of the whole period during which he is subject to the obligations of tenancy in terms of subregulation (2) of regulation H1, except that—

(a) when he is transferred from one headquarters to another, at both of which official quarters are available and assigned, he shall pay rent in respect of the official quarters at the old headquarters up to and including the day preceding the date on which he becomes liable to pay rent in respect of the official quarters at the new headquarters; and

(b) if he is absent on official duty or leave, of whatever nature, for a continuous period exceeding 30 days during which the official quarters are not required for a *locum tenens*, nor sub-let, nor occupied, rent at one half the rate prescribed in or in terms of the provisions of this Chapter may be paid in respect of the whole period of his absence.

Assessment of rent for official quarters, furniture and garages

H8. (1) The annual rental to be paid by a tenant of married quarters (inclusive of garage and/or outbuildings) shall be as approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

H8. (2) A rebate of the rental calculated in terms of subregulation (1) may be allowed in consideration of such aggregate of structural defects, shortcomings and other disadvantages inherent in a dwelling or its situation as is deemed materially to diminish enjoyment of occupation. The basis on which such rebate may be granted shall be as determined from time to time by the Director of Authority Affairs and Finance on the recommendation of the Commission.

H8. (3) Where it is proved to the satisfaction of the Department of Community Affairs that there are circumstances extraneous to those taken into consideration in connection with the assessment of rent for married quarters which militate against full beneficial occupation of such quarters, that department may authorise reduction of the rent payable in terms of regulation H8 (1) by an amount which, in its opinion, is adequate.

H8. (4) (a) Subject to the provisions of paragraph (b), a tenant to whom single quarters have been assigned in terms of regulation H5 or allotted in terms of regulation H6, shall pay rent as approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

(b) Where it is proved to the satisfaction of the Department of Community Affairs that there are circumstances which militate against the full beneficial occupation of single quarters, that department may authorise a reduction of the rent payable in terms of paragraph (a) by an amount which, in its opinion, is adequate.

H8. (5) The rent which a tenant shall pay in respect of the use of furniture provided in official quarters by the landlord department shall be as approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

H8. (6) A tenant of single quarters to whom a garage is made available, shall pay such rent as approved by the Director of Authority Affairs and Finance on the recommendation of the Commission.

H7. (2) 'n Huurder moet huurgeld betaal ten opsigte van die hele tydperk waartydens hy aan die verpligtinge van bewoning genoem in subregulasie (2) van regulasie H1, onderworpe is, behalwe dat—

(a) wanneer hy van een hoofkwartier na 'n ander oorgeplaas word by albei waarvan amptelike kwartiere beskikbaar en toege wys is, hy huurgeld ten opsigte van die amptelike kwartiere by die ou hoofkwartier moet betaal tot en met die datum voorafgaande dié waarop sy aanspreeklikheid vir die betaling van huurgeld ten opsigte van die amptelike kwartiere by die nuwe hoofkwartier 'n aanvang neem; en

(b) as hy in amptelike diens of met verlof, van wat ter aard ook al, vir 'n aaneenlopende tydperk van langer as 30 dae afwesig is waartydens die amptelike kwartiere nie vir 'n plaasvervanger nodig is, onderverhuur of bewoon word nie, huurgeld teen die helfte van die tarief wat in of kragtens die bepalings van hierdie Hoofstuk voorgeskryf is, betaal kan word ten opsigte van die hele tydperk van sy afwesigheid.

Vasstelling van huurgeld ten opsigte van amptelike kwartiere, meubels en motorhuise

H8. (1) Die jaarlike huurgeld wat deur 'n huurder van getroudekwartiere (insluitende 'n motorhuis en/of buitegeboue) betaalbaar is, is soos goedgekeur deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie.

H8. (2) 'n Korting op die huurgeld bereken ooreenkomsdig subregulasie (1) kan toegestaan word met inagneming van sodanige aggregaat van struktuurgebreke, tekortkominge en ander nadele inherent aan 'n woning of die ligging daarvan as wat die bewoning daarvan wesenslik minder aangenaam maak. Die grondslag waarvolgens sodanige korting toegestaan kan word is soos van tyd tot tyd deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie, bepaal.

H8. (3) As daar tot tevredenheid van die Departement van Gemeenskapsake bewys word dat daar omstandighede bestaan wat nie by die vasstelling van huurgeld vir getroudekwartiere in aanmerking geneem is nie en wat die volle benutting van sodanige kwartiere verhinder, kan daardie departement magtiging verleen dat die huurgeld wat kragtens regulasie H8. (1) betaal moet word, verminder word met 'n bedrag wat, na sy mening, voldoende is.

H8. (4) (a) Behoudens die bepaling van paragraaf (b), moet 'n huurder aan wie enkelkwartiere kragtens regulasie H5 toege wys of kragtens regulasie H6 toegeken is, huurgeld betaal soos goedgekeur deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie.

(b) As daar tot tevredenheid van die Departement van Gemeenskapsake bewys word dat daar omstandighede bestaan wat die volle benutting van enkelkwartiere verhinder, kan daardie departement magtiging verleen dat die huurgeld wat kragtens paragraaf (a) betaal moet word, verminder word met 'n bedrag wat, na sy mening, voldoende is.

H8. (5) Die huurgeld wat 'n huurder moet betaal ten opsigte van die gebruik van meubels wat vir amptelike kwartiere deur die verskaffingsdepartement verskaf word, is soos goedgekeur deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie.

H8. (6) 'n Huurder van enkelkwartiere tot wie se beskikking 'n motorhuis gestel is, betaal sodanige huurgeld soos goedgekeur deur die Direkteur van Owerheidsake en Finansies op aanbeveling van die Kommissie.

Collection of rent and other amounts due

H9. The head of department shall deduct from the salary of a tenant the rent payable in terms of the regulations of this Chapter and, at the request of the landlord department, such other amounts, levies and impositions as may, in terms of such regulations, be payable by or recoverable from a tenant.

Occupation of official quarters by household of deceased tenant

H10. In the event of the death of a tenant, his household shall be entitled to remain in occupation of the official quarters free of rent until the end of the month following that in which he died, but subject in all other respects to compliance with the provisions of the regulations in this Chapter and the Staff Code.

Temporary vacating of official quarters

H11. (1) A tenant to whom official quarters have been assigned in terms of regulation H5 and who is absent from his normal place of duty for any reason, shall, on reasonable notice from the head of department, temporarily vacate such quarters for the period they are required for occupation by a *locum tenens*, and he shall remove all his personal effects unless he comes to some arrangements with the *locum tenens* whereby the personal effects may remain upon the premises.

H11. (2) A tenant to whom official quarters have been assigned in terms of regulation H5, shall on reasonable notice from the landlord department, temporarily vacate his official quarters for such period as vacant possession is required by that department for the purpose of effecting repairs or renovation and he shall, if so required, remove his personal effects therefrom.

H11. (3) (a) A tenant who is required to remove his personal effects in terms of the provisions of subregulation (1), may be reimbursed reasonable expenses actually incurred by him in connection with the removal and storage of his personal effects not exceeding 14 000 lb in weight (gross), provided the arrangements made in regard to the removal and storage have had the prior approval of the head of department.

(b) A tenant who is required in terms of the provisions of subregulation (2) temporarily to vacate the official quarters allocated to him may be reimbursed—

(i) the amount by which his actual living expenses for the period of compulsory non-occupation of the quarters exceeds his normal living expenses while resident in the official quarters: Provided that the head of the landlord department may refund a lesser amount than that claimed if he is of opinion that the claim is excessive; and

(ii) reasonable expenses actually incurred by him in connection with the removal and storage of his personal effects not exceeding 14 000 lb in weight (gross) provided it is necessary for him temporarily to remove his personal effects from the official quarters and provided the arrangements made in regard to the removal and storage have had the prior approval of the head of the landlord department.

(c) Claims submitted in terms of this subregulation must be supported by properly certified and completed vouchers and the cost of all reimbursements made shall form a charge against the vote of the department requiring that the official quarters be temporarily vacated.

Invordering van huurgeld en ander verskuldigde geldte

H9. Die departementshoof moet die huurgeld wat kragtens die regulasies van hierdie Hoofstuk betaal moet word en, op versoek van die verskaffingsdepartement, sodanige ander gelde, heffings en opleggings as wat kragtens sodanige regulasies deur 'n huurder betaal of op hom verhaal moet word, van 'n huurder se salaris af trek.

Bywoning van amptelike kwartiere deur huishouding van 'n oorlede huurder

H10. In geval van die dood van 'n huurder is sy huis houding daarop geregtig om, sonder om huurgeld te betaal, in die amptelike kwartiere aan te bly tot aan die einde van die maand wat volg op dié waarin hy oorlede is, dog onderworpe daaraan dat aan die bepalings van die regulasies in hierdie Hoofstuk en die personeel kode in alle ander opsigte voldoen word.

Tydelike ontruiming van amptelike kwartiere

H11. (1) 'n Huurder aan wie amptelike kwartiere kragtens regulasie H5 toegewys is en wat van sy gewone werkplek afwesig is, om watter rede ook al, moet, na redelike kennisgewing deur die departementshoof, sodanige kwartiere tydelik ontruim vir die tydperk wat hulle deur 'n plaasvervanger vir bewoning nodig is, en hy moet al sy persoonlike besittings verwyder tensy hy 'n ooreenkoms met die plaasvervanger tref waarvolgens hy die persoonlike besittings op die perseel mag laat bly.

H11. (2) 'n Huurder aan wie amptelike kwartiere kragtens regulasie H5 toegewys is, moet, na redelike kennisgewing deur die verskaffingsdepartement, sy amptelike kwartiere tydelik ontruim vir sodanige tydperk as wat daardie departement hulle onbewoon nodig het om herstel of opknappingswerk daaraan te doen en, indien nodige, moet hy sy persoonlike besittings daaruit verwyder.

H11. (3) (a) Aan 'n huurder wat sy persoonlike besittings kragtens die bepalings van subregulasie (1) moet verwyder, kan die redelike uitgawes terugbetaal word werklik deur hom aangegaan in verband met die verwydering en opbergung van sy persoonlike besittings van hoogstens 14 000 lb in gewig (bruto), mits die reëlings wat in verband met die verwydering en opbergung getref is, vooraf deur die departementshoof goedgekeur is.

(b) Aan 'n huurder wat kragtens die bepalings van subregulasie (2) sy toegewese amptelike kwartiere tydelik moet ontruim, kan die volgende terugbetaal word:

(i) Die bedrag waarmee sy werklike bestaansuitgawes gedurende die tydperk van verpligte ontruiming van die kwartiere sy normale bestaansuitgawes terwyl hy die amptelike kwartiere bewoon, oorskry: Met dien verstande dat die hoof van die verskaffingsdepartement 'n kleiner bedrag as die bedrag wat geëis word, kan terugbetaal as hy van mening is dat die eis buitensporig is; en

(ii) die redelike uitgawes werklik deur hom aangegaan in verband met die verwydering en opbergung van persoonlike besittings van hoogstens 14 000 lb in gewig (bruto), mits dit vir hom nodig is om die persoonlike besittings tydelik uit die amptelike kwartiere te verwyder en mits die reëlings wat in verband met die verwydering en opbergung getref is, vooraf deur die hoof van die verskaffingsdepartement goedgekeur is.

(c) Eise wat kragtens hierdie subregulasie ingedien word, moet gestaaf word deur behoorlik gesertificeerde en ingevulde bewyssukkies en die koste van alle terugbetaling wat gedoen word, maak 'n las uit teen die begrotingspos van die departement wat vereis het dat die amptelike kwartiere tydelik ontruim word.

Occupation of official quarters by locum tenens

H12. Where official quarters are occupied by a *locum tenens* he shall pay rent calculated in accordance with the relevant provisions of regulation H8 which shall be applicable to him *mutatis mutandis* and he shall be responsible for all obligations devolving upon a tenant in terms of the regulations of this Chapter and the Staff Code.

Temporary sub-letting of official quarters

H13. (1) If through absence on leave or official duty for a continuous period exceeding 30 days a tenant is unable to occupy his official quarters and they are not required for a *locum tenens*, he may be permitted by the head of department to sub-let them for a period and to a person approved by the landlord department, subject to the tenant remaining in all respects liable for his obligations under these regulations including the payment of rent on the basis prescribed in this Chapter. If the rent paid by the sub-tenant exceeds the rent payable by the tenant, the landlord department shall decide, in consultation with the Department of Community Affairs, what portion of such excess shall be paid into Revenue and what portion retained by the tenant as compensation for the use of personal effects belonging to him and utilised by the sub-tenant.

H13. (2) In exceptional circumstances, other than the circumstances mentioned in subregulation (1), the landlord department, may, in consultation with the head of the tenant's department if the tenant is not employed in the landlord department, permit the tenant to sub-let the official quarters subject to such terms and conditions as may be determined by the Department of Community Affairs: Provided that if such official quarters are sub-let at a higher rental than that payable by the tenant in terms of the provisions of this Chapter, such excess shall be paid into Revenue.

Conditions of tenancy

H14. (1) The tenant shall be liable and responsible for—

(a) keeping the buildings in a clean and tidy condition;

(b) keeping the buildings free of vermin: Provided that the landlord department may, at its discretion, undertake the extermination of bugs and either recover the cost from the tenant whom it deems liable for the infestation, or accept liability in cases where it cannot fix responsibility for the infestation;

(c) repairs and maintenance of the buildings and the furniture, fittings, fixtures, plant and equipment, other than repairs required to be made as a result of fair wear and tear, structural defects and *vis major*, and for the cost of rectifying defects, dilapidations and deficiencies occasioned by his default;

(d) the maintenance and keeping clean and in order of the grounds, playing courts and gardens pruning of trees, shrubs and hedges, spraying of fruit trees and the cutting and trimming of lawns and grass: Provided that where grounds are extensive or form part of the lay-out of a Government institution the landlord department may, at its discretion, reimburse the tenant portion of the cost incurred in keeping clean and maintaining uncultivated portions thereof;

Bewoning van amptelike kwartiere deur 'n plaasvervanger

H12. As amptelike kwartiere deur 'n plaasvervanger bewoon word, betaal hy huurgeld wat bereken is ooreenkomsdig die tersaaklike bepalings van regulasie H8 wat *mutatis mutandis* op hom van toepassing is en is hy aanspreeklik vir al die verpligte wat 'n huurder by die regulasies van hierdie Hoofstuk en die Personeelkode opgelê word.

Tydelike onderverhuring van amptelike kwartiere

H13. (1) As 'n huurder as gevolg van afwesigheid met verlof of in amptelike diens vir 'n aaneenlopende tydperk van langer as 30 dae nie in staat is om sy amptelike kwartiere te bewoon nie en as hulle nie vir 'n plaasvervanger nodig is nie, kan hy deur die departementshoof toegelaat word om hulle te onderverhuur vir 'n tydperk en aan 'n persoon wat deur die verskaffingsdepartement goedgekeur is, onderworpe daarvan dat die huurder in alle opsigte aanspreeklik bly vir sy verpligte ingevolge hierdie regulasies, insluitende die betaling van huurgeld volgens die grondslag wat in hierdie hoofstuk voorgeskryf is. As die huurgeld wat deur die onderhuurder betaal word, die huurgeld wat deur die huurder betaalbaar is, oorskry, besluit die verskaffingsdepartement in oorleg met die Departement van Gemeenskapsake watter gedeelte van sodanige oorskryding in Inkomste gestort moet word en watter gedeelte daarvan deur die huurder behou kan word ter vergoeding van die gebruik van persoonlike besittings wat aan hom behoort en waarvan die onderhuurder gebruik gemaak het.

H13. (2) In buitengewone omstandighede, uitgesonderd die omstandighede genoem in subregulasié (1), kan die verskaffingsdepartement in oorleg met die hoof van die huurder se departement as die huurder nie in die verskaffingsdepartement in diens is nie, die huurder toelaat om die amptelike kwartiere te onderverhuur, onderworpe aan sodanige bedinge en voorwaardes as wat die Departement van Gemeenskapsake bepaal: Met dien verstande dat as sodanige amptelike kwartiere onderverhuur word teen 'n huurgeld wat die huurgeld oorskry wat die huurder kragtens die bepalings van hierdie Hoofstuk moet betaal, die bedrag van sodanige oorskryding in Inkomste gestort moet word.

Voorwaardes van bewoning

H14. (1) Die huurder is aanspreeklik en verantwoordelik—

(a) om die geboue skoon en netjies te hou;

(b) om die geboue van ongedierte skoon te hou; Met dien verstande dat die verskaffingsdepartement na goedunke die uitroeiing van weeluise kan ondernem en die koste op die huurder verhaal wat hy vir die besmetting aanspreeklik hou of self die las aanvaar as aanspreeklikheid vir die besmetting nie bepaal kan word nie;

(c) vir herstelwerk aan en onderhoud van die geboue en die meubels, toebehere, vaste toebehere, masjinerie en uitrusting, uitgesonderd herstelwerk wat gedaan moet word as gevolg van gewone slytasie, struktuurgebreke en *vis major* en vir die koste verbonde aan die herstel van defekte, bouvallighede en tekorte wat deur sy toedoen veroorsaak is;

(d) om die terrein, speelbane en tuine in 'n goeie toestand en skoon te hou, om boome, struiken en heinings te snoei, om vrugtebome te bespuit en om grasperke en gras te knip en te sny: Met dien verstande dat waar die terrein uitgestrek is of deel uitmaak van die aanleg van 'n staatsinrigting die verskaffingsdepartement na goedunke 'n gedeelte van die koste aan die huurder kan terugbetaal wat hy aangegaan het in verband met die skoonhou en onderhoud van onbewerkte gedeeltes daarvan;

(e) all glass, except where replacement is necessitated by fair wear and tear, structural defects and *vis major*;

(f) all keys received by him;

(g) the cost of operating, maintaining and repairing (other than repairs necessitated by fair wear and tear, mechanical defects or *vis major*), of all lighting and pumping equipment installed for his use: Provided that the landlord department may undertake such maintenance if, in its opinion, it is desirable that it should be undertaken departmentally, in which case a reasonable monthly charge, to be determined by the Department of Community Affairs, shall be recovered from the tenant;

(h) the replacement of expendable items;

(i) maintaining an equipment register, in a form approved by the Director of Authority Affairs and Finance, of all fixtures, fittings, furniture, plant and equipment provided in the official quarters; and

(j) reporting immediately any defects, dilapidations or deficiency and the cause thereof to the head of department who shall transmit the report to the landlord department.

H14. (2) (a) The tenant shall be liable for any levy, rate or other charges raised by the Government, a local authority or other undertaking for sewage and rubbish removal and any other sanitary services and for water, gas and electric current supply, irrespective of whether such levy is imposed on the tenant, occupier, landlord or owner, and whether use has been made of such supply or service and shall pay the amounts owing on the dates due and, if so required, furnish proof of payment thereof to the landlord department: Provided that the tenant shall not be liable for the payment of any such levy, or portion thereof, which does not cover a direct service or confer an immediate and direct benefit on the tenant: Provided further that the landlord department shall have the right to effect payment to the local authority of all such levies for which the tenant is liable and to recover the whole or a portion thereof from the tenant in the manner prescribed in regulation H9.

(b) Where the levy, rate or imposition for sewage and rubbish removal and any other sanitary services and for water, gas and electric current supply is included in any general or assessment rate, being a tax levied by a local authority, the tenant shall pay such proportion thereof as is determined by the landlord department.

(c) Where water, gas and electricity are supplied and sewage and rubbish removal or other sanitary services are rendered to two or more official quarters jointly and a single amount is charged or levied, either by means of a levy or rate or by a charge based on joint consumption or services rendered, or in any other manner, the tenant shall pay such proportion of the joint levy, rate or charge as is determined by the landlord department.

(d) Where the services mentioned in paragraph (f) of subregulation (4) are provided by the Government, the tenant shall be liable for and shall pay for such services, concurrently with payment of rent, such amount as is determined by the landlord department from time to time: Provided that the landlord department may levy a fixed monthly charge for the purpose of this paragraph.

(e) vir alle glas, behalwe as vervanging nodig is as gevolg van gewone slytasie, struktuurgebreke en *vis major*;

(f) vir alle sleutels deur hom ontvang;

(g) vir die bedryfskoste en die koste verbonde aan die onderhoud en herstel van alle beligtings- en pompuitsrusting wat vir sy gebruik geïnstalleer is (uitgesonderd herstelwerk wat as gevolg van gewone slytasie, meganiese gebreke of *vis major* gedoen moet word): Met dien verstande dat die verskaffingsdepartement sodanige onderhoud kan onderneem as dit na sy mening wenslik is dat dit departementeel onderneem word, en in dié geval moet 'n redelike maandelikse vordering wat deur die Departement van Gemeenskapsake bepaal word, op die huurder verhaal word;

(h) vir die vervanging van verbruikbare artikels;

(i) om 'n uitrustingsregister te hou in 'n vorm deur die Direkteur van Owerheidsake en Finansies goedgekeur, van alle vaste toebehore, toebehore, meubels, masjinerie en uitrusting wat vir die amptelike kwartiere verskaf is; en

(j) om enige defek, bouvalligheid of tekort asook die oorsaak daarvan, onmiddellik aan die departementshoof te rapporteer wat op sy beurt die rapport aan die verskaffingsdepartement moet deurstuur.

H14. (2) (a) Die huurder is aanspreeklik vir enige belasting of ander vordering oopgelê deur die Regering, 'n plaaslike owerheid of ander onderneming vir die verwijdering van rioolvuil en vuilgoed en enige ander sanitêre dienste en vir die verskaffing van water-, gas- en elektrisiteitstoever, ongeag of sodanige heffing die huurder, bewoner, huisbaas of eienaar oopgelê word en of daar van sodanige tovoer of diens gebruik gemaak is en hy moet die verskuldigde bedrae op die betrokke vervaldaatum betaal en indien nodig die verskaffingsdepartement van bewys van betaling daarvan voorsien: Met dien verstande dat die huurder nie vir die betaling van enige sodanige heffing, of gedeelte daarvan, wat nie vir die huurder 'n direkte diens of 'n onmiddellike en direkte voordeel inhoud nie, aanspreeklik is nie: Met dien verstande voorts dat die verskaffingsdepartement die reg het om sodanige heffings waaroor die huurder aanspreeklik is, regstreeks aan 'n plaaslike owerheid te betaal en om die geheel of 'n gedeelte daarvan op die huurder te verhaal op die wyse in regulasie H9 voorgeskryf.

(b) As die heffing, belasting of oplegging vir die verwijdering van rioolvuil en vuilgoed en enige ander sanitêre dienste en vir water-, gas- en elektrisiteitstoever by enige algemene of eiendomsbelasting wat deur 'n plaaslike owerheid gehef word, ingesluit is, betaal die huurder sodanige gedeelte daarvan as wat die verskaffingsdepartement bepaal.

(c) As die verskaffing van water, gas en elektrisiteit en die verwijdering van rioolvuil en vuilgoed of enige ander sanitêre verwijderingsdienste aan twee of meer amptelike kwartiere gesamentlik geskied en 'n enkelbedrag gehef of gevorder word, of by wyse van 'n heffing of belasting of by wyse van 'n vordering gebaseer op gesamentlike verbruik of dienste gelewer, of op enige ander wyse, betaal die huurder sodanige gedeelte van die gesamentlike heffing, belasting of vordering as wat die verskaffingsdepartement bepaal.

(d) As die dienste genoem in paragraaf (f) van subregulasie (4) deur die Regering verskaf word, is die huurder aanspreeklik vir en betaal hy vir sodanige dienste tesame met die betaling van huurgeld, sodanige bedrag as wat die verskaffingsdepartement van tyd tot tyd bepaal: Met dien verstande dat die verskaffingsdepartement 'n vaste maandelikse bedrag vir die doelendes van hierdie paragraaf kan vorder.

H14. (3) The tenant shall not—

(a) effect any additions or alterations to the official quarters or to equipment and installations;

(b) effect any material alterations to the layout of the grounds, except with the prior written consent of the landlord department and on such conditions as that department may stipulate: Provided that the tenant may, prior to the date of termination of his tenancy, remove any additions or improvements so effected and not taken over by the landlord department, on condition that such removal will not result in any damage to the official quarters;

(c) cut down or remove any trees, shrubs or plants of a perennial variety without the prior consent of the landlord department;

(d) utilise the official quarters in any way as a source of income or sub-let them except as provided for in the regulations of this Chapter; or

(e) effect any replacement or repairs to official quarters except replacement of glass and expendable items and such further items as the landlord department may approve.

H14. (4) The landlord department shall be responsible for—

(a) the maintenance, internally and externally, of all buildings, fixtures, fittings, furniture, plant, equipment and fences provided by it and for the rectification of defects and dilapidations, where such maintenance or rectification is necessitated by fair wear and tear, structural defects or *vis major*;

(b) the provision and maintenance, at its discretion, of water, gas, electricity and sewerage connections;

(c) the provision of rubbish bins for external use, where necessary;

(d) the provision and replacement of sanitary buckets, where necessary;

(e) the initial and basic layout of grounds which it deems necessary, including the erection of fences, the provision of gates, and the construction of terraces, paths and driveways, and may, at its discretion, reimburse the tenant a portion of the cost of water consumed in the initial layout of grounds; and

(f) determining what services are necessary for the communal benefit of the occupants, and the time and manner of rendering such services, where there are two or more official quarters in a building.

H14. (5) The Government is not responsible for any loss of or damage to a tenant's personal effects in the official quarters.

H14. (6) When official quarters are vacated, the outgoing tenant shall hand over to the incoming tenant or, in the absence of the incoming tenant, to a responsible officer or employee, or in the case of single quarters, to the equipment officer or head of office, the official quarters and the furniture provided by the landlord department and shall at the same time bring to notice in writing on a handing over certificate, in a form approved by the Director of Authority Affairs and Finance, any defects, dilapidations and deficiencies. The incoming tenant, equipment officer, head of office or responsible officer or employee, as the case may be, shall inspect the condition of the official quarters and all items reflected in the equipment register, complete the handing-over certificate, indicating thereon the conditions in which he received the official quarters, and hand one copy to the outgoing tenant. When the official quarters are taken

H14. (3) Die huurder mag nie—

(a) toevoegings of veranderings aan die amptelike kwartiere of uitrusting en installasies aanbring nie;

(b) enige noemenswaardige verandering aan die aanleg van die terrein aanbring nie, behalwe met die voorafgaande skriftelike toestemming van die verskaffingsdepartement en op sodanige voorwaardes as wat daardie departement stel: Met dien verstande dat die huurder, voor die verstryking van sy huurtermyn, enige toevoegings of verbeteringe wat aldus aangebring is en wat nie deur die verskaffingsdepartement oorgeneem is nie, kan verwijder mits sodanige verwijdering nie die beskadiging van die amptelike kwartiere tot gevolg sal hê nie;

(c) boeme, struiken of plante van 'n meerjarige soort sonder die toestemming van die verskaffingsdepartement afkap of verwijder nie;

(d) amptelike kwartiere op enige manier as 'n bron van inkomste gebruik of hulle onderverhuur nie, behalwe soos in die regulasies van hierdie Hoofstuk bepaal is; of

(e) enige vervangings of herstelwerk aan die amptelike kwartiere bewerkstellig nie, behalwe die vervanging van glas en verbruikbare artikels en sodanige ander artikels as wat die verskaffingsdepartement goedkeur.

H14. (4) Die verskaffingsdepartement is verantwoordelik—

(a) vir die onderhoud, binnens- en buitenshuis, van al die geboue, vaste toebehore, toebehore, meubels, masjinerie, uitrusting en omheinings wat hy verskaf het en vir die herstel en defekte en bouvallighede, as sodanige onderhoud of herstelwerk deur gewone slytasië, struktuurgebreke of *vis major* genoodsaak is;

(b) vir die aanbring en onderhoud, na sy goeddunke, van water-, gas-, elektrisiteits- en rioolaansluitings;

(c) vir die verskaffing, waar nodig, van vuilgoedblikke vir gebruik buitenshuis;

(d) vir die verskaffing en vervanging, waar nodig, van sanitêre emmers;

(e) vir die aanvanklike en basiese aanleg van die terrein wat hy nodig ag insluitende die oprigting van omheinings, die verskaffing van hekke en die maak van terrasse, loop- en rypaaie en kan, na goeddunke, aan die huurder 'n gedeelte van die koste van water wat in verband met die aanvanklike aanleg van die gronde gebruik word, terugbetaal; en

(f) om te bepaal watter dienste vir die gesamentlike voordeel van die bewoners nodig is as daar twee of meer amptelike kwartiere in 'n gebou is, en die tye en wyse waarop sodanige dienste verskaf moet word.

H14. (5) Die Regering is nie vir enige verlies van of skade aan 'n huurder se persoonlike besittings in die amptelike kwartiere aanspreeklik nie.

H14. (6) Wanneer amptelike kwartiere ontruim word, oorhandig die uitgaande huurder die amptelike kwartiere en die meubels wat deur die verskaffingsdepartement verskaf is, aan die inkomende huurder of, in sy afwesigheid, aan 'n verantwoordelike beampete of werknemer, of, in die geval van enkelkwartiere, aan die uitrustingsbeampete of kantoorhoof en terselfdertyd vermeld hy op 'n oorhandigingsertifikaat in 'n vorm deur die Departement van Gemeenskapsake goedgekeur, enige defekte, bouvallighede en tekorte. Die inkomende huurder, uitrustingsbeampete, kantoorhoof of verantwoordelike beampete of werknemer, na gelang van die geval, stel ondersoek in na die toestand van die amptelike kwartiere en al die items wat in die uitrustingregister verskyn, vul die oorhandigingsertifikaat in waarop die toestand waarin hy die amptelike kwartiere en meubels ontvang het, aangedui word en oorhandig een afskrif daarvan aan die uitgaande huurder. Wanneer die amptelike kwartiere

over by the incoming tenant in the absence of the outgoing tenant, the former shall, in the company of a responsible officer or employee, or in the case of single quarters, the equipment officer or head of office, inspect the official quarters and furniture and indicate in writing, on the handing-over certificate the condition in which he has received them. The incoming tenant shall be deemed to have received the official quarters and furniture in good order and condition unless he reports in writing within seven days of the date of commencement of the obligations imposed by the regulations of this Chapter any defects, dilapidations or deficiencies.

Settlement of disputes

H15. A dispute between a department and the Department of Community Affairs, arising from the application of the provisions of this Chapter, shall be referred to the Director of Authority Affairs and Finance for decision in consultation with the Commission.

Exceptional cases

H16. If circumstances arise which justify a departure from the provisions of this Chapter, the Director of Authority Affairs and Finance may authorise the occupation of official quarters on such terms and conditions as the Commission may recommend.

Delegation of authority

H17. With the exception of the powers provided for in regulations H15 and H16 the Director of Authority Affairs and Finance may subject to such conditions as it deems expedient, delegate to the Department of Community Affairs or landlord department such of its functions as are prescribed in this Chapter or in any relevant supplementary code.

CHAPTER J

GOVERNMENT SERVICE JOINT ADVISORY COUNCIL

Constitution of the Government Service Joint Advisory Council

J1. (1) The Government Service Joint Advisory Council, hereinafter referred to as the Council, established in terms of section 26 (1) of the Act, shall consist of the six staff members mentioned in subregulations (2) and (3) and the six official members mentioned in subregulation (4).

J1. (2) The staff associations which are recognised by the Commission in accordance with the rules prescribed in terms of regulation J6 and which represent the undermentioned officers, may nominate five staffmembers as follows to represent officers in the divisions concerned:

(a) One staff member for officers in the administrative division.

(b) One staff member for officers in the clerical division.

(c) One staff member for officers in the professional division.

(d) One staff member for officers in the technical division.

(e) One staff member for officers in the general A and general B divisions combined.

J1. (3) In addition to the five staff members mentioned in subregulation (2), the staff associations which are recognised by the Commission in accordance with the rules prescribed in terms of regulation J6, and which represent the officers mentioned in subregulation (2), may nominate one female staff member who shall represent the female officers of the Government Service.

deur die inkomende huurder in die afwesigheid van die uitgaande huurder oorgeneem word, stel hy, in die teenwoordigheid van 'n verantwoordelike beampete of werknemer of, in die geval van enkelkwartiere, van die uitrustingsbeampete of kantoorhoof, ondersoek in na die toestand van die amptelike kwartiere en meubels en toon die toestand waarin hy hulle ontvang het skriftelik op die oorhandigingsertifikaat aan. Die inkomende huurder word geag die amptelike kwartiere en meubels in goeie toestand te ontvang het, tensy hy enige defekte, bouvallighede en tekorte skriftelik aanmeld binne sewe dae vanaf die datum waarop die verpligtings wat hom deur die regulasies van hierdie Hoofstuk opgelê word, 'n aanvrag neem.

Beslegting van geskille

H15. 'n Geskil wat tussen 'n departement en die Departement van Gemeenskapsake ontstaan as gevolg van die toepassing van die bepalings van hierdie Hoofstuk, word na die Direkteur van Owerheidsake en Finansies verwys wat, in oorleg met die Kommissie, 'n beslissing daaromtrent gee.

Buitengewone gevalle

H16. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie Hoofstuk regverdig, kan die Direkteur van Owerheidsake en Finansies die bewoning van amptelike kwartiere goedkeur op sodanige bedinge en voorwaardes as wat die Kommissie aanbeveel.

Delegasie van bevoegdhede

H17. Met uitsondering van die bevoegdhede ingevolge regulasies H15 en H16 kan die Direkteur van Owerheidsake en Finansies onderworpe aan sodanige voorwaardes as wat hy goeddink, aan die Departement van Gemeenskapsake of 'n verskaffingsdepartement sodanige van sy funksies deleer as wat in hierdie Hoofstuk of in enige toepaslike aanvullende kode voorgeskryf word.

HOOFSTUK J

GESAMENTLIKE ADVISERENDE RAAD VAN DIE REGERINGSDIENS

Samestelling van die Gesamentlike Adviserende Raad van die Regeringsdiens

J1. (1) Die Gesamentlike Adviserende Raad van die Regeringsdiens, hieronder die Raad genoem, wat kragtens artikel 25 (1) van die Wet ingestel, bestaan uit die ses personeellede in subregulasies (2) en (3) bedoel en die ses amptelike lede in subregulasie (4) bedoel.

J1. (2) Die personeelverenigings wat deur die Kommissie erken word ooreenkomsdig die reëls kragtens regulasie J6 voorgeskryf, en wat ondergenoemde beamptes verteenwoordig, kan vyf personeellede soos volg benoem om beamptes in die betrokke afdelings te verteenwoordig:

(a) Een personeellid vir beamptes in die administratiewe afdeling.

(b) Een personeellid vir beamptes in die klerklike afdeling.

(c) Een personeellid vir beamptes in die vakkundige afdeling.

(d) Een personeellid vir beamptes in die tegniese afdeling.

(e) Een personeellid vir beamptes in die algemene A-en die algemene B-afdeling gesamentlik.

J1. (3) Bo en behalwe die vyf personeellede in subregulasie (2) bedoel, kan die personeelverenigings wat deur die Kommissie erken word ooreenkomsdig die reëls kragtens regulasie J6 voorgeskryf en wat die beamptes in subregulasie (2) bedoel verteenwoordig een vrouepersoneellid benoem wat die vrouebeamptes van die Regeringsdiens, uitgesonderd vrouebeamptes in die poswese en die dienste, verteenwoordig. Indien die personeelverenigings wat verantwoordelik is vir die benoeming van die

If the staff associations responsible for the nomination of this member fail to reach unanimity in regard to such nomination, they shall submit separate nominations to the Commission who shall appoint a member from the list of nominations submitted.

J1. (4) Six official members shall be nominated by the Commission.

J1. (5) Except as is provided in regulation J2 (4) and (6), members shall hold office for a period of two years with effect from 1 October of the year in which they have been elected or nominated.

J1. (6) No provision of this Chapter shall preclude the re-election or the renomination of a member whose term of office has expired by the effluxion of time.

Nomination or election of members

J2. (1) (a) Nominations for the filling of vacancies occurring on the Council upon the expiry of the terms of office of members in accordance with the provisions of regulation J1 (5) shall, in the case of the staff members mentioned in regulation J1 (2) and (3) be submitted to the Commission by the respective staff associations, and in the case of the official members mentioned in regulation J1 (4) be made by the Commission on or before 1 August of the year in which the vacancies occur.

J2. (2) When a staff member nominated by a staff association or staff associations or an official member nominated by the Commission is unable to attend a meeting of the Council, an accredited deputy may be appointed *pro hac vice* by the staff association or staff associations or by the Commission, as the case may be.

J2. (3) (a) If a division referred to in regulation J1 (2) is not represented by a staff association or if a staff association fails to nominate a member for the division which it represents, the Commission shall arrange for the election of a member and an alternate by ballot by the officers of such division.

(b) If a member is not nominated by at least one staff association to represent the female officers referred to in regulation J1 (3), the Commission shall arrange for the election of a member and an alternate by ballot by the said female officers.

J2. (4) (a) If the Commission withdraws its official recognition of a staff association—

(i) the member nominated in accordance with the provisions of regulation J1 (2) by the staff association concerned shall no longer be entitled to a seat on the Council. In such event the Commission may arrange for the election by ballot by the officers of the division which was represented by the staff association concerned, of a member and an alternate, or, if some other staff association is recognised as representing the division, the Commission may request the latter staff association to nominate a member to fill the vacancy;

(ii) and the staff association concerned is the only one which nominated a member in accordance with the provisions of regulation J1 (3), the member concerned shall no longer be entitled to a seat on the Council. In such event the Commission may arrange for the election of a member and an alternate by ballot by the officers who were represented by such member.

(b) A member elected or nominated in accordance with the provisions of paragraph (a) shall hold office for the unexpired portion of the period of office of the person in whose stead he has been elected or nominated.

J2. (5) If a member elected by ballot is unable to attend a meeting of the Council owing to unavoidable circumstances, the duly elected alternate shall be entitled to attend the meeting.

lid, nie eenstemmigheid betreffende sodanige benoeming kan bereik nie, moet hulle afsonderlik nominasies voorle aan die Kommissie wat 'n lid uit die lys van die voorle gelegde nominasies aanstel.

J1. (4) Ses amptelike lede deur die Kommissie benoem.

J1. (5) Behoudens die bepalings van regulasie J2 (4) en (6), beklee lede hul amp vir 'n tydperk van twee jaar met ingang van 1 Oktober van die jaar waarin hulle verkies of benoem is.

J1. (6) Geen bepaling van hierdie Hoofstuk belet die herkiesing of die herbenoeming van 'n lid wie se amptstermy deur tydsverloop verstryk het nie.

Nominasie of verkiesing van lede

J2. (1) (a) Nominasies vir die vulling van vakature wat by verstryking van die ampstermy van lede ooreenkomsdig die bepalings van regulasie J1 (5) in die Raad ontstaan, moet, in die geval van die personeellede in regulasie J1 (2) en (3) bedoel, deur die onderskeie personeelverenigings aan die Kommissie voorgelê en in die geval van die amptelike lede in regulasie J1 (4) bedoel deur die Kommissie gedoen word op of voor 1 Augustus van die jaar waarin die vakature ontstaan.

J2. (2) Wanneer 'n personeellid wat deur 'n personeelvereniging of personeelverenigings benoem is of 'n amptelike lid wat deur die Kommissie benoem is, nie in staat is om 'n vergadering van die Raad by te woon nie kan 'n gevoldmagtigde plaasvervanger *pro hac vice* deur die personeelvereniging of personeelverenigings of die Kommissie, na gelang van die geval, aangeset word.

J2. (3) (a) As 'n afdeling wat in regulasie J1 (2) genoem word, nie deur 'n personeelvereniging verteenwoordig word nie of as 'n personeelvereniging in gebreke bly om 'n lid vir die afdeling wat hy verteenwoordig te benoem, moet die Kommissie reëls dat 'n lid en 'n plaasvervanger deur die beampies van sodanige afdeling by wyse van stemming per stembrief verkies word.

(b) As 'n lid nie deur ten minste een personeelvereniging benoem word om die vrouebeampies in regulasie J1 (3) bedoel te verteenwoordig nie, moet die Kommissie reëls dat 'n lid en 'n plaasvervanger deur genoemde vrouebeampies by wyse van stemming per stembrief verkies word.

J2. (4) (a) As die Kommissie sy amptelike erkenning van 'n personeelvereniging intrek—

(i) is 'n lid wat ooreenkomsdig die bepalings van regulasie J1 (2) deur die betrokke personeelvereniging benoem is, nie meer geregtig om sitting op die Raad te hê nie. In so 'n geval kan die Kommissie reëls dat 'n lid en 'n plaasvervanger deur die afdeling wat deur die betrokke personeelvereniging verteenwoordig was, by wyse van stemming per stembrief verkies word, of, as 'n ander personeelvereniging as verteenwoordiger van die afdeling erken word, kan die Kommissie laasgenoemde personeelvereniging versoek om 'n lid te benoem om die vakature te vul;

(ii) en die betrokke personeelvereniging die enigste is wat 'n lid ooreenkomsdig die bepalings van regulasie J1 (3) benoem het, is die betrokke lid nie meer geregtig om sitting op die Raad te hê nie. In so 'n geval kan die Kommissie reëls dat 'n lid en 'n plaasvervanger deur die beampies wat deur die betrokke lid verteenwoordig was by wyse van stemming per stembrief verkies word.

(b) 'n Lid wat ooreenkomsdig die bepalings van paraagraaf (a) verkies of benoem word, beklee sy amp vir die onverstreke gedeelte van die ampstermy van die persoon in wie se plek hy verkies of benoem is.

J2. (5) As 'n lid wat by wyse van stemming per stembrief verkies is, weens onvermydelike omstandighede nie in staat is om 'n vergadering van die Raad by te woon nie, is die behoorlike verkose plaasvervanger geregtig om die vergadering by te woon.

J2. (6) (a) A member, or an alternate for a member, shall vacate his office if he—

(i) gives notice, in writing, to the Chairman of the Council of his desire to resign his office and his resignation is accepted by the Commission;

(ii) is an official member and is promoted to a post of head of department or if the Commission is of the opinion that his continued membership is not in the interest of the Government Service and the Commission notifies the Chairman of the Council and the member concerned accordingly; or

(iii) ceases to be an officer of the Government Service.

(b) A vacancy caused by the death or by the vacation of office in terms of paragraph (a) of a member nominated in terms of subregulation (1) or (4), shall be filled by the appointment of some other officer for the unexpired portion of the period for which the member whose office has become vacant, had been appointed. Such appointment shall be made by—

(i) the staff association concerned if the vacancy was caused by the death or the vacation of office of a staff member nominated by a staff association; or

(ii) the Commission if the vacancy was caused by the death or the vacation of office of an official member nominated by the Commission.

(c) a vacancy caused by the death or by the vacation of office in terms of paragraph (a) of a member elected by ballot in terms of subregulation (3) or (4) or appointed in terms of this paragraph, shall be filled by the appointment by the Commission of the alternate for such member for the unexpired portion of the period for which the member whose office has become vacant had been elected or appointed.

(d) When a vacancy is caused—

(i) by the death or by the vacation of office in terms of paragraph (a) of an alternate elected by ballot; or

(ii) by the appointment of an alternate as a member in terms of paragraph (c);

the Commission may either arrange for the election by ballot by the officers of the division or group concerned of some other member as an alternate, or it may request the staff association or staff associations representing the division or group concerned to nominate some other officer to fill the vacancy, as the case may be.

Purpose of the Council

J3. When the Council advises the Commission its purpose shall be—

(a) to secure the greatest measure of co-operation between the Government in its capacity as employer and the officers and employees in the Government Service;

(b) to promote the efficiency of the Government Service;

(c) to promote the well-being of the officers and employees; and

(d) to afford the Commission the benefit of the experience and views of the various divisions in regard to conditions of service.

Functions and duties of the Council

J4. (1) In addition to the functions and duties mentioned in section 25 (2) (a) and (b) of the Act, the Council shall advise the Commission on—

(a) the manner in which the ideas and experience of the staff can best be utilised;

J2. (6) (a) 'n Lid, of plaasvervanger van 'n lid, ontruim sy amp as hy—

(i) die Voorsitter van die Raad skriftelik in kennis stel dat hy sy amp wil ontruim en sy bedanking deur die Kommissie aanvaar word;

(ii) 'n amptelike lid is en tot 'n pos van departementshoof bevorder word of indien die Kommissie meen dat sy voortgesette lidmaatskap nie in belang van die Staatsdiens is nie en die Kommissie die Voorsitter van die Raad en die betrokke lid aldus in kennis stel; of

(iii) nie meer 'n beampie van die Staatsdiens is nie.

(b) 'n Vakature wat ontstaan deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n lid wat ingevolge subregulasie (1) of (4) benoem was, moet gevul word deur die aanstelling van 'n ander beampie vir die onverstreke gedeelte van die tydperk waarvoor die lid wie se amp vakant geword het, aangestel was. Sodanige aanstelling word gedoen deur—

(i) die betrokke personeelvereniging, as die vakature ontstaan het deur die dood of die ontruiming van sy amp van 'n personeellid wat deur 'n personeelvereniging benoem is; of

(i) die Kommissie, as die vakature ontstaan het deur die dood of ontruiming an sy amp van 'n amptelike lid wat deur die Kommissie benoem is.

(c) 'n Vakture wat ontstaan deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n lid wat by wyse van stemming ingevolge subregulasie (3) of (4) verkies of kragtens hierdie paragraaf aangestel is, moet gevul word deur die aanstelling deur die Kommissie van die plaasvervanger vir sodanige lid vir die onverstreke gedeelte van die praktyk waarvoor die lid wie se amp vakant geword het, verkies of aangestel was.

(d) Wanneer 'n vakture ontstaan—

(i) deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n plaasvervanger wat by wyse van stemming per stembrief verkies is; of

(ii) deur die aanstelling van 'n plaasvervanger as lid ingevolge paragraaf (c);

kan die Kommissie, na gelang van die geval, of reël dat 'n ander beampie as plaasvervanger verkies word by wyse van stemming per stembrief deur die beampies van die betrokke afdeling of groep, of die personeelvereniging of personeelverenigings wat die betrokke afdeling of groep verteenwoordig, versoek om 'n ander beampie te benoem om die vakture te vul.

Doel van die Raad

J3. Wanneer die Raad die Kommissie adviseer, moet dit sy doel wees om—

(a) die grootste mate van samewerking tussen die Regering as werkgewer en die beampies en werknemers in die Staatsdiens te bewerkstellig;

(b) die doeltreffendheid van die Staatsdiens te bevorder;

(c) die welsyn van die beampies en werknemers te bevorder; en

(d) die Kommissie in staat te stel om te kan put uit die ondervinding en sienswyse van die verskillende afdelings in verband met diensvoorraarde.

Werksaamhede en pligte van die Raad

J4. (1) Benewens die werksaamhede en pligte in artikel 26 (2) (a) en (b) van die Wet bedoel, moet die Raad die Kommissie adviseer oor—

(a) hoe die idees en ondervinding van die personeel die beste benut kan word;

(b) the training of officers and employees; and
 (c) any other matter referred to the Council by the Commission.

J4. (2) The Council shall not consider the case of an individual officer or employee.

Resolutions of the Council

J5. (1) If requested by the Council, the Commission shall transmit any resolution which has been taken by the Council and which has not been accepted by the Commission, to the Councillor who shall forward it, as soon as possible, to the Executive Council.

J5. (2) In its annual report to the Legislative Assembly the Commission shall indicate—

- (a) the Council's resolutions which have been accepted; and
- (b) the Council's resolutions which have been rejected.

The Commission may prescribe rules

J6. After consultation with the Council, the Commission may prescribe rules, not inconsistent with the regulations of this Chapter, in respect of—

- (a) the recognition of staff associations;
- (b) the conduct of ballots under regulation J2;
- (c) the conduct of the business of the Council; and
- (d) anything connected with the regulations of this chapter and in connection with which the Commission deems it advisable that rules should be made.

RULES PRESCRIBED BY THE COMMISSION IN TERMS OF THE PROVISIONS OF PUBLIC SERVICE REGULATION J6

A. RULES FOR THE RECOGNITION OF STAFF ASSOCIATIONS

1. Subject to the provisions of these rules, the Commission shall afford official recognition to staff associations representing officers as defined in section 1 of the kwaZulu Public Service Act, 1975 (Act 7 of 1975).

2. A head of a department or an officer who is a member of the staff of the Commission shall not be a member of a staff association.

3.1 A staff association shall not be recognised or continue to be recognised unless 50 per cent of the officers who, on the date on which the association applies for recognition and thereafter on 30 June of every year, occupy posts in the division represented by the association are subscribing members of that association.

3.2 A subscribing member is a member who is not more than six months in arrear with his subscription.

3.3 The Commission shall have the right to have the records of a staff association examined at any time in order to determine whether the conditions imposed by these rules are being observed.

4. When a staff association has been formed and recognised by the Commission, an officer of the division which is represented by the staff association concerned, shall be eligible for membership of that staff association only.

5. A staff association shall, together with its application for recognition, submit a copy of its constitution for the Commission's information and, if the Commission so desires, also a list in alphabetical order of all its members.

6. All communications to the Commission by a staff association shall be signed by or on behalf of the secretary of the staff association concerned and copies of all communications by a staff association to the Commission or the Government Service Joint Advisory Council relating to a particular department shall be forwarded to the head of the department concerned by the secretary of the staff association.

(b) die opleiding van beampies en werknemers; en
 (c) enige ander aangeleentheid wat die Kommissie na die Raad verwys.

J4. (2) Die Raad mag nie die geval van 'n individuele beampte of werknemer oorweeg nie.

Besluite van die Raad

J5. (1) Indien die Raad dit versoek, moet die Kommissie enige besluit wat deur die Raad geneem is en wat nie deur die Kommissie aanvaar is nie, aan die Raadslid deurstuur wat dit so gou doenlik aan die Uitvoerende Raad moet stuur.

J5. (2) In sy jaarverslag aan die Parlement moet die Kommissie aantoon—

- (a) die Raad se besluite wat aangeneem is; en
- (b) die Raad se besluite wat verwerp is.

Die Kommissie kan reëls voorskryf

J6. Na raadpleging met die Raad kan die Kommissie reëls wat nie met die regulasies van hierdie Hoofstuk strydig is nie, voorskryf ten opsigte van—

- (a) die erkenning van personeelverenigings;
- (b) die hou van stemmings ingevolge regulasie J2;
- (c) die behartiging van die sake van die Raad; en
- (d) enigiets wat met die regulasies van hierdie hoofstuk verband hou en waaromtrent die Kommissie dit raadsaam ag dat reëls gemaak moet word.

REËLS VOORGESKRYF DEUR DIE KOMMISSIE KRAGTENS DIE BEPALINGS VAN REGERINGS-DIENSREGULASIE J6

A. REËLS VIR DIE ERKENNING VAN PERSONEELVERENIGINGS

1. Behoudens die bepalings van hierdie reëls, verleen die Kommissie ampelike erkenning aan personeelverenigings wat beampies, soos omskryf in artikel 1 van die kwaZulu Regeringsdienswet, 1975 (Wet 7 van 1975), verteenwoordig.

2. 'n Departementshoof of 'n beampte wat lid is van die personeel van die Kommissie mag nie lid van 'n personeelvereniging wees nie.

3.1 'n Personeelvereniging mag nie erken word of erken bly nie tensy 50 persent van die beampies wat op die datum waarop die vereniging aansoek om erkenning doen en daarna op 30 Junie van elke jaar, poste beklee in die afdeling wat die vereniging verteenwoordig, subskripsie-betalende lede van die personeelvereniging is.

3.2 'n Subskripsie-betalende lid is 'n lid wat nie meer as ses maande met die betaling van sy ledegeld agterstallig is nie.

3.3 Die Kommissie het die reg om te eniger tyd die rekords van 'n personeelvereniging te laat ondersoek ten einde te bepaal of die voorwaardes wat deur hierdie reëls voorgeskryf word, nagekom word.

4. Wanneer 'n personeelvereniging gestig en deur die Kommissie erken is, is 'n beampte van die afdeling wat deur die betrokke personeelvereniging verteenwoordig word, bevoeg vir lidmaatskap van slegs daardie personeelvereniging.

5. 'n Personeelvereniging moet, tesame met sy aansoek om erkenning, 'n afskrif van sy konstitusie vir die inligting van die Kommissie indien en, as die Kommissie dit verlang, ook 'n lys van al sy lede in alfabetiese volgorde.

6. Alle mededelings aan die Kommissie deur 'n personeelvereniging moet deur of namens die sekretaris van die betrokke personeelvereniging onderteken word en afskrifte van alle mededelings deur 'n personeelvereniging aan die Kommissie of aan die Gesamentlike Adviserende Raad van die Regeringsdiens wat op 'n besondere departement betrekking het, moet aan die hoof van die betrokke departement deur die sekretaris van die personeelvereniging gestuur word.

7. A staff association shall not affiliate or be connected with any association of employees outside the Government Service or any trade organisation without the special sanction of the Commission having first been obtained, which sanction may be given conditionally and be withdrawn at any time: Provided that this rule shall not be construed as prohibiting connection, for consultation purposes only, with associations of Government employees outside the Government Service.

8. If a staff association fails to observe any of the provisions of these rules or ceases to comply therewith, the Commission may withdraw the official recognition afforded by it to such staff association.

B. RULES FOR THE CONDUCT OF BALLOTS FOR THE ELECTION OF MEMBERS OF THE GOVERNMENT SERVICE JOINT ADVISORY COUNCIL

1. If a division mentioned in regulation J1 (2) is not represented by a staff association or a staff association fails to nominate a member for a division which it represents, the Commission shall, as soon as convenient after 1 August of each year, request the officers of the division concerned to nominate an officer to represent the particular division in the Council.

2.1 Nominations shall be submitted in the form set out in Schedule 1 to these rules.

2.2 Each nomination form shall, subject to the provisions of rule 12, be signed by at least 20 officers of the division concerned in the presence of the respective departmental supervising officers of the offices in which the signatories serve.

2.3 The nominated officer shall indicate on the nomination form his willingness to accept the nomination and, if he is elected, to serve on the Council.

2.4 Nomination forms shall be forwarded by registered post to the Secretary: Government Service Commission, Ulundi, or such other person as the Commission may indicate to receive the forms, within a period specified by the Commission: Provided that the period shall not be less than 21 days reckoned from the date of publication of the notice referred to in rule 1.

2.5 The Commission may, at its discretion, and if good reasons are given before the expiry of the specified period, grant such extension of the period as it may consider reasonable.

3. If only one candidate is nominated to represent a division or if only one candidate is nominated as the alternate member for a division, such candidate shall be declared by the Commission to be the duly elected member or the alternate member, as the case may be.

4. If more than one candidate is nominated, either as a member or as an alternate member for a division, the Commission shall arrange immediately for a member or an alternate member, as the case may be, to be elected by ballot by the offices of the division concerned.

5. Subject to the provisions of rule 12, every officer in a division in respect of which an election is held, shall be entitled to record one vote for the representative and also one vote for the alternate.

6. The Commission shall arrange for each officer who is entitled to vote to be supplied with a printed ballot paper in the form set out in Schedule 2 to these rules.

7. An officer shall record his vote in accordance with the instructions printed on the ballot paper and set out in Schedule 3 to these rules.

7. 'n Personeelvereniging mag nie affilieer by of hom verbind met 'n vereniging van werknemers buite die Regeringsdiens of 'n vakorganisasie alvorens die spesiale goedkeuring van die Kommissie verkry is nie, welke goedkeuring voorwaardelik gegee en te eniger tyd ingetrek kan word: Met dien verstande dat hierdie reël nie vertolk moet word as sou dit verbindings slegs vir raadplegingsdoeleindes met verenigings van Regeringswerknemers buite die Regeringsdiens belet nie.

8. Indien 'n personeelvereniging enigeen van die bepalings van hierdie reëls nie nakom nie of ophou om daar-aan te voldoen, kan die Kommissie die amptelike erkenning wat hy aan sodanige personeelvereniging verleen het, intrek.

B. REËLS VIR DIE HOU VAN STEMMINGS VIR DIE VERKIESING VAN LEDE VAN DIE GESAMENTLIKE ADVISERENDE RAAD VAN DIE REGERINGSDIENS

1. Indien 'n afdeling in regulasie J1 (2) bedoel nie deur 'n personeelvereniging verteenwoordig word nie of 'n personeelvereniging in gebreke bly om 'n lid vir 'n afdeling wat hy verteenwoordig, te benoem, moet die Kommissie so gou doenlik na 1 Augustus van elke jaar, die beampies van die betrokke afdeling versoek om 'n beampte te benoem om die bepaalde afdeling in die Raad te verteenwoordig.

2.1 Nominasies moet in die vorm wat in Bylae 1 van hierdie reëls uiteengesit is, ingedien word.

2.2 Elke nominasievorm moet, behoudens die bepalings van reël 12, onderteken word deur minstens 20 beampies van die betrokke afdeling in die teenwoordigheid van die departementele toesighoudende beampte van die kantore waarin die ondertekenaars dien.

2.3 Die genomineerde beampte moet sy bereidwilligheid om die nominasie te aanvaar en, indien hy verkies word, in die Raad te dien, op die nominasievorm aandui.

2.4 Nominasievorms moet per geregistreerde pos gerig word aan die Sekretaris: Regeringsdienskommissie, Ulundi, of 'n ander persoon wat die Kommissie aanwys om die vorms te ontvang, binne 'n tydperk deur die Kommissie bepaal: Met dien verstande dat die tydperk nie korter as 21 dae gereken vanaf die datum van publikasie van die kennisgewing wat in reël 1 genoem word, moet wees nie.

2.5 Die Kommissie kan na goeddunke en indien gegronde redes voor die verstryking van die bepaalde tydperk verstrek word, die tydperk sodanig verleng as wat hy redelik beskou.

3. Indien daar slegs een kandidaat benoem word om 'n afdeling te verteenwoordig of indien daar slegs een kandidaat as die plaasvervangende lid van 'n afdeling benoem word, word sodanige kandidaat deur die Kommissie as die behoorlik verkose lid of die plaasvervangende lid, na gelang van die geval, verklaar.

4. Indien meer as een kandidaat benoem word, hetsy as lid of as plaasvervangende lid vir 'n afdeling, moet die Kommissie onmiddellik reëlings tref dat 'n lid of plaasvervangende lid, na gelang van die geval, by wyse van stemming per stembrief deur die beampte van die betrokke afdeling verkies word.

5. Behoudens die bepalings van reël 12 is elke beampte in 'n afdeling ten opsigte waarvan 'n stemming gehou word, geregtig om een stem vir die verteenwoordiger en ook een stem vir die plaasvervanger uit te bring.

6. Die Kommissie moet reëlings tref dat aan elke stemgeregtige beampte 'n gedrukte stembrief in die vorm wat in Bylae 2 van hierdie reëls uiteengesit is, verskaf word.

7. 'n Beampte moet sy stem uitbring ooreenkomsdig die voorskrifte wat op die stembrief gedruk is en wat in Bylae 3 van hierdie reëls uiteengesit is.

8. After an officer has recorded his vote his ballot paper shall be forwarded under sealed cover to the Secretary, Public Service Commission, Ulundi, to reach the latter or some other person or address indicated by the Commission, before a date specified by the Commission: Provided that the specified date shall not be earlier than 21 days after the date on which the ballot papers in connection with the election were issued or distributed.

9.1 The candidate obtaining the highest number of votes shall be declared by the Commission as the duly elected representative or the duly elected alternate member, as the case may be, of the division concerned.

9.2 If two or more candidates obtain the same number of votes and the result of the election is affected thereby, the Chairman of the Commission shall decide by lot which candidate shall be declared the elected representative or the alternate member, as the case may be.

10. If a candidate who has been nominated as the representative of a division as well as the alternate member obtains a majority of votes in each ballot, he shall be declared by the Commission as the elected representative of the division, and the candidate who obtained the second highest number of votes in the ballot for the alternate member shall be declared by the Commission as the elected alternate member.

11. A nomination or election shall not be invalid if—

(a) the notice referred to in rule 1 had not been brought to the attention of an officer who is entitled to vote;

(b) a ballot paper referred to in rule 6 had accidentally not been sent to an officer who is entitled to vote; or

(c) an officer who is entitled to vote had not received a ballot paper.

12. An officer who entered a division after 1 August of the year in which an election of a member or an alternate member to represent that division is held, shall not be entitled to sign a nomination form or to record a vote in connection with the election concerned.

13. These rules shall apply *mutatis mutandis* to an election held in the circumstances referred to in regulation J2 (3) (b), (4) and (6) (d).

C. RULES FOR THE CONDUCT OF THE BUSINESS OF THE GOVERNMENT SERVICE JOINT ADVISORY COUNCIL

1.1 At the commencement of—

(a) each ordinary meeting; or

(b) a special meeting immediately prior to which the Chairman's functions are performed in terms of the proviso to this rule;

the members of the Council shall elect a chairman and a vice-chairman from among the official members and the staff members, respectively, to hold office until the commencement of the next ordinary meeting: Provided that if—

(i) the Chairman relinquishes his membership of the Council, the Vice-chairman shall act as Chairman; or

(ii) the Chairman and Vice-chairman both relinquish their membership of the Council the Commission shall nominate one of the members to act as Chairman;

until the commencement of the next meeting of the Council.

1.2 The Commission shall designate an officer on its establishment to undertake the duties of Secretary to the Council.

8. Nadat 'n beampete gestem het, moet sy stembrief in 'n verseëerde omslag aan die Sekretaris, Regeringsdiens-kommissie, Ulundi, gestuur word sodat dit laasgenoemde of 'n ander persoon of adres wat die Kommissie mag aanwys, bereik voor 'n datum deur die Kommissie vas-gestel: Met dien verstande dat die vasgestelde datum nie vroeër mag wees as 21 dae na die datum waarop die stembriewe in verband met die verkiesing uitgereik of versprei is nie.

9.1 Die kandidaat wat die meeste stemme verkry het, word deur die Kommissie as die behoorlik verkose ver-teenwoordiger of die behoorlik verkose plaasvervangde lid, na gelang van die geval, van die betrokke afdeling verklaar.

9.2 Indien twee of meer kandidate ewevelle stemme verkry het en die uitslag van die verkiesing daardeur beïnvloed word, moet die Voorsitter van die Kommissie by wyse van loting beslis watter kandidaat as die verkose ver-teenwoordiger of plaasvervangde lid, na gelang van die geval, verklaar moet word.

10. Indien 'n kandidaat wat as ver-teenwoordiger sowel as plaasvervangde lid van 'n afdeling benoem is, in elke stemming per stembrief 'n meerderheid van stemme ver-kry, word hy deur die Kommissie as die verkose ver-teenwoordiger van die afdeling verklaar, en die kandidaat wat die tweede meeste stemme in die stemming vir die plaasvervangde lid verwerf het, word deur die Kommissie as die verkose plaasvervangde lid verklaar.

11. 'n Nominasie of verkiesing is nie ongeldig nie as—

(a) die kennisgewing wat in reël 1 genoem word, nie onder 'n stemgeregtigde beampete se aandag gebring is nie;

(b) 'n stembrief wat in reël 6 genoem word, per abuis nie aan 'n stemgeregtigde beampete gestuur is nie; of

(c) 'n stemgeregtigde beampete nie 'n stembrief ont-vang het nie.

12. 'n Beampete wat tot 'n afdeling toegetree het na 1 Augustus van die jaar waarin 'n verkiesing van 'n lid of 'n plaasvervangende lid om daardie afdeling te ver-teenwoordig, gehou word, is nie geregtig om in verband met die betrokke verkiesing 'n nominasievorm te teken of te stem nie.

13. Hierdie reëls is *mutatis mutandis* van toepassing op 'n verkiesing wat gehou word onder die omstandighede in regulasie J2 (3) (b), (4) en (6) (d) genoem.

C. REËLS VIR DIE BEHARTIGING- VAN DIE SAKE VAN DIE GESAMENTLIKE ADVISERENDE RAAD VAN DIE REGERINGSIDIENS

1.1 Aan die begin van—

(a) elke gewone vergadering; of

(b) 'n buitengewone vergadering onmiddellik voor die aanvang waarvan die funksies van die Voorsitter uitgeoefen word kragtens die voorbehoudsbepaling van hierdie reël;

kies die lede van die Raad 'n voorsitter en 'n vise-voorsitter uit onderskeidelik die amptelike lede en die personeellede, wat dié ampte tot aan die begin van die volgende gewone vergadering beklee: Met dien verstande dat indien—

(i) die Voorsitter sy lidmaatskap van die Raad neerlê, die Vise-voorsitter as Voorsitter optree; of

(ii) die Voorsitter en die Vise-voorsitter albei hul lidmaatskap van die Raad neerlê, die Kommissie een van die lede benoem om as Voorsitter op te tree;

tot aan die begin van die volgende vergadering van die Raad.

1.2 Die Kommissie moet 'n beampete van sy personeel aanwys om die pligte van sekretaris van die Raad te onderneem.

2.1 Ordinary meetings of the Council shall be held at least once in each year ending on 31 December at such places and times as the Commission may determine.

2.2 A special meeting of the Council—

(a) shall be called at the request of the Commission; or

(b) shall, with the approval of the Commission, be called at the written request of a recognised staff association, such request to be addressed to the Secretary to the Commission; or

(c) may, with the concurrence of the Commission be called by the Chairman of the Council on his own initiative.

3.1 The Chairman shall, at least 28 days before a meeting, forward an agenda to all members of the Council and to the Commission: Provided that in the case of a special meeting the agenda shall be forwarded not less than seven days before the commencement of the meeting.

3.2 Business which does not appear on the agenda may be dealt with only with the permission of the Council: Provided that the Commission may, at its discretion, notwithstanding the provisions of paragraph 1, request the Council to consider business of urgency and importance.

3.3 At a special meeting called in accordance with rule C2.2, no business other than that for which the meeting was called, shall be considered.

4.1 Each member of the Council, including the Chairman, shall have one vote. In addition, the Chairman shall have a casting vote.

4.2 Decisions on motions before the Council shall be taken by a majority of votes of the members present.

5. For the conduct of its business the Council shall draw up such standing orders, not inconsistent with these rules as it may deem necessary. Such standing orders shall be subject to the approval of the Commission.

6. The Council shall maintain a record of the proceedings of each meeting. Copies of such record, signed by the Chairman and Vice-chairman, shall be transmitted to the Commission as soon as practicable after each meeting.

7. Only statements issued under the authority of the Council shall be published, and such statements shall be as informative as possible.

8. When attending a meeting of the Council the members and the Secretary shall be regarded as being on official duty and, if resident elsewhere than at the centre where the meeting is held, they shall be furnished with rail warrants for return train tickets and be paid subsistence allowance at the rates applicable to them in terms of Chapter D of the Government Service Regulations.

SCHEDULE I

GOVERNMENT SERVICE JOINT ADVISORY COUNCIL NOMINATION FORM

For the election of an officer—

*(a) to represent the.....;

*(b) as alternate member for the.....;

on the Government Service Joint Advisory Council for the period ending 30 September 19.....

Full name of candidate.....

Rank.....

Address.....

Department.....

Signatures of 20 officers of the division or group supporting the nomination:

2.1 Gewone vergaderings van die Raad moet minstens een maal in elke jaar wat op 31 Desember eindig, gehou word, op dié plekke en tye wat die Kommissie bepaal.

2.2 'n Buitengewone vergadering van die Raad—

(a) moet op versoek van die Kommissie belê word; of

(b) moet, met die goedkeuring van die Kommissie, belê word op die skriftelike versoek van 'n erkende personeelvereniging en sodanige versoek moet aan die Sekretaris van die Kommissie gerig word; of

(c) kan, met die toestemming van die Kommissie, deur die Voorsitter van die Raad uit eie beweging belê word.

3.1 Die Voorsitter moet minstens 28 dae voor 'n vergadering 'n agenda aan al die lede van die Raad en aan die Kommissie stuur: Met dien verstande dat in die geval van 'n buitengewone vergadering die agenda nie minder as sewe dae voor die vergadering 'n aanval sal neem, uitgestuur moet word nie.

3.2 Sake wat nie op die agenda verskyn nie mag selgs met die toestemming van die Raad behandel word: Met dien verstande dat die Kommissie na goedgunke, en ondanks die bepalings van paragraaf 1, die Raad kan versoek om sake wat dringend en belangrik is, te oorweeg.

3.3 Op 'n buitengewone vergadering wat ooreenkomsdig reël C2.2 belê word, mag geen ander sake as dié waarvoor die vergadering belê is, oorweeg word nie.

4.1 Elke lid van die Raad, met inbegrip van die Voorsitter, het een stem. Daarbenewens het die Voorsitter 'n beslissende stem.

4.2 Besluite oor voorstelle voor die Raad word geneem deur 'n meerderheid van stemme van die aanwesige lede.

5. Vir die verrigting van sy sake moet die Raad dié reglement wat hy nodig ag en wat nie met hierdie reëls onbestaanbaar is nie, opstel. Sodaanige reglement is onderworpe aan die goedkeuring van die Kommissie.

6. Die Raad moet rekord hou van die verrigtinge van elke vergadering. Afskrifte van sodanige rekord, geteken deur die Voorsitter en Vise-voorsitter, moet so gou doenlik na elke vergadering aan die Kommissie gestuur word.

7. Slegs verklarings wat op gesag van die Raad uitgereik is, mag gepubliseer word, en sodanige verklarings moet so volledig moontlik wees.

8. Wanneer hulle 'n vergadering van die Raad bywoon, word die lede en die Sekretaris geag in amptelike diens te wees en indien hulle elders as op die plek waar die vergadering gehou word, woonagtig is, moet spoerweg-orders vir retroertreinkaartjies aan hulle uitgereik en verblyftoele aan die tariewe wat kragtens Hoofstuk D van die Regeringsdiensregulasies op hulle van toepassing is, aan hulle betaal word.

BYLAE I

GESAMENTLIKE ADVISERENDE RAAD VAN DIE REGERINGSIDIENS NOMINASIEVORM

Vir die verkiezing van 'n beampte—

*(a) om die..... te verteenwoordig;

*(b) as plaasvervangende lid vir die.....;

in die Gesamentlike Adviserende Raad van die Regeringsdiens vir die typerk eindigende 30 September 19.....

Volle naam van kandidaat.....

Rang.....

Adres.....

Departement.....

Handtekeninge van 20 beampies van die afdeling of groep wat die nominasie ondersteun:

Name	Rank and department	Station	Signature of departmental supervising officer(s)
.....
.....
.....
.....

* Delete whichever is not applicable

I, (full name).....
hereby accept the above nomination—
*(a) as representative;
*(b) as alternate;
and undertake to serve, if elected, on the Public Service Joint Advisory Council.

Date.....
Signature of officer nominated

Address.....
* Delete whichever is not applicable

SCHEDULE II GOVERNMENT SERVICE JOINT ADVISORY COUNCIL BALLOT PAPER

For the election of an officer—

*(a) to represent the.....;

*(b) as alternate member for the.....; on the Government Service Joint Advisory Council for the period ending 30 September 19.....

Name of candidate.....

Rank.....

Department.....

Address.....

Name of candidate.....

Rank.....

Department.....

Address.....

Signature of officer voting.....

Rank.....

Department.....

Date.....

Address.....

This ballot paper must be completed and forwarded under sealed cover so as to reach the Secretary: Government Service Commission, Ulundi, on or before the..... day of

19.....

* Delete whichever is not applicable

SCHEDULE III

INSTRUCTIONS REGARDING THE COMPLETION OF THE BALLOT PAPER BEFORE SUBMISSION TO THE GOVERNMENT SERVICE COMMISSION

1. In order to record his vote an officer must—

- (a) make a cross (X) on the ballot paper opposite the name of the candidate for whom he desires to vote;
- (b) sign the ballot paper and indicate his rank, the department in which he serves, his address and the date on which the ballot paper was signed.

2. A ballot paper is invalid if—

- (a) a cross (X) is made on it, which does not clearly indicate for which candidate the vote is recorded;
- (b) a cross (X) is made opposite the name of more than one candidate;
- (c) no cross is made on it; or
- (d) it is not signed or is signed by an officer who is not entitled to vote.

Naam	Rang en Departement	Standplaas	Handtekening van departementeel toesighoudende beampte(s)
.....
.....
.....
.....

* Skrap wat nie van toepassing is nie.

Ek, (volle naam)..... neem hierby bogenoemde nominasie aan—
*(a) as verteenwoordiger;
*(b) as plaasvervange lid;
en onderneem om, indien verkies, in die Gesamentlike Adviserende Raad van die Regeringsdiens te dien.

Date.....
Handtekening van genomineerde beampte

Adres.....
* Skrap wat nie van toepassing is nie.

BYLAE II GESAMENTLIKE ADVISERENDE RAAD VAN DIE REGERINGSDIENS

STEMBRIEF

Vir die verkiesing van 'n beampte—

*(a) om die..... te verleenwoordig;
*(b) as plaasvervangende lid vir.....; in die Gesamentlike Adviserende Raad van die Regeringsdiens vir die tydperk eindigende 30 September 19.....

Naam van kandidaat.....

Rang.....

Departement.....

Adres.....

Naam van kandidaat.....

Rang.....

Departement.....

Adres.....

Handtekening van beampte wat stem.....

Rang.....

Departement.....

Datum.....

Adres.....

Hierdie stembrief moet ingeval en onder verselle omslag gestuur word aan die Sekretaris: Regeringsdienskommissie, Ulundi, sodat dit hom op of voor die..... dag van..... 19..... bereik.

* Skrap wat nie van toepassing is nie.

BYLAE III

VOORSKRIFTE BETREFFENDE DIE INVUL VAN DIE STEM-BRIEF VOORDAT DIT AAN DIE REGERINGSDIENSKOM-MISIE VOORGELË WORD

1. Ten einde sy stem uit te bring moet 'n beampte—

- (a) 'n kruisie (X) maak op die stembrief teenoor die naam van die kandidaat vir wie hy wil stem;
- (b) die stembrief onderteken en sy rang, die departement waarin hy dien, sy adres, en die datum van ondertekening van die stembrief vermeld.

2. 'n Stembrief is ongeldig indien—

- (a) 'n kruisie (X) daarop gemaak is wat nie duidelik aantoon vir watter kandidaat die stem uitgebring word nie;
- (b) daar 'n kruisie (X) teenoor die naam van meer as een kandi-daat gemaak is;
- (c) geen kruise daarop gemaak is nie; of
- (d) dit nie geteken is nie of geteken is deur 'n beampte wat nie stemgeregtig is nie.

PHYTOPHYLACTICA

This publication is a continuation of the South African Journal of Agricultural Science Vol. 1 to 11, 1958-1968 and deals with Entomology, Zoological Plant Pests, Nematology, Plant Pathology, Microbiology, Mycology, Taxonomic Studies, Biology and Control. Four parts of the journal are published annually.

Contributions of scientific merit on agricultural research are invited for publication in this journal. Directions for the preparation of such contributions are obtainable from the Director, Agricultural Information, Private Bag X144, Pretoria, to whom all communications in connection with the journal should be addressed.

The journal is obtainable from the above-mentioned address at 50 cents per copy or R2 per annum, post free (foreign 60 cents per copy or R2,40 per annum).

PHYTOPHYLACTICA

Hierdie publikasie is 'n voortsetting van die Suid-Afrikaanse Tydskrif vir Landbouwetenskap Jaargang 1 tot 11, 1958-1968 en bevat artikels oor Entomologie, Dierkundige Plantplae, Nematologie, Plantpatologie, Mikrobiologie, Mikologie, Taksonomiese Studies, Biologie en Beheer. Vier dele van die tydskrif word per jaar gepubliseer.

Verdienstelike landboukundige bydraes van oorspronklike wetenskaplike navorsing word vir plasing in hierdie tydskrif verwelkom. Voorskrifte vir die opstel van sulke bydraes is verkrygbaar van die Direkteur, Landbou-inligting, Privaatsak X144, Pretoria, aan wie ook alle navrae in verband met die tydskrif gerig moet word.

Die tydskrif is verkrybaar van bogenoemde adres teen 50c per eksemplaar of R2 per jaar, posvry (buitelands 60 sent per eksemplaar of R2,40 per jaar).

AGROCHEMOPHYSICA

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AGROCHEMOPHYSICA

Hierdie publikasie is 'n voortsetting van die Suid-Afrikaanse Tydskrif vir Landbouwetenskap Jaargang 1 tot 11, 1958-1968 en bevat artikels oor Biochemie, Biometrika, Grondkunde, Landbou-ingenieurswese, Landbouweerkunde en Ontledingstegnieke. Vier dele van die tydskrif word per jaar gepubliseer.

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