

GOVERNMENT OF PALESTINE

GENERAL REGULATIONS

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Pt.2.

NOTE

1.— Heads of Departments are responsible for bringing these Regulations and any amendments which may be made therein to the notice of their subordinate officers.

2.—Heads of Departments will ensure that due notification is sent to their subordinate officers of all amendments in the Regulations relating to their duties, discipline or privileges which may be issued during their absence from Palestine on leave.

3.—In addition to these Regulations, all officers are subject to the Colonial Regulations in force for the time being.

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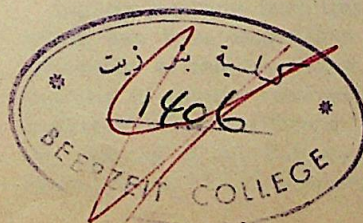
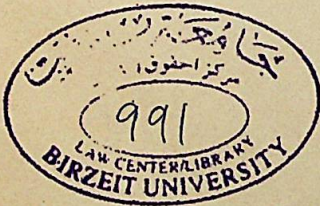
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CHAPTER I

Correspondence

General

1. (i) The following Heads of Departments communicate with Government by letters and minutes addressed to the Chief Secretary:—
- Method of addressing Government.

Agriculture and Forests, Director of
Antiquities, Director of
Attorney General
Auditor
Cooperative Societies, Registrar of
Customs, Excise and Trade, Director of
Development Officer
District Commissioner, Jerusalem District
District Commissioner, Northern District
District Commissioner, Southern District
Education, Director of
Lands, Commissioner of
Lands, Director of
Medical Services, Director of
Migration and Statistics, Commissioner of
Police and Prisons, Inspector-General
Postmaster-General
Public Works, Director of
Railways, General Manager
Surveys, Director of
Treasurer.

(ii) The Chief Justice addresses his communications direct to the High Commissioner. The Superintendent of Courts, writing by direction of the Chief Justice, addresses the Chief Secretary.

(iii) The Officer Commanding, Trans-Jordan Frontier Force, addresses his communications to the Air Officer Commanding, Palestine and Trans-Jordan.

(iv) Except in cases of emergency, Public Officers other than those named above are not permitted to address Government direct, unless they have been specially authorised to do so.

Method by which the orders of Government are communicated.

2. The High Commissioner addresses the Chief Justice directly. In all other cases the orders of Government are communicated to Departments by the Chief Secretary, writing by the High Commissioner's direction, and it must be understood that all letters and minutes signed by or on behalf of the Chief Secretary are so written, and that the decisions which they convey are those of the High Commissioner.

Letters to Government to be concise.

3. Letters to Government should be as concise as possible, but should in every case be sufficiently full and detailed to make it unnecessary to refer to the sender for further information.

Proposals involving expenditure.

4. In the case of proposals involving the expenditure of public funds, the annual and the ultimate cost of the proposal must be stated. If the expenditure is to be met from savings on an existing vote, the exact item of the Estimate must be indicated; and if supplementary provision is required, the application must show sufficient reasons for the omission of the item from the current Estimates and should explain why the expenditure cannot be postponed until the following year.

Reference to other Departments.

5. Proposals involving reference to the Heads of other Departments should be fully discussed with the Heads of the Departments concerned before the proposals are placed before Government. The fact that this has been done should be made clear in the correspondence.

Authorities or precedents to be quoted.

6. Any authority of law, regulation, or standing decision bearing on matters submitted for the consideration or order of Government must be quoted in the letter submitting them, and Heads of Departments should personally satisfy themselves as to the accuracy of such references.

Whenever the legislation of Palestine is cited by Heads of Departments in correspondence with the Chief Secretary or with the Attorney-General, the number and year of the enactment must be mentioned, and a reference should be given in the margin of the letter to the volume and page of principal or subordinate legislation in which it is to be found.

Interdepartmental correspondence.

7. (i) With the exception of questions involving political or religious considerations, which must be referred to the Chief Secretary, Heads of Departments should correspond freely with each other direct, referring to the Chief Secretary only when an issue has arisen on which the decision of Government is required.

It is not desired to centralise correspondence in the Chief Secretary's Office except in so far as is necessary to ensure that the High Commissioner shall have full information on all matters of importance, and to enable the High Commissioner's authority and instructions to be obtained as and when necessary.

(ii) The formal acknowledgement of interdepartmental correspondence of a routine nature is unnecessary and will not be requested.

8. In all cases where reference is made to items of expenditure provided in the Estimates, the page of the printed Estimates on which the item appears and the number of the item or sub-head must be quoted. Items in Estimates.

9. When oral instructions are received from the High Commissioner, the officer receiving such instructions or the Head of his Department must report the circumstances in writing to the Chief Secretary as soon as possible. When Heads of Departments or Officers of Departments address correspondence on official matters to the Private Secretary for the information of the High Commissioner, a copy of such communication should be furnished at the same time to the Chief Secretary. Oral authority to be reported.

10. Heads of Departments are required to submit, in their letters forwarding the communications of their subordinates or of others to Government, their own opinions and recommendations. They are required to do the same when reporting on communications made direct to Government and referred to them. Opinions and recommendations to be given.

11. The subject of which a letter treats must be briefly stated as a heading thereto or embodied in the opening paragraph. Subject headings.

12. All letters and reports should be numbered in paragraphs consecutively and, if they consist of two or more pages, each page should also be numbered. All communications, including memoranda and reports should be dated and bear a proper registration number, which should be so placed as not to become obliterated when the document is punched for filing. Registration and numbering of letters and reports.

Care must be taken to ensure that the dates and addresses in letters are not obliterated by departmental registration stamps.

13. Heads of Departments are responsible for ensuring that all incoming and outgoing correspondence which passes through their office is efficiently and methodically filed, indexed and registered ; subject to this considera- Filing, indexing and registration systems.

tion, the actual system to be adopted is left to the discretion of the Head of the Department concerned.

- Registration and numbering of enclosures. 14. Maps, plans and other documents which are forwarded under cover of a letter or memorandum should be clearly marked with the registration number and date of the correspondence which they accompany. All enclosures should be indicated by horizontal marginal lines in the covering letter.
- Enclosures in Arabic or Hebrew. 15. Enclosures in Arabic or Hebrew should always be accompanied by a translation.
- Subject matter of enclosures. 16. Memoranda enclosed under cover of letters addressed to the Chief Secretary should specify in their heading their subject matter and by whom they have been prepared.
- Duplicates. 17. Letters should be submitted to the Chief Secretary in duplicate in cases where the Head of Department considers that a copy will be required for reference to another Department, but not otherwise.
- Correspondence to be typewritten or clearly and legibly written. 18. All correspondence should where possible be typewritten. Where this is not possible, communications should be written in a distinct hand with black ink, and block capitals should be used for all proper names and place names.
- Reference to previous correspondence. 19. In all communications a reference should be given to relevant previous correspondence.
- Prompt attention to be given to correspondence. 20. All communications whether from Government Departments or from the public, should receive attention with the least possible delay.
- Interim acknowledgments. 21. Where it is not possible to reply at once to a communication received from a member of the public, a formal acknowledgment should be addressed to the writer, together with an intimation that the matter is receiving attention and that a further communication will be addressed to him in due course.
- Replies to correspondence. 22. As a general rule, communications addressed by letter should be answered by letter. Letters should not be returned to the office from which they originate, or to the writers, with the replies written thereon.
- Signature of letters etc. addressed to Government. 23. Minutes and letters addressed to Government must be signed whenever possible by the Head of the Department personally. In his absence they may be

signed by his Deputy or other Assistant. In such cases, unless the letter deals with a formal or routine matter, it is desirable that the signing officer should indicate whether the letter was drafted or its contents were approved by the Head of the Department.

24. The use of rubber stamps with facsimile signatures for signing letters, orders or other official documents is prohibited, except that rubber stamps bearing the facsimile signature of the Commissioner for Migration and Statistics may be used on immigration certificates. Rubber
Stamps.

25. Plain rubber stamps may be used for stamping officers' names on copies of letters and documents, on which written signatures are not required.

26. The Head of a Department is responsible for the contents of all letters which issue from his office, whether bearing his signature or that of his Deputy or other Assistant. Responsibility
of Head of
Department.

27. Heads of Departments should not transmit to Government the letters which they may receive from their subordinates or others, when they can shortly embody all necessary information so received in their own letters and reports to Government. This does not, however, apply to letters on important matters; and it is to be borne in mind that every Head of a Department is bound to forward to the Chief Secretary any letter which he may be requested by a subordinate officer to forward (unless couched in improper language) accompanying it with his own remarks. Communications
from subordi-
nates.

28. Copies of interdepartmental correspondence or of letters addressed by Departments to members of the public should not be addressed to the Chief Secretary except :— Transmission to
Government of
copies of depart-
mental letters.

- (i) as enclosures to letters, or
- (ii) as a record of the action which has been taken by the Department in compliance with the instructions of Government.

29. Copies of official correspondence must not be communicated to any private person without sanction. If the orders therein contained are intended to be communicated, they should be embodied in a letter addressed to the person concerned. Copies of official
correspondence
not to be
communicated
to private
persons.

Secretariat Minute Papers. 30. A Secretariat Minute Paper must not be forwarded to any officer to whom it is not addressed without the sanction of the Chief Secretary.

Comments and marginal notes. 31. No comments should be made on minutes in Secretariat Minute Papers to which attention is not specifically drawn and to which replies are not manifestly required. No marginal notes are to be made on Secretariat correspondence by Heads of Departments.

Correspondence relating to individual officers. 32. Officers having access to official minutes or correspondence relating to themselves personally or to their official position are prohibited from taking copies of extracts of such minutes or correspondence, unless such documents are sent to them expressly to be noted, neither may officers take cognisance of such correspondence without specific sanction.

Confidential and Secret Correspondence

Confidential Correspondence. 33. (i) All letters dealing with confidential subjects must be marked "Confidential", and replies to such letters should be similarly marked.

(ii) Such letters must be despatched under separate sealed cover, and must be opened only by the Head of the Department to whom they are addressed, or by an officer duly authorised by him to do so.

(iii) Heads of Departments may exercise their discretion in treating as confidential documents so marked by members of the public.

Officers not to undertake to treat communications as confidential. 34. Officers may not give any undertaking to treat as confidential communications which persons, not in the Government service, propose to transmit to them in their official capacity, where such communications are likely to be required by Government in support of criminal or disciplinary action.

Safe custody and registration of confidential correspondence. 35. Confidential communications must be kept under lock and key. They should not be entered in the General Register of the Office, but a separate confidential register should be kept for them.

36. All confidential communications sent through the post must be registered, and the number of any confidential minute paper sent by post must in every instance be noted on the envelope.

Confidential correspondence to be sent by registered post

37. No Government officer may disclose or produce in a Court of Law any document of a confidential nature without authority.

Disclosure or production in Court of confidential documents.

38. Secret documents must be despatched under separate cover and enclosed in two envelopes of which the inner one only will be sealed and marked "Secret". As a general rule secret correspondence should be opened only by the officer to whom it is addressed.

Secret Correspondence.

Circulars

39. In order to ensure that District Officers in charge of Sub-Districts are kept informed of routine matters, all non-confidential circulars on matters of interest to their Sub-Districts will be sent direct to District Officers in charge of Sub-Districts.

Copies of departmental and D.C.s non-confidential circulars to be sent to District Officers.

40. A sufficient number of circulars of a confidential nature will be sent to every District Commissioner to enable him to transmit copies at his discretion to District Officers in charge of Sub-Districts.

Distribution of departmental and District Commissioner's confidential circulars.

41. Other communications addressed to District Commissioners which affect a Sub-District will be transmitted in duplicate to the District Commissioner to facilitate communication.

Other communications.

Methods of Transmission

42. (i) In all cases where official correspondence is sent by hand, messengers will be provided with receipt books which will be initialled by the recipient, who will insert the time of delivery.

Correspondence sent by hand.

(ii) Canvas letter bags not exceeding 30" x 16" in size will be used, whenever practicable, for the transmission of official correspondence between the Chief Secretary and Government Departments.

Canvas letter bags.

43. Urgent and registered correspondence will be sent separately and not in the letter bags.

Urgent and registered correspondence.

Correspondence with other Governments and the League of Nations

44. (i) When occasion arises for a Department of the Palestine Administration to communicate officially with a Department of another Government, correspondence will not be addressed directly, unless the High Commissioner has otherwise ordered, but will be forwarded to the Chief Secretary for transmission by the High Commissioner to the Government concerned. One extra copy of the communication will be forwarded to the Chief Secretary for purposes of record.

(ii) This regulation does not apply to the Inspector-General of Police and Prisons, who is authorised to communicate direct with the Police and Intelligence Departments of other countries.

(iii) In cases of urgent necessity, the Commissioner for Migration and Statistics, the Director, Department of Health, and the Director of Agriculture and Forests may communicate by telegram with the appropriate Department of another Government direct.

(iv) In all such cases a copy of the telegram will be sent to the Chief Secretary.

(v) Correspondence will not be addressed by a District or Departmental Officer to a British Consular Authority abroad. The correct channel of communication with British Consuls or Passport Officers is the Chief Secretary's Office. This Regulation does not apply to the Commissioner for Migration and Statistics.

Communication
with British
Resident,
Amman.

45. Heads of Departments may address the British Resident, Amman, direct except on questions of principle or policy, in regard to which they should address themselves in the first instance to the Chief Secretary.

Communications
for the League
of Nations.

46. All communications from Departments addressed to the League of Nations will be forwarded, in the absence of express instructions to the contrary, to the Chief Secretary for transmission by the High Commissioner through the Secretary of State for the Colonies.

By-Laws, Rules, etc.

By-Laws, rules,
etc.

47. Heads of Departments who have occasion to send by-laws, rules, irrigation schemes, contracts, and documents of a kindred nature, for the approval of

Government or for the signature of the High Commissioner must send them to the Chief Secretary who will

GENERAL REGULATIONS.

AMENDMENT SLIP No. 52 OF 4.6.1938.

G.R. No. 49—add :—

(iv) District Commissioners are authorised to approve and to arrange directly for the publication in the Gazette of by-laws which are copies from by-laws previously approved for another area or do not differ from the pattern to any material extent.

51. The general principles relating to the submission of petitions and forwarding of petitions are laid down in Colonial Regulations 77-80.

52. (i) Petitions addressed to the High Commissioner or to the Secretary of State by officers in the service of the Palestine Government must be transmitted to the Chief Secretary through the Head of the Department in which the petitioner is serving. Petitions from Government Officers.

(ii) The Head of the Department will forward the petition to the Chief Secretary with the least possible delay, together with a full report thereon and with his

own recommendation as to the reply which should be sent to the petitioner.

Petitions from members of the public.

53. Petitions which are addressed to Government by members of the public and forwarded by them through a District Commissioner or the Head of another Department will be treated as laid down in Regulation 52(ii).

Rules regarding petitions.

54. The rules governing the submission of petitions to the High Commissioner or the Secretary of State are set out below.

When transmitting petitions to the Chief Secretary, Heads of Departments will draw attention to any failure to comply with these rules.

Petitions to be legibly written and signed.

(i) No petition will be entertained which is not typed or legibly written. If the petition is not in the handwriting of the petitioner, it must bear the signature in legible characters of the person by whom it is written, in addition to the signature or mark of the petitioner. It must also contain the address of the petitioner and of the petition writer.

Petition writers to certify petitions.

(ii) In cases of petitions prepared by petition writers, the petition writer must append the following certificate :—

“ I, A.B., Petition Writer, do hereby certify
“ that this petition has been read and explained
“ by me to the petitioner herein named, who is
“ personally known to me, and that the peti-
“ tioner declared in my presence and hearing
“ this day that the statements herein are true,
“ and that he is prepared to substantiate
“ them, and in my presence he affixed his
“ mark or signature (as the case may be) to
“ this petition this day.”

If the petitioner is not personally known to the petition writer, the words “ who is personally known to me ” will, of course, be omitted from the certificate.

Petitions must show that prescribed modes of seeking redress have been unsuccessfully tried.

(iii) Where the law prescribes a particular mode of obtaining redress—*e.g.* by appeal to the Supreme Court, application to a minor Court, or any other means—the High Commissioner will not entertain a petition asking for redress at the hands of Government, unless such petition shall show on the face of it that the prescribed mode of seeking redress has first been tried unsuccessfully.

- (iv) The High Commissioner will not entertain any petition praying for relief from a judgment in a civil action or any order by a civil Court in a case to which the Crown or a Public Officer is not a party. Petitions seeking relief from judgment in a Civil action.
- (v) Petitions addressed to the Secretary of State must be submitted in triplicate. In cases where petitioners forward less than three copies of their petition they will be requested by the Head of Department to furnish the required number of copies before their petition is sent forward.
- (vi) In cases in which the law expressly provides a mode of application to the High Commissioner or to the High Commissioner in Executive Council, the above rules must be held not to apply, if they are inconsistent with the provisions of the law. Exceptions.

55. The Rules set out in Regulation 54 (i) - (vi) do not apply to petitions for pardon submitted by or on behalf of prisoners in jail under sentence of Criminal Courts. Petitions from prisoners, etc.

The regulations regarding petitions from and on behalf of prisoners will be found in Chapter 15.

CHAPTER 2

GENERAL REGULATIONS.

AMENDMENT SLIP No. 41 OF 4.6.1938.

G.R. No. 62—Cancel sub-regulation (iii) and substitute :—

(iii) Appointments in Grades M and N are made by the Chief Secretary subject, in the case of Grade M, to such appointments being provisional only pending the approval of the Secretary of State. Grades M & N.

Cancel sub-regulation (iv) (d) and substitute :—

- (d) All clerical officers in Grades O and P, provided that the appointment is made at the minimum of the scale.
- (e) Unclassified technical personnel in cases where the emoluments payable do not exceed £P.15 a month.
- (f) Unclassified clerical personnel in cases where the emoluments payable do not exceed £P.6 a month.

must not be below the age of 17 years on the date of their application.

Every such candidate must submit under cover of his application satisfactory evidence of the date of his birth.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 42 OF 4.6.1938.

G.R. No. 64—in sub-regulation (i) cancel the last line and substitute :—

in (ii), (iii) and (iv) below.

Add (iv) :—

(iv) Local candidates for all other appointments made by Heads of Departments under G.R. 62 should address their applications directly to Departments.

be given training in an office for
ment.

66. No person may be appointed to the service of the Immigration Palestine Government either permanently or temporarily, Regulations. unless he has complied with the Immigration Regulations in all cases where they are applicable.

67. (i) No local candidate may be appointed to a Medical Ex- pensionable post in the Government service until he has amination of been passed physically fit for permanent service by a local candidates. Government Medical Board in accordance with the requirements prescribed by the Director, Department of Health.

(ii) Special standards of fitness are prescribed by Government in the case of local candidates for appoint-

ment in the Department of Police and Prisons and on the Palestine Railways.

(iii) Should a Head of Department desire for special reasons the appointment of a local candidate who does not satisfy the requirements specified in (i) above, he will report the circumstances to the Chief Secretary, who will cause instructions to be issued thereon.

**Probationary
Period.**

68. (i) Except where otherwise provided in the conditions of employment, the appointment of an officer not already confirmed in the Colonial Service shall be subject to a period of probation. The normal period of probation for unconfirmed officers appointed to the service of the Palestine Government is three years.

(ii) The period of probation may be extended beyond three years at the discretion of Government, and Government has the right to terminate the probationary appointment of any officer during the period of probation without assigning a reason therefor.

At the end of the period of probation the officer shall, unless his probationary appointment is terminated or extended, be confirmed in his appointment.

(iii) An officer's probationary appointment may also be terminated by Government for the following specific reasons :—

(a) if in the opinion of a Government Medical Board his health becomes such as to disqualify him for permanent service ,

(b) if his conduct or the performance of his duties are unsatisfactory.

(c) if Government decides for any reason to abolish the post to which he has been appointed.

(iv) A probationary Officer whose appointment is terminated in the circumstances described above will have no claim to compensation for loss of office, or to any award under the Pensions Ordinance.

(v) The general principles to be observed in regard to probationary appointments are set out in Secretariat Circulars Nos. 25 and 28 of 1932.

**Factors deter-
mining seniority
in the service.**

69. Except where otherwise provided at the time of appointment, seniority as between officers selected for

appointment from outside Palestine shall be determined by the date of arrival in Palestine.

Where two or more persons selected from outside the Colonial Service arrive on the same date, seniority *inter se* shall be determined by the date of the letter from the Colonial Office confirming the selection, or, in the case of officers engaged on agreement, by the date of the agreement. Seniority in any Department shall be determined by the date of an officer's appointment to the particular grade in which he is serving.

70. (i) The services of unclassified monthly paid personnel engaged under Regulation 62 (iii) (d) may be terminated by the Head of Department concerned by the giving of one month's notice in writing, or in accordance with the written terms and conditions of employment, as the case may be. Termination of appointment; unclassified personnel.

(ii) The services of unclassified daily paid personnel may be terminated by the Head of the Department concerned by an oral warning given twenty-four hours prior to the termination of such employment.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 43 OF 4.6.1938.

G.R. No. 72—Cancel sub-regulation (iii) and substitute :—

(iii) Transfer of personnel from one Department to another, when promotion is not involved, may be made by agreement between Heads of Departments but should be reported to the Chief Secretary for record purposes. In cases where promotion is involved, however, the previous sanction of Government is required.

(c)—Promotions

Factors
determining
promotion.

73. The claims of officers for promotion will be considered on the basis of official qualifications, experience, and merit.

Applications for
transfer or pro-
motion.

74. Applications to the Secretary of State for promotion or transfer in the Colonial Service must be forwarded to the Chief Secretary by the Head of the applicant's Department for submission to the High Commissioner, and must be accompanied by a report from the Head of Department on the officer's services and by any recommendation which it is possible to make as to his suitability for the post for which he applies.

(d)—Resignations

Resignations.

75. (i) An officer is not at liberty to resign from the Public Service without the High Commissioner's permission.

(ii) Officers in Grades A to L must submit a written application for such permission, through the Head of their Department to the Chief Secretary not less than three months before the date on which they wish their resignation to take effect.

Where an officer desires to resign whilst on leave in the United Kingdom he should submit his application to the Secretary of State.

(iii) Officers in Grades M to P must submit a written application to the Head of their Department not less than one month before the date on which they wish their resignation to take effect. The acceptance of such resignations is at the discretion of the Head of Department concerned and need not be referred to the Chief Secretary for approval, but the resignations of Officers who have been appointed by Government should be reported to the Secretariat for purposes of record.

(iv) In no case will Heads of Departments accept, without the prior approval of Government, resignations submitted by Officers who are under interdiction or suspension.

(v) All resignations will be reported to the Auditor for audit purposes.

(vi) Voluntary resignation involves the surrender of all rights in respect of service prior to resignation and these cannot be restored in the event of re-employment under Government.

(e) **Marriage of Women Officers.**

76. (i) A woman officer shall, on marriage, be deemed to have retired from the Government Service. **Marriage of Women Officers.**

(ii) No married woman, other than a widow, will be appointed or re-appointed to any office or employment without the approval of the Chief Secretary, and save in exceptional circumstances such approval will not be given to the appointment or re-appointment of a married woman to a pensionable office." This regulation shall not apply to women officers who contracted marriages prior to the 1st April, 1928.

(iii) A woman officer who marries must report her marriage through the Head of her Department to the Chief Secretary.

77. The regulations relating to the issue of Certificates of Service are contained in Chief Secretary's Circular Letter No. 87 of the 23rd December, 1931, as amplified by paragraph 4 of Secretariat Confidential Circular No. 28 of the 9th May, 1932. **Certificates of Service.**

78. Instructions regarding the submission of Annual Confidential Reports are issued annually by Chief Secretary's confidential letter. **Annual Confidential Reports.**

CHAPTER 3

Salaries and Pensions

- General.** 81. The general principles governing the payment of salaries and allowances are contained in Colonial Regulations 39-49.
- Increments.** 82. Officers whose salaries are on an incremental scale are not entitled to draw increments as of right, but only by the express authority of Government in each case. The exercise of this authority is normally delegated by Government to the Heads of Departments.
- Conditions of grant.** 83. (i) The grant of an increment is dependent on the condition that an Officer's work and conduct during the year preceding his incremental date have been satisfactory, and that he has discharged his duties with efficiency, diligence and fidelity.
In certain cases an added condition may be imposed, e.g. the passing of a language or legal examination.
- Incremental date.** (ii) Except as otherwise provided an Officer's incremental date shall be that on which he assumes duty on first appointment in Palestine.
- Stoppage and deferment of increments.** 84. The regulations governing the stoppage and deferment of increments are set out in Chapter 4, Regulation 115.
- Advances of Salary.** 85. The Regulations relating to advances of salary are contained in Financial Regulations 207-212.
- Attachment of Officers Salaries.** 86. When notification of the attachment of an officer's salary is received by the Head of the Department in which the Officer is serving, the Head of Department will give effect to the notification and will show the amount attached as a deduction from the pay of the officer for the month then current.
On submission of the paysheet for payment an application on Form F. 86 will be made to the paying Sub-Accountant for the issue of a non-encashable draft under

Financial Regulation 176 for the amount attached. The Sub-Accountant will issue and forward to the Head of the Department the draft required, which will then be remitted to the officer ordering the attachment against receipt.

On receipt of these non-encashable drafts by officers ordering the attachment, the drafts will be entered in the officer's Cash Book and will be paid to the officer's deposit account with the Sub-Accountant. Authorities to judgment creditors for the payment to them of any sums due will be given in the form of certified vouchers in the appropriate form for presentation to a Sub-Accountant for payment.

87. The Regulations relating to the payment of salary Acting and allowances to Officers holding acting appointments Appointments are contained in Colonial Regulations 35-37.

88. The grant of pensions is governed by the Palestine Pensions. Pensions Ordinance and the Regulations made thereunder, a copy of which must be furnished by the Head of the Department to every Officer appointed to a pensionable office.

89. Expatriation Allowance is granted to the holders Grant of expatriation allowance. for the time being of posts in the grades set out in the first column of the schedule to this regulation at the rates set out in the second column of that schedule, provided that no such allowance shall be granted to a person who:—

- (a) was born of parents at the time of his birth were habitually resident in and not established for temporary purposes only in Palestine, Trans-Jordan, Cyprus, Egypt, Iraq, Syria, Turkey, the Hejaz or any part of the peninsula of Arabia not herein-before mentioned, or
- (b) was at the time of his appointment to such post domiciled in any of the countries set out in paragraph (a) hereof, or
- (c) was at the time of his appointment to such post habitually resident in and not established for temporary purposes only in any of the countries set out in paragraph (a) hereof.

SCHEDULE.

<i>Grade</i>		<i>Expatriation Allowance</i>
Special	Two hundred pounds.
A	Two hundred pounds.
B	Two hundred pounds.
C	Two hundred pounds.
D	Two hundred pounds.
E	One hundred and fifty pounds.
F	One hundred pounds.
G	One hundred pounds.
H	One hundred pounds.
J	Fifty pounds.
K	Fifty pounds.
L	Fifty pounds.
M	Fifty pounds.
N	Fifty pounds.

Questions to
be decided by
High Commis-
sioner.

90. If at any time any question shall arise :—

(a) as to whether any person is entitled to expatriation allowance, or

(b) as to the amount of such allowance to which any person is entitled,

such question shall be decided by the High Commissioner whose decision shall be final.

CHAPTER 4

Discipline

91. The regulations relating to the discipline of Colonial Re-officers are contained in Colonial Regulations 50-76. regulations.

92. Every officer of the Government is required to Official Secrets make himself acquainted with the Official Secrets Ordinance. Ordinance, 1931, before taking up his duties on first appointment, and heads of departments are responsible for ensuring that an officer has done so.

93. (i) Officers who are not permanent residents in, or Ownership of nationals of, Palestine, are forbidden to purchase, acquire, immovable or be in possession of land or house property within property. Palestine, except that an officer may purchase a residence, or land for a residence, provided that the area of Non-nationals. such land shall not exceed 10 dunums, and that it shall be built on within a period of three years from the date of purchase.

(ii) Every public officer being a permanent resident in, Nationals. or a national of, Palestine who owns (or whose wife owns) immovable property within Palestine, or who is in any way interested in any concession within Palestine, must report that fact to the Director of Lands.

All officers must notify Government of any intended purchase or sale of immovable property, whether by themselves or by their wives, within Palestine, and must obtain the sanction of Government before the transaction takes place.

(iii) Any officer becoming possessed of immovable Inheritance of property by inheritance or devise, and not by purchase, immovable is required to declare that fact to Government. property.

All such declarations will be forwarded to the Director of Lands who will report the circumstances to the Chief Secretary.

94. Salaried officers, whose remuneration is fixed on Officers not to the assumption that their whole time is at the disposal engage in trade. of the Government, are prohibited from engaging in trade, or employing themselves in any commercial, professional or agricultural undertaking, except in so far as is allowed by Regulation No. 97.

Patenting of
inventions by
officers.

95. Officers who desire to apply for letters patent in respect of any invention must proceed in accordance with the detailed regulations laid down in Notice No. 405 published in the Palestine Gazette, No. 283, of the 16th May, 1931.

Investments
and interests
in local
companies.

96. (i) An officer, whether or not his whole time is at the disposal of Government shall, on appointment, disclose to the Chief Secretary for the information of the High Commissioner particulars of any investment or shareholding which he may possess in any company carrying on business in Palestine, or any other direct or indirect interest in such company, or in any local occupation or undertaking. If the High Commissioner shall decide that by reason of the facts disclosed the officer's private affairs might be brought into real or apparent conflict with his public duties or in any way influence him in the discharge of his duties, the officer shall to such extent as the High Commissioner may direct divest himself of such investments or interest.

(ii). An officer shall not directly or indirectly acquire investments or interest of the nature mentioned in this Regulation without the express permission of Government.

Employment
outside official
duties.

97. (i) No officer may undertake for payment any work or employment outside his official duties for a private individual or firm, nor may he make any report, confidential or otherwise, for a private individual or firm, whether for payment or not, nor may he, without the consent of Government, accept appointment from any Court as receiver or give evidence as an expert, otherwise than on behalf of Government in any proceedings.

(ii) Where it is in the public interest to waive the strict application of the preceding regulation, or where a Government officer is called by the Court or a party to a suit to give expert evidence on handwriting, special permission to undertake such work in particular cases may be granted provided that :—

(a) the officer's public duties will not suffer thereby ;

(b) among the members of the general public there is no person capable of carrying out the work in question ;
and

(c) the amount of remuneration to be received by the officer is approved in advance by the Chief Secretary.

(iii) This regulation does not apply to officers who, with the approval of the Director of Education, and with the permission of the Heads of their Departments, render assistance (whether by setting or marking papers, or by invigilating, or in other ways) in the conduct of any public examination, recognised by the Director of Education, which is held in Palestine, provided that the fees to be accepted are in each case certified by the Director of Education to be reasonable.

(iv) No officer on leave of absence may accept or undertake any paid employment without previously obtaining the express permission of the Secretary of State, or if his leave is spent in Palestine, of the Palestine Government. Employment
whilst on leave
of absence.

98. No officer may undertake any private agency in any matter connected with the exercise of his public duties. Private
Agencies.

99. Officers are forbidden to obtain loans of money from persons or firms having any contractual relations with Government, or to place themselves under any obligation to such persons or firms, or to accept any favour from them. Loans of money
and obligations.

100. (i) Officers are prohibited from receiving valuable presents (other than the ordinary gifts of personal friends), whether in the shape of money, goods, free passages or other personal benefits, and from giving such presents. Acceptance of
presents by
officers.

(ii) This regulation applies not only to officers themselves but also to their families, and officers will be held responsible for its observance by their families. It does not apply to cases of remuneration for special services rendered and paid for with the consent of Government. This regulation may be relaxed upon an officer's final departure from the service of the Government, but only with the special permission of the Secretary of State previously obtained.

(iii) Money which has been subscribed with a view to marking public approbation of an officer's conduct may be dedicated to objects of public purpose and connected with the name of the officer.

(iv) Any relaxation of these regulations will be exceptional. It must be understood that Officers who subscribe,

or organize subscriptions towards a present to another officer without having received the previous permission of the Secretary of State are committing a breach of this regulation, and such permission will not be granted unless the circumstances are fully explained to the High Commissioner in time to obtain the Secretary of State's prior approval before the date of the contemplated presentation.

Insolvency.

101. (i) Serious pecuniary embarrassment, from whatever cause, will be regarded as a circumstance which necessarily has the effect of impairing the efficiency of an officer, and may under him liable to disciplinary proceedings at the discretion of Government.

Such embarrassment, if occasioned by imprudence or other reprehensible cause, will be held to be an offence. An officer who has involved himself in embarrassment of this nature is liable to forfeit his claim to promotion or increment.

Presidents of District Courts will report to the Head of Department concerned any case in which an officer becomes a judgment-debtor, or has bankruptcy proceedings instituted against him. The Head of the Department will use his discretion as to whether or not it is desirable to bring such cases to the notice of the Chief Secretary with a view to disciplinary action being taken.

(ii) The Head of the Department will use his discretion as to whether or not he should recommend to the Chief Secretary that disciplinary action should be taken as a consequence of such report.

Recognition of Associations formed by Government Officers.

102. Government will not recognize for the purpose of negotiation any association of Officers which has been established without its prior approval.

Public Meetings.

103. No officer may call a public meeting to consider any action of Government, or take part in the proceedings of a meeting called for such purpose.

Political publications.

104. Officers are not allowed to distribute political publications, or to sign, or procure signatures to, any public petitions addressed to Government.

Political Associations.

105. It is inconsistent with the proper discharge of his duties for an officer to take an active part in any political demonstration or propaganda, and any officer so doing may render himself liable to disciplinary proceedings.

106. No public officer, not specifically authorised to do so, may communicate either directly or indirectly to the Press, or to any person not in the Government service the contents of any official document or any information which he may have gained in the course of his official duty, nor may he make for his personal use copies of any documents received by him in the course of his official duty. An officer committing a breach of this regulation will be liable to dismissal.

Communication
of official
information.

107. Every Officer, before publishing any hand book or other work compiled or prepared from sources to which he had access in his official capacity, should obtain from the Head of his Department leave to make use of the official records and to assent to the terms upon which the work when published should be supplied to the Printing and Stationery Office for the use of the service.

Publication by
Government
Officers of
works compiled
from official
sources.

It must be clearly understood that this regulation should in no circumstances be applied so as to deprive the author of a fair remuneration for his labour and in no way construed as applying to works which owe their value exclusively to the ability and research of their author.

108. No officer may edit or contribute anonymously to any newspaper either in Palestine or elsewhere. No officer may write on political or administrative questions, nor may he offer, or permit to be offered, any inducement to the proprietor or editor of any newspaper or other person to secure the publication of any matter by whomsoever written, relating to the policy, actions or officers of Government or of any Department thereof. He may furnish signed articles on subjects of general interest provided that they are first approved by the Head of his Department.

Editing of and
contribution
to newspapers.

109. No officer, whether on duty or on leave of absence, may allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of Palestine. Officers while on leave are not allowed to accept invitations to read or to deliver addresses or to give broadcast talks on any subject relating to Palestine affairs other than on purely technical or non-controversial subjects, unless the prior sanction of the Secretary of State has been obtained.

Interviews on
questions of
public policy
forbidden.

110. No notices may be exhibited or distributed by members of the staff of any Department in any Govern-

Distribution
of notices in
Government
premises.

ment premises without the previous sanction of the Head of Department.

Private business : soliciting of subscriptions. 111. Private business may not be transacted in Government offices. Subscriptions may not be solicited nor may tickets for charitable or other objects be offered for sale therein.

Warnings and reprimands. 112. When it is found necessary to warn or reprimand an officer for unsatisfactory work or conduct, the warning or reprimand must be given in writing. This procedure does not apply to trivial offences, unless such offences are repeated.

Fines. 113. Fines not exceeding one day's pay may be imposed by Heads of Departments for minor offences committed by officers the salaries of whose appointments, exclusive of allowances, are less than £P. 300 per annum, where such offences do not warrant severer measures. Certain Heads of Departments who are empowered to do so by the High Commissioner, may impose fines exceeding one day's pay.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 47 OF 4.6.1938.

G.R. No. 115—Cancel sub-regulation (i) and substitute :—

(i) In the case of more serious offences or of unsatisfactory work or conduct, Heads of Departments may withhold or stop increments without reference to Government for a period not exceeding one year. Heads of Departments may also restore increments which they have withheld if they so deem fit.

All deferments of increment, however, require the approval of Government.

(iii) Deferment of increment is a more serious punishment. Its effect is to change the officer's incremental date from the date on which deferment begins to operate to the date of its expiration, and it consequently entails continuous loss of pay until the officer reaches the maximum of his scale. Deferment.

(iv) When it is proposed to stop or defer the increment of an officer on the ground of inefficient work, it is important that a previous warning to this effect should be given to the officer concerned. In all such cases the officer concerned should be warned in writing that unless his work improves it is proposed that his next annual increment should be stopped or deferred. An increment may be withheld without prior warning, but warning must be given at the time when it is withheld, that it will be stopped or deferred if the officer's work does not improve during the period for which it is withheld. Warning.

In cases where it is necessary to stop or defer an increment owing to an officer's failure to obtain a stipulated qualification (*e.g.* to pass a law or language examination) of which he has already been officially made aware either in his letter of appointment or otherwise, it is not necessary that he should be given previous warning.

(v) Formal notification in writing must always be given to an officer when it has been decided to stop or to defer his increment. He must be informed of the reason for the punishment and of the period of stoppage or deferment. Notification of stoppage or deferment.

116. Any act by an officer which is calculated to bring the Public Service into disrepute must be reported to the Chief Secretary by the Head of the Department to which the officer in question belongs or is attached. Scandalous conduct.

117. When misconduct, not sufficiently grave to justify dismissal, is proved against an officer, he may, in addition to other punishment, be required to bear any expenses incurred in the investigation of his case and in the cost of his transfer to another station should such a course be necessary. Expenses of investigation and cost of transfer.

118. (i) Absence from duty without permission or reasonable cause renders an officer liable to be regarded as having *ipso facto* forfeited his appointment. Absence without leave.

(ii) Any case in which an officer absents himself from duty without permission or reasonable cause, will be reported to Government by the Head of the Department, who will make a recommendation as to the disciplinary action which should be taken.

(iii) An officer will not receive salary for a period during which he has been absent without leave unless such absence is satisfactorily explained. The Head of his Department will ensure that the period of absence is entered in the salary vouchers and that the proper deductions are made in respect thereof.

Interdiction
from duty.

119. Should the interests of the public service require that an officer should cease at once to exercise the powers and functions of his office the Head of his Department will report the circumstances to the Chief Secretary with a request for the officer's immediate interdiction.

Interdiction,
suspension
and dismissal.

120. (i) The procedure to be followed in respect of the interdiction, suspension or dismissal of an officer is laid down in Colonial Regulations Nos. 63—76.

(ii) In the case of Palestine the constitution of the Committee referred to in Colonial Regulation 68 (ii) may be varied.

Dismissed
Officers.

121. No officer dismissed from Government service may be re-employed by Government in any capacity without the sanction of Government.

Lotteries.

122. Officers are reminded that in Palestine a lottery (which includes a raffle and a sweepstake) is illegal, unless it is for a charitable purpose and has been sanctioned by Government. Apart from rendering themselves liable to prosecution, officers who organise a lottery, sweep-stake or raffle in Palestine or participate in any lottery, sweepstake or raffle organised in Palestine, render themselves liable to disciplinary action.

CHAPTER 5

Annual Reports and Returns

131. The Heads of the undermentioned Departments are required to prepare annual printed reports of the activities of their Departments. Annual
Departmental
Reports.

Agriculture.

Antiquities.

Customs, Excise and Trade.

District Administration, District Commissioners,
(Northern, Southern and Jerusalem Districts).

Education.

Health.

Immigration.

Land Settlement (Commissioner of Lands).

Police and Prisons.

Posts and Telegraphs.

Public Works.

Railways.

Surveys.

132. The Reports must be submitted to Government for information and approval, prior to printing, not more than two and a half months after the close of the period to which they relate. Reports to be
submitted to
Government
before they are
printed.

133. Pending the establishment of a Government Printing Press, Reports will be submitted to Government on foolscap sheets in typescript on one side of each sheet, a half margin being provided to the left of the typescript and double spacing being left between the lines. Method of
submission
prior to the
establishment
of a Government
Printing Press.

The paragraphs should be numbered consecutively and each paragraph should have a marginal note describing the general nature of the subject discussed in it.

134. The submission of the Reports will be accompanied by an estimate of the cost of printing (and, if necessary, of translation into Arabic and Hebrew), a list of persons to whom it is proposed to issue copies without charge and the number of such copies and proposed price and the estimated proceeds from sales to the public. Estimate of
Cost of Printing.

Method of
submission
when a
Government
Printing Press
has been
established.

135. When a Government Printing Press has been established, Reports must be submitted to Government for information and approval in proof.

After Government has approved the terms of the Report, the Head of Department will thereafter make arrangements with the Department of Printing and Stationery for the publication of the Report not later than the 30th June.

Subject matter
of Report.

136. The report should be framed so as to record all important activities of the Department during the year under review and their results, with comparative statistics where appropriate, in relation to the previous year. Animadversions on the policy of Government such as complaints of withholding of funds for departmental projects, must not appear in the report.

Reports for the
League of
Nations.

137. In addition to the report described in the preceding paragraphs, Heads of Departments are required to furnish a brief statement, in draft form, of departmental activities in so far as they have been directed towards giving effect to the provisions of the Mandate for Palestine. These statements, which are consolidated into the Report presented by His Majesty's Government to the Council of the League of Nations each year on the Administration of Palestine and Trans-Jordan, should be drawn up with reference to the relevant Heads of the Questionnaire of the Permanent Mandates Commission on the Palestine Mandate, in such a manner as to furnish an answer to the questions, and also to any relevant general or special observations recorded in the Minutes of the Session of the Permanent Mandates Commission at which the Report for the previous year was discussed. The answers to general or special observations should be identified by marginal references to the page of the Minutes on which they appear. It is desirable that the statements should follow, in arrangement and in length, as far as possible, the corresponding section in the printed Report of the preceding year.

Statistical
Returns.

138. Statistical returns, where necessary, should be attached to the form of appendices.

Annual
Returns.

139. The following Annual Returns will be submitted by Departments to the Chief Secretary by the dates specified.

<i>Nature of Return.</i>	<i>By whom submitted.</i>	<i>Date.</i>
1. Annual Confidential Reports . . .	Heads of Departments	End of the first week in December
2. Annual Return of next of kin of British Officers . .	Heads of Departments	10th January
3. Annual Confidential Reports on British Nursing Sisters	Director, Department of Health	15th January
4. Annual Return of British Army Officers who died whilst serving in Palestine and Trans-Jordan.	Heads of Departments	15th January
5. Annual Return of marriages and deaths of British subjects	District Commissioners	15th January
6. Annual Return of Capital Sentences	Inspector General Police and Prisons....	15th January
7. Departmental Leave Schemes . .	Heads of Departments	31st January
8. Blue Book Statistics	Heads of Departments	1st April

GENERAL REGULATIONS.

AMENDMENT SLIP No. 40 OF 19TH MAY, 1938.

The return required by Chief Secretary's Circular No. 69/37 will be rendered annually in future and the following addition is therefore made to the Schedule to General Regulation 139:—

9. Return of arrears of revenue abandoned or remitted—C.R.241.	Heads of Departments	1st April.
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CHAPTER 6

GENERAL REGULATIONS.

AMENDMENT SLIP No. 45 OF 4.6.1938.

G.R. No. 142—Cancel (ii) and substitute :—

(ii) Leave in accordance with these Regulations may be granted by Heads of Departments to officers not in receipt of expatriation allowance provided that the approval of Government must be obtained for the grant of leave any part of which is to be spent in the United Kingdom.

Vacation Leave

Rates at which
Vacation Leave
may be earned.

145. (i) Vacation Leave with full salary at the rate of six weeks in respect of each forty-six weeks of resident service, and three months in respect of twenty-one months of resident service and over, may be granted to all officers holding pensionable appointments in Grades A to L, and to officers holding pensionable appointments in Grades M and N who are in receipt of Expatriation Allowance.

(ii) Other pensionable officers may be granted vacation leave at the rate of twenty-one days in respect of each forty-nine weeks of resident service.

146. If vacation leave is spent in Palestine or in adjacent territories*, the periods which may be taken either consecutively or during the same calendar year will be limited to one month in the case of leave spent in Palestine and to forty-two days in the case of leave spent in adjacent territories. Vacation leave which is not spent in Palestine or in adjacent territories may be accumulated to a total of three months in the case of the officers specified in Regulation 145(i) and to a total of forty two days in the case of other officers of the Second Division who have received permission to spend their vacation leave outside Palestine and adjacent territories.

Periods for which vacation leave may be accumulated.

147. Vacation leave may be granted before the completion of the prescribed period of resident service provided that the officer will be required to complete the prescribed period of resident service after returning from leave before beginning to earn further leave.

Grant of vacation leave in advance.

148. Resident service includes periods of casual leave and sick leave spent in Palestine or adjacent countries, but does not include periods of vacation leave.

Resident Service.

If an officer is required by Government to serve outside Palestine, such service may, with the approval of Government, be counted as resident service.

Half-pay leave

149. (i) Subject to the necessities of the Service, leave of absence on half pay may be granted without any special grounds, after three years' resident service from first appointment in Palestine, to the officers specified in Regulation 145 (i).

Conditions on which half-pay leave may be granted.

(ii) It may be given after a less duration of service in cases of serious indisposition, or of urgent private affairs, if Government is satisfied that the indulgence is indispensable. In cases of serious indisposition, the state of the officer's health must be certified by a Medical Board. In the case of urgent private affairs, the nature of the urgent affairs must be stated confidentially to the Head of Department concerned.

*The following are regarded as adjacent territories for the purpose of these Regulations: Trans-Jordan, Syria, Egypt and the Sudan, Cyprus, Rhodes, Asia Minor, Iraq and Persia.

(iii) In the absence of special grounds, half pay leave must not exceed one-sixth of the officer's resident service in Palestine. On special grounds it may exceed that period by six months. The maximum amount of half pay leave which may be granted at any one time is twelve months.

Commuted
half-pay
leave.

150. Subject to the necessities of the service, and after completion of the initial three years' resident service specified in Regulation 149 (i) half pay leave not exceeding three months at one time may be commuted for half the period on full pay, not more often than once in every two years ; provided that in cases of ill-health or in other special circumstances, commuted half pay leave may be granted more frequently than once in every two years within the limit prescribed in the first part of Regulation 149 (iii). Half pay leave granted on special grounds in accordance with Regulation 149 (iii) may not be commuted.

Half-pay leave
not to be spent
in Palestine.

151. Half-pay leave is primarily intended to enable an officer to recruit his health by change of climate, and is not granted to be spent in Palestine or adjacent territories except in special circumstances.

Casual Leave

Conditions on
which casual
leave may be
taken.

152. All pensionable officers specified in Regulation 145 (i) may be granted casual leave amounting to fourteen days in each calendar year. Casual leave may only be taken within the calendar year in which it is granted, and may not be taken in conjunction with any other leave.

Sick Leave

Period and
conditions of
sick leave.

153. (i) Officers who fall sick may be granted sick leave with full pay within Palestine up to one calendar month as from the date of absence from duty in respect of each period of illness, provided that the total period of sick leave granted under this Regulation does not exceed three months in any one year.

(ii) In special circumstances the period of sick leave on full pay allowable on any one occasion may be extended from one month to two months.

(iii) Sick leave will only be granted on the recommendation of a Medical Board.

154. (i) An officer who has been granted the sick leave for which he is eligible under the preceding Regulation and is still absent from duty on account of sickness may be granted any vacation leave for which he is eligible. Further leave when sick leave has been exhausted.

(ii) If the officer is not yet fit to return to duty when his vacation leave has been extended he may then be granted the half pay leave for which he is eligible. In cases of sickness all classified officers of the Clerical or Technical Service will be eligible for half pay leave if recommended by a Medical Board.

(iii) When the half pay leave due to an officer has been expended, and he is still unfit to return to duty, no further extension of leave, other than leave without pay, can be granted.

155. When the illness of an officer or employee is attributable to his own improper conduct or negligence, this fact will be taken into consideration in deciding whether leave with pay, other than vacation leave actually due, shall be granted. Sickness due to an officer's fault.

156. Heads of Departments will report to the Chief Secretary upon any officer or employee who frequently falls sick, in order that a special Medical Board may be convened to consider and report whether the officer's health is sufficiently good to justify his retention in the Service. Frequent sickness.

157. (i) In the event of an officer, while on leave in Palestine, making an application for an extension of leave on grounds of ill-health, the Central Medical Board will arrange for him to be examined and for a report to be made on him by a Medical Board or Medical Officer. Extension of leave on grounds of ill-health in Palestine.

(ii) An officer on leave in the United Kingdom who desires an extension of leave on the ground of ill-health, must apply in writing to the Under-Secretary of State for the Colonies. In the United Kingdom.

158. An application by an officer on leave in Palestine or adjacent territories for extension of leave on account of ill-health must be made if possible in sufficient time to allow of its receipt by the Head of his Department for transmission to the appropriate Medical Board at least ten days before the expiration of the period of leave of the officer. Applications for extension on grounds of ill-health to be made in good time.

Sick leave of unclassified employees.

159. (i) An unclassified employee after three years continuous service in a monthly paid capacity may be granted sick leave on the recommendation of a Medical Board on one or more occasions during the year in accordance with the regulations regarding the grant of sick leave to classified officers, except as regards halfpay leave.

(ii) An unclassified employee with less than three years continuous service may be granted sick leave on the recommendation of a Medical Board on one or more occasions

GENERAL REGULATIONS

AMENDMENT SLIP No. 62 OF 7.11.38.

Regulation 163 on page 36 of the General Regulations as issued in Amendment Slip No. 34 of 14th December, 1937 is hereby revoked and the following substituted therefor:—

“Except in exceptional circumstances judges will not be granted casual leave.

Subject to any appointments made by the Chief Justice to perform any duties therein, they may be absent from duty and, if they so desire, may leave Palestine during any vacation of the Court to which they belong.

Court vacations, except when they form part of a judge's vacation leave, will count as resident service. No part of a court vacation may, however, be taken in conjunction with vacation leave in order to increase the period during which a judge may be absent from duty under the provisions of the leave regulations.

DOR

GENERAL REGULATIONS

AMENDMENT SLIP No. 55 OF 12-7-38.

General Regulation No. 165 is hereby cancelled.

leave will not be cumulative to a total of more than 14 days.

Miscellaneous

169. Heads of Department will submit to Government Departmental leave schemes. not later than the 31st January in each year a leave scheme setting out their proposals for the leave (of more than one month's duration) of the Officers of their Departments in and above Grade K during the year. It will not be necessary for the exact dates of each officer's leave to be given, the object of the return being to enable Government to see that Departments are not at any time unduly weakened owing to senior officers taking leave simultaneously.

170. General approval by Government of a departmental leave scheme does not constitute the approval required by the proviso in Regulation 142 (ii) for the leave of individual officers. Applications for approval under that regulation and for issue of the Leave and Last Applications to Government for grant of leave in excess of one month.

Pay Certificate must be forwarded to Government, if possible, one month before the beginning of the officers leave, and it should be stated in the application whether the leave is in conformity with a departmental scheme which has been approved by Government.

Leave and last pay certificate. 171. An officer proceeding on vacation leave outside Palestine and adjacent countries will be furnished with a copy of his Leave and Last Pay Certificate.

Departure and Return declarations. 172. Before proceeding on leave an officer will complete Personnel Form No. 4, Leave Departure declaration and on his return from leave will complete Personnel Form No. 5, Leave Return declaration. Heads of Departments will forward, in due time, copies of these forms, duly countersigned, to the Chief Secretary, the Treasurer and the Auditor.

Leave declarations will not be sent to the Chief Secretary in respect of Officers in Grades L to P.

Officers required to report arrival and departure. 173. Officers proceeding on vacation leave to the United Kingdom will report immediately by letter both to the Colonial Office and to the Crown Agents their arrival and address and any subsequent changes of address, and the date of their departure from the United Kingdom.

Addresses. 174. Addresses of clubs, hotels, or banks may not be given unless the officer is actually in residence at the address stated or has made arrangements to ensure that some responsible person at the address will inform the Colonial Office on request by letter or telephone of his actual place of residence at the time of the inquiry.

Pay during leave. 175. (i) Pay during leave in the United Kingdom will ordinarily be drawn through the Crown Agents, but if so desired, officers may draw their pay locally. An officer desiring to draw pay through the Crown Agents will so inform the Head of his Department. If it is desired to draw pay locally, a Life Certificate duly certified by a Justice of the Peace, Notary Public, Commissioner for Oaths, Minister of Religion, Medical Practitioner, or by a Manager of a Bank must be sent to the Head of Department at the end of each month to enable him to effect payment.

(ii) In the case of an officer spending his leave in a foreign country, the Life Certificate should be certified by a British Consul or Vice-Consul.

176. An officer on leave in the United Kingdom who desires an extension of leave should apply to the Under-Secretary of State for the Colonies in sufficient time, if practicable, to allow of reference to Palestine. Where shortness of time necessitates a telegraphic enquiry and reply such messages will be sent only at the expense of the officer. An officer on leave elsewhere will apply to the Chief Secretary. Leave will not be extended as a matter of course nor unless public convenience permits.

Applications by officers while in the United Kingdom for extensions of leave.

177. (i) An officer during his leave of absence may be required by the Secretary of State to discharge any duty or attend any course of instruction which the Secretary of State may think necessary.

Attendance at courses of instruction and other duties which officers may be required to discharge while on leave.

(ii) The leave of an officer attending a course of instruction may be extended with the appropriate rate of pay, that is, full or half pay, for such a period as will enable him to enjoy three months leave clear of study, or, in the case of an officer who has been granted leave for a period less than three months, the whole of his leave clear of study. Leave is interpreted as inclusive of the period taken on the journeys between Palestine and the United Kingdom.

178. (i) An officer applying for leave with the intention of retiring may receive any vacation leave for which he is eligible and only such half pay leave as, with his vacation leave, will allow time for a decision upon his application for retirement.

Leave preceding retirement.

(ii) An officer's salary will in such case cease and his pension commence when his retirement is sanctioned.

(iii) If an officer retires during his leave of absence without having originally given notice of his desire to do so, the date at which his half salary is to cease will be determined according to the circumstances of the case.

179. Officers other than those specified in Regulation 145, who have been granted permission to proceed on leave outside Palestine for the purpose of undertaking an approved course of study or research, may be granted leave on such terms and conditions and for such periods as Government may decide having regard to the circumstances of each case, provided that the period of leave granted on full pay, commuted half pay or half pay shall in no case exceed the period for which an officer would have been eligible were he serving within the categories specified in Regulation 145.

Study Leave.

Leave of officers
serving on
Agreement.

180. These Regulations will not apply save with the approval of Government to persons serving under special agreements. The amount of leave to be granted to such persons will ordinarily be determined by their agreements.

Exercise of
these powers by
the Secretary of
State.

181. The powers of the Government of Palestine as defined in these Regulations in regard to the grant of leave may be exercised by the Secretary of State for the Colonies at his discretion.



CHAPTER 7

Language and Law Examinations

Language Examinations

191. Language Examinations in Arabic and Hebrew Holding of
are held annually by the Department of Education. Language
Examinations.

192. The dates of the examinations and the latest dates Dates of
for entry will be communicated to Heads of Departments examinations.
by the Chief Secretary before the beginning of the year.

193. The examinations in each language are divided Classification of
into two classes :— examinations.

- (i) Lower standard.
- (i) Higher standard.

194. The syllabus of each examination and other in- Syllabus of
formation of use to intending candidates may be obtained Examinations.
on application to the Director of Education.

195. Officers other than Palestinian officers, appoint- Officers required
ed after January 1st, 1933, to any of the following posts to pass lower
will be required to pass the lower standard examination standard
in Arabic or Hebrew within three years of the date of language
their appointment :— examinations.

- (i) Assistant District Commissioners.
- (ii) Assistant Secretaries.
- (iii) District Engineers (P.W.D.)
- (iv) Education Officers.
- (v) Land Settlement Officers.
- (vi) Magistrates.
- (vii) Survey Officers.

196. Officers holding the appointments specified in Time limit for
Regulation 195 who are already serving under the passing lower
Palestine Government and have not yet passed the standard
lower standard examination in Arabic or Hebrew may examinations.

be required to do so within three years of the date on which notification of the requirement to pass a language examination is communicated to them.

Failure to pass
lower standard
language.

197. Officers who have been required to pass the lower standard language examination and who have failed to do so within the prescribed period will not thereafter

GENERAL REGULATIONS.

AMENDMENT SLIP No. 50 OF 4.6.1938.

G.R. No. 201—cancel the regulation and substitute :—

201. The following procedure will be adopted for the entry of names of candidates for the lower standard language examinations in each year :—

(i) Officers who are required by regulations 195 and 196 to take the examination will submit their names to the Director of Education through the Heads of their Departments *on the prescribed entry form obtainable from the Director of Education.*

(ii) Officers eligible under regulation 199 will apply to the Heads of their Departments for permission to take the examination. The Head of Department may grant permission if he is satisfied that it is in the interest of the Department that the officer should learn the language: or he may refuse the application at his discretion.

Officers whose applications are approved will submit their names through the Heads of their Departments to the Director of Education *on the prescribed entry form obtainable from the Director of Education.*

Applications
for permission
to take the
lower stand-
ard language
examination.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 51 OF 4.6.1938.

G.R. No. 203—cancel the regulation and substitute :—

203. Officers who desire to take the higher standard examination in either language will apply to the Heads of their Departments for permission. The Head of Department may grant the permission if he is satisfied that it is in the interest of the Department that the Officer should learn the language: or he may refuse the application at his discretion.

Applications for permission to take the higher standard examination.

G.R. No. 202—add the following :—

In the case of self-accounting Departments the claim should be addressed to the Head of the Department who may authorise reimbursement.

take the higher standard examination in either language, is successful in passing it. Permission to enter for this examination will only be granted to an officer whose prospective duties are such as to justify, in the opinion of Government, the payment of the above mentioned reward for the attainment by him of high proficiency in Arabic or Hebrew. higher standard Examinations.

An officer who has received a reward for passing the higher standard examination in one of the two languages is not debarred from entering the examination and receiving the reward in respect of the other language.

Travelling allowances.

207. Travelling Allowance is payable in accordance with the Travelling Allowance Regulations to approved candidates for language examinations who absent themselves from their normal stations for the purpose of taking the examinations.

Law Examinations

Holding of Law Examination.

208. A Law examination is held annually by the Attorney-General.

Date of Examination.

209. The date of the examination and the latest dates of entry are notified by Secretariat Circular.

Subject matter of examination.

210. The examination consists of three parts :—

1. Criminal Procedure and Law of Evidence.
2. Criminal Law and prescribed Ordinances.
3. Land Law.

All three parts may be taken together at one examination, or separately at successive examinations.

Syllabus of examination.

211. The syllabus of the examination and other information of use to intending candidates may be obtained on application to the Attorney-General.

Officers required to take the examination

212. All officers of the District Administration are required to pass this examination, unless they are holders of the certificate or diploma of Legal Studies granted by the Council of Legal Studies, Jerusalem, or are inscribed as students of the Council and are following the courses prescribed provided that an officer so inscribed shall not be entitled to exemption except for such normal period after his first inscription as is requisite for qualifying for the certificate or diploma of the Council.

213. Officers of the District Administration already in the Service who are not included under Regulation 212 and have not yet passed the Law Examination, may be required to pass it within three years of the date on which notification of the requirement to pass a Law examination was communicated to them. Time limit for passing the examination.

Officers appointed to the District Administration after the 1st January, 1933, who are not eligible for exemption under Regulation 212 will be required either to enrol themselves as students of the Jerusalem Law Classes at the first opportunity which occurs after the date of their appointment, or alternatively to take the Law examination within three years of the date of their appointment.

214. Officers who have been required to pass the examination and who have failed to do so within the prescribed period will not thereafter normally be regarded as eligible for any increments until such time as they pass the examination. Failure to pass the examination.

215. Officers other than those specified in Regulation 214 may apply to the Chief Secretary through the Heads of their Departments for permission to take the examination. In forwarding such applications the Head of the Department will recommend whether or not the application should be approved. Officers permitted to take the examination.

216. The following procedure will be adopted for the entry of names of candidates for the Law examination to be held each year :— Applications for permission to take the examination.

Officers required to take the examination will submit their names to the Attorney General through the Heads of their Departments for entry on the list of candidates for the examination at which they propose to present themselves. They will at the same time indicate whether they wish to take all three parts of the examination together, and, if not, which part or parts they wish to take the examination at which they propose to present themselves.

The same procedure will be followed by officers who have been permitted under Regulation 215 to take the examination.

217. Travelling Allowance in accordance with the Travelling Allowance Regulations is payable to approved candidates for the Law examination who absent themselves from their normal stations for the purpose of taking the examination. Travelling Allowances.

Refund of
tuition
expenses.

218. Successful candidates in the whole or any part of the Law examination may be reimbursed their tuition expenses (including fees for tuition and the purchase of books) up to a maximum amount of £P. 10, at the rate of £P. 3.500 mils for Parts 1 and 2 and £P. 3.000 mils for Part 3.

Claims for reimbursement should be addressed to the Treasurer and accompanied by a detailed statement of expenses, supported where possible by receipts or vouchers.

British Police
Officers.

219. These Regulations do not apply to British Police Officers, for whom special regulations are in force.

CHAPTER 8

Housing

231. Except in cases where there is a contractual obligation to do so, or where the exigencies of the service so demand, Government does not undertake to provide as of right quarters for any officer. General.

232. The Chairman, Central Housing Commission, is the responsible housing authority for all Departments other than the Palestine Railways. In the case of the Palestine Railways the responsible authority is the General Manager, Railways. All routine correspondence in connection with the housing of officers will be addressed to the housing authority. Housing Authorities.

233. Subject to the approval of Government, Government owned or leased quarters may be rented to male married officers in receipt of expatriation allowance whose families are normally resident in Palestine. Lease of Government Quarters to male married officers.

234. A rental contribution will be payable by officers so accommodated at the rate of 10% of annual salary, together with expatriation allowance, and cost of living allowance. The rate of contribution may be varied from time to time. Rental contribution.

235. Government may terminate leases and require officers other than those under contractual obligation to make their own arrangements for housing. Termination of leases by Government.

236. By accepting accommodation officers undertake to comply with such regulations and instructions relating to housing, sanitation and kindred matters as may be issued to them by the housing authorities from time to time. Compliance with housing and sanitation regulations etc.

237. An officer who is accommodated under Regulation 233 may not surrender the lease of his house before its termination, nor may he sub-let his house, without the prior approval of Government. Surrender of lease before termination ; sub-letting.

238. Officers who are accommodated under Regulation 233 shall notify the housing authority when they proceed on leave for a period longer than one month. The Notification of temporary absence.

notification should be despatched at least one week before the date on which they propose to vacate the house. Officers must state whether or not their houses will be occupied by another tenant during their absence.

Rates.

239 (i). Officers who are provided by Government with accommodation in accordance with these Regulations are liable for the payment of rates, taxes or other levies lawfully imposed in respect of the accommodation by Municipalities or other local authorities.

(ii) The liability for the payment of rates, taxes or other levies which may be demanded by municipalities or other bodies from officers who are accommodated by Government without a rental contribution will be determined according to the terms of any contracts subsisting between such officers and the Government.

AMENDMENT TO GENERAL REGULATIONS

AMENDMENT SLIP No. 59 OF 17.10.38.

The first part of General Regulation 242 (i) is hereby deleted and the following substituted therefor:—

“Male married officers below Grade ‘E’ in receipt of Expatriation Allowance, whose families are normally resident in Palestine, who are not provided with Government owned or leased quarters under Regulation 233, may be granted housing allowance, in lieu of quarters, at the following rates:—”

(ii) The housing allowance payable in respect of an officer in which an officer is acting will be paid to him if it is at a higher rate than the housing allowance payable to Officers acting in appointments carrying a

AMENDMENT TO GENERAL REGULATIONS

AMENDMENT SLIP No. 60 OF 17.10.38.

General Regulation 243 is hereby deleted and the following substituted therefor:—

"243. Applications for the grant of housing allowance should be made to Government as early as possible after the officer has actually acquired possession of a house for the personal occupation of himself and family, and must be supported by a certificate, signed by the Head of the Department in which the officer is serving, in the following terms:—

I certify that Mr.....
who holds the appointment of.....
..... is entitled under General
Regulation 242 to the payment of
housing allowance at the rate of
LP..... per annum from.....
..... to.....19....., for
which period he has actually acquired
possession of a house for the personal
occupation of himself and family".

CHAPTER 9

District Administration

Administrative
divisions.

251. (i) Palestine is divided for administrative purposes into Districts, in virtue of the powers vested in the High Commissioner by Article 11 of the Palestine Order in Council, 1922. There are, at present, three such Districts, namely :—

<i>District</i>	<i>Headquarters</i>
Jerusalem	Jerusalem
Northern	Haifa
Southern	Jaffa

(ii) Each of these Districts is divided into sub-districts as under :—

Jerusalem District :

Jerusalem-Bethlehem-Jericho	
Ramallah	Hebron

Northern District :

Acre	Beisan
Haifa	Jenin
Nablus	Nazareth
Safad	Tiberias
Tulkarm	

Southern District :

Beersheba	Gaza
Jaffa	Ramleh

Responsibilities
of District
Commissioner.

252. (i) The District Commissioner is the principal Civil Representative of Government in his District, and is responsible generally for its good order and administration.

(ii) District Commissioners are assisted in the administration of their Districts by Assistant District Commissioners and by District Officers, who are entrusted with such of the powers and duties of District Commissioners as may be delegated to them with the authority of Government from time to time.

253. The duties of District Commissioners fall under four principal heads, namely :—

Duties of District Commissioner.

- (i) Supervisory and Administrative.
- (ii) Revenue Collection.
- (iii) Judicial.
- (iv) Local Government.

254. (i) The District Commissioner will submit to the Chief Secretary for the information of the High Commissioner a monthly report on the economic, political and social situation of his District.

Reports to Government.

(ii) He will report to Government without delay all important occurrences, and in particular any matters affecting the maintenance of good order and public security in his District.

255. He will keep in close touch with public opinion in his District, and will act as the normal channel of communication between members of the public and the Central Government.

Relations with the public.

He will deal as expeditiously as possible with all petitions and communications received by him from non-official bodies or individuals, and will transmit them, when necessary, to the Central Government with his recommendations as to the action which should be taken thereon.

256. (i) He will keep in close touch with the Local Government Authorities in his District, and will exercise a general supervision over their interests and activities.

Relations with Local Government Authorities.

(ii) He is authorized to approve, without prior reference to Government, the annual estimates of Local Councils and Municipalities which do not receive a grant-in-aid from Government, subject to the proviso that he will submit such estimates for the consideration of Government in every case where there is an estimated deficit.

Approval of Estimates of Local Bodies.

257. The relations between the District Administration and Departments other than the Department of Police and Prisons are governed by the following Regulations :—

Relations with other Government departments, (except Department of Police & Prisons).

(i) The District Commissioner may call upon any Departmental Officer who is stationed in his District, to confer with him and to give advice on any technical matter, or to carry out any necessary investigation.

Liaison on technical matters.

Liaison on matters on general interest and departmental policy.

(ii) The District Commissioner should be informed by Heads of Departments, or by their District representatives, of the principal departmental activities in his District. Similarly he should inform them of all matters affecting the work and interests of their Departments that come within his knowledge.

(iii) In particular the District Commissioner should be consulted as to future departmental policy when the interests of the public are affected.

(iv) All Departmental Officers should keep the appropriate Administrative Officers informed of such of their activities as are of general interest.

Visits to Senior Officers of the District Administration.

(v) Departmental Officers on tour should normally call on the Senior Administrative Officers in each town they visit, and discuss any matters of mutual interest.

Necessity of close co-operation between District Administration and Departmental Officers.

(vi) Administrative Officers should give any assistance in their power to Departmental Officers in the performance of their official duties, and Departmental Officers must always bear in mind that it is of the highest importance that they should work in close co-operation with the District Administration.

Relations with Department of Police and Prisons.

258. The relations between the District Administration and the Police are governed by the instructions appearing in Chapter 15.

CHAPTER 10

Health

271. Every officer and monthly paid employee, while resident in Palestine, will receive medical and hospital treatment at public expense in all cases where such treatment is available. Free medical and hospital treatment of officers.

272. Casual labourers are not entitled to free medical treatment unless a District Medical Board finds that the need for medical treatment has arisen as a direct result of Government service. Free medical treatment of casual labourers.

273. In areas where there are Government or Government-aided Municipal hospitals and dispensaries which give free medical treatment to Government officers, treatment in non-Government institutions will not be granted at public expense. In other areas in Palestine, officers and employees may receive treatment at public expense at certain voluntary hospitals and dispensaries which accept the Government scale of fees, provided that in towns where a Government medical officer is stationed, they obtain his written authority for such treatment. Treatment at Government and other Hospitals and Dispensaries.

274. The Director, Department of Health, may at his discretion, pay the fee of a private practitioner for a single attendance including the issue of a certificate when, in a case of emergency, a private practitioner has to be called in pending removal of an officer to a hospital. Fees to private practitioners.

275. Officers will not be entitled to receive at the expense of the Palestine Government medical or hospital treatment in countries other than Palestine, except when the Central Medical Board finds that the illness or injury of an officer was incurred in the actual performance of his duties and is specifically attributable to the nature of his duties. Treatment outside Palestine.

276. An officer who falls sick whilst on the voyage to the United Kingdom or whilst on leave in the United Kingdom so as to require medical attention and remains ill for a week, must report the fact to the Colonial Office. Sickness during leave in United Kingdom.

forwarding at the same time a certificate from his medical attendant stating the nature of the illness and if possible its expected duration.

277. The officer may be required to undergo examination by one of the Consulting Physicians to the Colonial Office, or to furnish further periodical reports from his own medical attendant until recovery, as the Secretary of State may direct. Failure to comply with this Regulation will render an officer ineligible to receive salary during any extension of leave which may be granted to him on medical grounds.

Sickness during
leave outside
United
Kingdom.

278. An officer whilst on leave out of Palestine elsewhere than in the United Kingdom, who applies for an extension of leave on grounds of ill-health, must support his application by a certificate given by a medical practitioner in the country of his leave, authenticated by the local British Consular authority.

X-Ray
examinations.

279. Officers and monthly paid employees, entitled to free medical treatment, may receive X-Ray examination (but not treatment) at public expense when such examination is certified by a District Medical Board to be necessary.

Specialist
treatment.

280. Dental and X-ray treatment, spectacles and appliances, and specialist medical and surgical examination and treatment other than that provided by Government Medical Officers, are not provided at public expense except when in the opinion of the Central Medical Board such examination, treatment or appliance is necessary on account of disease or injury directly attributable to the performance of official duties.

Refusal to
obtain specialist
treatment.

281. An officer who refuses or fails to obtain specialist advice or treatment recommended by a District Medical Board may in the event of subsequent illness directly attributable to such refusal or neglect, renders himself liable to forfeit his salary in respect of any period of absence due to such illness.

Illness or
injuries due to
misconduct or
negligence.

282. When a District Medical Board finds that the illness or injury of an officer or employee is attributable to his own improper conduct or negligence, treatment at public expense may be refused.

283. Payment will be made from public funds for the Payment to professional services of a consultant physician or sur- consultants. geon called in consultation upon a Government officer with the approval of the Central Medical Board.

284. The scale of fees payable and the procedure for X-ray examination and dental treatment of Government officers or employees who are entitled to such examination or treatment at public expense are prescribed by the Director, Department of Health. Scale of fees for X-Ray examinations and dental treatment.

285. (i) Whenever an officer, to whose case the Accidents Workmen's Compensation Ordinance, 1927, is not applicable, sustains, as a result of an accident encountered in the performance of his duty, an injury of such a nature as to make it appear probable that a claim for a special award will arise when the officer retires, a Board of Inquiry will be convened without delay to investigate the circumstances of the accident. sustained on duty.

(ii) The Head of the Department in which the officer is serving will be responsible for applying without delay to the District Commissioner or Deputy District Commissioner in whose district the officer is stationed to convene the Board of inquiry.

(iii) The membership of a Board of Inquiry will be constituted as follows :—

1. A District Officer—Chairman.
2. A representative not below the rank of Grade K of the Department in which the officer is serving.
3. A Medical Officer of Health.

(iv) The terms of reference of the board will be to inquire whether the injury sustained arose :—

- (a) in the actual discharge of the officer's duty ; and
- (b) without his own default ; and
- (c) on account of circumstances specifically attributable to the nature of his duty.

(v) The Board will forward three copies of their report to the Head of the Department in which the officer is serving and the Head of Department will forward to the Chief Secretary two copies of the report after having endorsed his observations thereon.

Payment for
Hospital diet.

286. An officer or employee in receipt of free hospital treatment will be required to pay the cost of his diet in hospital at the following rates :

1st class ward accommodation	..	200	mils.
2nd class ward accommodation	..	120	„
3rd class ward accommodation	..	50	„

Provided that the cost of diet may be remitted with the sanction of Government if the admission of the officer or employee was necessitated by injury arising out of, and in the course of, his employment.

(b) No charge for diet will be made to an officer or employee who is entitled to free treatment but who ceases to draw salary while in hospital.

Class of
Hospital ac-
commodation.

287. Hospital accommodation is allotted as follows:—

(a) 1st Class Ward

Officers Grades A to K.

Officers of Grades L and M and officers of an equivalent rank in the Police and Frontier Force.

Matrons and British Nursing Sisters.

(b) 2nd Class Ward.

Officers of Grades N to P; school teachers and nurses; non-classified Government employees receiving a monthly salary of £P. 12 or more; officers of the Police and Trans-Jordan Frontier Force of a rank lower than the equivalent of Grade M and British other ranks in the Police and Frontier Force.

(c) 3rd Class Ward.

All other Government employees who are entitled to hospital treatment at public expense and other ranks of the Police and Frontier Force.

When the appropriate class of accommodation cannot be allotted to officers, they may be allotted other accommodation and will be charged the cost of diet of the class provided.

Arrangements
for private
treatment.

288. An officer or employee other than personnel of the Police and Frontier Force, may with the approval of the District Medical Board, make his own arrangements for treatment at home or elsewhere, but such treatment will be at his own expense and he must obtain such reports and certificates from the doctor attending him as may from time to time be required by Government.

The District Medical Board has the right to make medical visits to and examinations of such patients and to give instructions as to their disposal.

This Regulation does not apply to casual labourers, who are not in regular employ.

289. (i) If able to do so, an officer or employee will report sick immediately to a Government Medical Officer at the Medical Inspection Room or Dispensary. He will bring with him a request for medical inspection on a Medical Report form (L.F. O.M. 70) signed by or on behalf of the Head of his Department. The Medical Officer will decide as to the sick officer's disposal (whether duty, daily attendance for medical inspection, hospital, private treatment, sick leave, etc.) and will inform the officer's Head of Department in writing of his decision. Procedure for medical attendance.

(ii) When an officer is too sick to report as directed above he will at once arrange that his Head of Department shall be informed of his illness and will if possible forward a certificate from the doctor attending him. The certificate should state the nature of the illness and the probable period of absence from duty.

(iii) The Head of the Department or Office will notify the Government Medical Officer at once of the officer's illness and will forward the certificate to him. The Government Medical Officer will satisfy himself that the arrangements made for the sick officer are suitable and as to the correctness of the certificate. He will then inform the Head of Department accordingly by means of a Medical Report (L.F. O.M. 70) and will countersign and return the certificate.

(iv) When the number of days excused duty is likely to exceed ten, and the officer is not admitted to hospital, the Medical Officer will refer the case to a Medical Board which may approve private treatment at the officer's expense, and may recommend such period of sick leave as is considered necessary.

290. Vaccination against smallpox is compulsory on engagement and at such intervals as may from time to time be notified. Inoculation.

Other protective vaccination or inoculation may be prescribed in epidemics on a decision of the Department of Health.

Special
Regulations.

291. Special regulations regarding Medical Boards, treatment and medical inspection are issued by the Director, Department of Health, from time to time for certain departments which have particular requirements.

Composition of
Central Medical
Boards.

292. A Central Medical Board is composed of a President and two Members, who are nominated by the Director, Department of Health. The Board may obtain the services of a specialist at their discretion.

Duties of
Central Medical
Boards.

293. The duties of Central Medical Boards are as follows :—

- (1) The upkeep of Records and of Registers of Proceedings of all Medical Boards.
- (2) The examination of :—
 - (a) Candidates for all permanent and pensionable posts in the Government.
 - (b) Candidates for temporary employment in Grades A to N.
 - (c) Officers and employees in connection with invaliding and retirement for reasons of health and in connection with questions of pension or gratuity arising therefrom. :
- (3) The examination of candidates, when found necessary, after consideration of preliminary reports made by District Medical Boards in all the following cases :—
 - (a) Applicants for sick leave exceeding 30 days.
 - (b) Officers who have been injured in Government service, in relation to pecuniary claims on the Government.
 - (c) Other cases referred by District Medical Boards or Government.
- (4) Ratification of the proceedings of District Medical Boards.

Composition of
District Medical
Boards.

294. A District Medical Board is composed of a President and one Member, who must be Medical Officers of the Department of Health.

In sub-districts the Central Medical Board may delegate a single Medical Officer of the Department to carry out the duties of a District Medical Board.

295. The duties of District Medical Boards are as follows :— Duties of
District Medical
Boards.

- (1) The upkeep of Records and the Registers of the Board and the forwarding of the proceedings of the Board to Headquarters.
- (2) The preliminary examination of all persons referred to in sub-paragraph (3) of Regulation 293 and of :
 - (a) Employees who have been injured in Government service.
 - (b) Employees in relation to retirement and invaliding.
- (3) The examination of :—
 - (a) Candidates for non-pensionable posts in the Government.
 - (b) Candidates for temporary employment whose grading or emoluments are below those of Grade N.
 - (c) Applicants for sick leave of more than 10 days and less than 30 days duration.

296. Written application for examination by a Medical Board must be made to the District Health Office by the Head of Department or other officer under whom the officer to be examined is employed. Application for
examination
and Medical
Boards.

297. Free third class Railway Warrants, chargeable to the Relief Vote of the Department of Health, may be issued by Medical Officers for the transport of destitute sick persons to a Government hospital. Transport of
destitute sick
persons.

CHAPTER 11

D. L. W. 11

Dok.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 63 OF 30.11.38.

G. R. No. 302—add the following:—

Plans or designs for proposed Government buildings will be referred to the Department of Health for comments prior to preparation of final plans.

G. R. No. 304—add the following:—

Such schemes will be referred to the Department of Health for comments prior to commencement of work.

Exceeding
LP. 400.

(ii) Where the estimated cost exceeds LP. 400 the work will not be undertaken by the Director of Public Works without the prior approval of Government.

306. Subject to the prior approval of Government in every case where the work is estimated to cost more than L.P. 400 the Director of Public Works may render assistance to Municipalities in the undertaking of Municipal services. The grant of assistance will usually be restricted to more important projects of public utility, such as sewerage, drainage, water supply, and power and lighting schemes.

307. Requests for assistance will state whether the assistance required is limited to technical advice only, or is to include the preparation of a preliminary or a detailed project, or the preparation of a detailed project and the execution of the scheme.

308. On receipt of an application for assistance, the Director of Public Works will report the facts for information of Government, and will state whether he is able to undertake the work without detriment to the existing requirements of Government. He will also state :—

(a) What is the total estimated cost of the assistance required (including incidental expenses and contractors' bills).

(b) Whether any additional temporary staff will be required, and if so, the estimated cost thereof.

309. (i) If the grant of assistance is approved by Government in principle, the Director of Public Works will require the Municipality to furnish a written guarantee that funds will be provided to cover the expenditure referred to in Regulation 308 (a) and (b) before the work is put in hand.

(ii) Construction will not be started until the plans and estimates have been approved by the Municipality in writing.

310. The Director of Public Works shall have no responsibility for the subsequent operation or maintenance of the works referred to in Regulations 305-309.

311. (i) The Director of Public Works will examine the estimates and designs prepared by engineers of local authorities for such public works as may be referred to him by Government.

(ii) Annual budget estimates for Municipal Public Works may be referred to the Director of Public Works for advice by the District Commissioner at his discretion.

Classification of Public Works Services. 312. (i) Provision for Public Works services is made under two Heads of the Annual Estimates, namely :—

- (a) Public Works Recurrent.
- (b) Public Works Extraordinary.

(ii) Under (a) provision is made in a lump sum for Minor Works and Current Repairs respectively. Under (b) provision is made in itemized form for major works and special repairs.

Charging of works under Regulation 363 (a) and (b). 313. (i) All new works or special repairs of which the estimated cost does not exceed LP. 100 will be charged to Public Works Recurrent.

(ii) All new works or special repairs of which the estimated cost exceeds LP. 100 will be itemized and charged to Public Works Extraordinary.

Applications for supplementary expenditure under Public Works Extraordinary. 314. After the annual estimates have been approved by the Secretary of State no application will be made for any supplementary provision under Public Works Extraordinary unless it can be shown by the Department making such application to the satisfaction of Government that the proposed work is of pressing emergency and cannot be postponed without detriment to the public service.

Repairs to Government buildings. 315. (i) The Director of Public Works will arrange for the inspection of all buildings in Government occupation, other than Railway buildings, at such intervals as he may consider necessary, for the purpose of noting any repairs which may be required.

(ii) All repairs will be brought to the notice of the Director of Public Works' representative at these inspections.

Minor Works. 316. (i) A minor work is any new work, alteration or special repair not chargeable to the Vote for Maintenance of Buildings, the estimated cost of which does not exceed LP. 100.

(ii) A schedule of applications for the execution of minor works giving the order of urgency will be submitted by Heads of Departments to the Director of Public Works in March, July and November.

(iii) The Director of Public Works will then cause estimates of cost to be prepared for such works as are likely to be executed having regard to the funds at his disposal.

(iv) In due course Heads of Departments will be advised by the Director of Public Works of works sanctioned for execution and of any works estimated to exceed LP. 100.

(v) Applications for works estimated to cost more than LP. 100 will be made in accordance with Regulation 318.

(vi) Items not approved in any schedule submitted under sub-paragraph (ii) above will not be considered unless resubmitted in the subsequent schedule.

(vii) It will be understood that funds under this Head are not intended for the reconditioning, extending or building up of institutions by the execution of a number of items at one station each costing less than LP. 100. The necessity for making a number of additions and improvements at one institution will normally be submitted to the Chief Secretary by the Head of Department concerned when submitting his annual estimates, but, in the case of emergency, they may be submitted at any time. In the latter case it must be shown to the satisfaction of Government that the proposed work is of pressing urgency and cannot be postponed without detriment to the public service.

317. The cost of minor repairs to buildings and furniture not exceeding LP. 100 may be defrayed by Heads of Departments from their Contingencies Vote. Minor Repairs.

318. Applications by Heads of Departments for new Major Works, major works or special repairs will be submitted in the following manner :—

(i) Proposals for works involving an expenditure of less than LP. 1000 will be submitted direct to the Director of Public Works not later than the 1st October of the year preceding that in which it is proposed that the expenditure shall be incurred.

(ii) Proposals for works estimated to cost LP. 1000 or upwards will be submitted to the Chief Secretary in time to reach his office in the first quarter of the financial year preceding that in which it is proposed that the expenditure shall be incurred.

Mining
Ordinance.

319. The Director of Public Works is Controller of Mines and is responsible for the administration of the Mining Ordinance.

Housing
authority.

320. The Director of Public Works is the officer authorized to lease and hire premises for the accommodation of all Departments and officers other than the Railways Department. In the Northern and Southern Districts

GENERAL REGULATIONS.

AMENDMENT SLIP No. 48 OF 4.6.1938.

G.R. 322—cancel the Regulation and substitute:—

322. No new hiring or renewal of lease may be made until expenditure required under all recurrent headings has been disclosed; such as repairs, alterations, additions, new installations, including water supply, electric light, bell systems, sanitation, etc., and it has been ascertained that this consequential expenditure will cause no excess on the relevant votes. When the expenditure on these services is estimated to exceed £P.200, the Director of Public Works will refer the matter to Government for instructions.

Hiring and
renewal of
leases.

Public Works.

where:—

- (a) the period of lease exceeds three years;
- (b) the rent exceeds LP. 200 per annum;
- (c) the total commitment over the period of lease exceeds LP. 400.

325. The Director of Public Works will charge the occupants of leased premises with the cost of any damage or deterioration wilfully or negligently caused by them, and of any damage or deterioration not reasonably attributable to fair wear and tear. ^{Damage to leased premises.}

326. The Director of Public Works shall not, without prior reference to Government, take a hiring for the personal accommodation of an officer the annual rent of which exceeds the amount of the rental contribution of such officer by the housing allowance which would be payable to him if he made his own arrangements for accommodation. ^{Leases for personal accommodation.}

327. The Director of Public Works is responsible for the examination and approval of technical matters relating to Government concessions. ^{Concessions.}

328. The Director of Public Works is Chairman of the Road Board and a member of the following Boards and Commissions :— ^{Boards and Commissions.}

Central Town Planning Commission,
Harbour Board,
Railway Board,
Archaeological Museum Committee.

GENERAL REGULATION 329.

AMENDMENT SLIP No. 39 OF 18-6-38

“329. The Director of Public Works is responsible for the manufacture, repair and supply of standard pattern office furniture for all departments, with the exception of the Railways and the Posts and Telegraphs, within the means provided in the Estimates.

Office furniture and equipment of non-standard pattern may not be purchased from departmental votes except with the prior approval of the Chief Secretary: such approval will only be granted in exceptional cases. Copies of any such application will be sent by the Head of Department making it to the Director of Public Works, whose comments will be awaited before a decision is given”.

CHAPTER 12

Lands

**Maintenance of
State Domain.**

331. The Director of Lands is responsible for the maintenance of all State Domain. State Domain means all State owned land or buildings of whatever category. It does not include land or buildings leased to Government for any purpose. State Domain which is occupied by the Palestine Railways is administered by the General Manager, Palestine Railways.

**Expropriation
of Land.**

332. The procedure to be followed in connection with the expropriation of land is prescribed in the Expropriation of Lands Ordinances, 1926-1932.

Heads of Departments will in no case submit certificates of expropriation for the signature of the High Commissioner until they have first obtained the necessary financial authority to defray the cost of expropriation.

**District
Officers to
represent
Director of
Lands.**

333. For the purpose of administering State Domain the Director of Lands will be represented in the Districts by the District Officers who will act as his local agents and under his instructions.

**Duties of
District
Officers in
respect of
State Domain.**

334. In their capacity as agents, District Officers will :—

- (i) Inspect all State Domain as circumstances permit, and report encroachments ;
- (ii) Ensure that lessees comply strictly with the terms of the lease. A copy of every lease will be sent to the District Officer concerned ;
- (iii) Collect rents at the due date and submit monthly returns on the prescribed forms. Statements of arrears will be issued monthly by the Director of Lands to District Officers who will be responsible for reporting to the Director of Lands any arrears omitted from the statements. Instructions with regard to legal proceedings for the recovery of arrears will be issued by the Director of Lands ;

- (iv) Receive applications for leases, etc., and submit them to the Director of Lands with their recommendations ;
- (v) Publish outbidding lists in respect of short term leases in due time before the expiry of current leases and submit recommendations to the

GENERAL REGULATIONS.

AMENDMENT SLIP No. 49 OF 4.6.1938.

G.R. No. 335—cancel the regulation and substitute :—

335. Leases will be in the prescribed form, and any material deviation will be subject to approval by Government. The Director of Land Registration is authorised to execute leases on behalf of Government, provided that in cases where the term exceeds three years or the annual rental exceeds £P.50 the principles expressed in the terms of the lease have been approved by Government.

Execution of
Leases.

ing will be requested by the Chief Secretary, take action as in sub-paragraphs (ii) and (iii) below :

- (ii) In the case of applications by Government Departments, the Director of the Department concerned will ascertain directly from the Director of Lands if the State Domain is available or in

the case of proposed acquisition, exchange, or lease of privately owned land if the title is clear.

The provisions of the Expropriation Ordinance will not be applied in the case of the acquisition or lease of privately owned land or other immovable property unless owing to defect of title or for some other reason, private treaty is not possible.

- (iii) In the case of State Domain, if the property is available, an application will be submitted by the Head of the Department concerned to the District Commissioner who will convene a Siting Board composed of representatives of the District Administration, the Departments of Public Works, Health and Lands and of the Air Officer Commanding or of the Department concerned.
- (iv) The Siting Board will examine the Site or property on the ground as to its suitability for the purpose with due reference to the layout of the buildings proposed and any other relevant consideration.
- (v) The site and area or the property having been approved by the Board the requirements of the Air Officer Commanding or of the Director of the Department concerned will be referred by the Siting Board to Government with a recommendation as to allotment. Government will decide if the land is to be allotted, and, where application is made by more than one Department, to which Department the land is to be allotted. The decision of Government will be communicated to the Director, Department of Lands who will then allot the property to the Chairman, Central Housing Commission.
- (vi) If the property is to be acquired by purchase, exchange or lease the provision of sub-sections (iii) and (iv) will be applied and the site and area or the property having been approved by the Board the requirements of the Air Officer Commanding or of the Director of the Department concerned will be referred by the Siting Board to a Standing Valuation Board constituted as in sub-paragraph (vii) which will then report to Government on the advisability of purchase or rental value of the property together with the terms of the lease in the case of leases.

(vii) The Standing Valuation Board will be under the Chairmanship of the Director of Public Works and will include the Director of Lands and a Senior Assistant Treasurer as members.

Constitution
of Standing
Valuation
Board.

(viii) A Land Valuer from the Office of the Commissioner of Lands will advise the Board on the value of the land or the property for purposes of purchase or lease.

(ix) (1) The recommendations of the Standing Valuation Board will then be submitted to Government for approval and when that approval has been given the negotiations for purchase or for lease will be completed :

(a) by the Director of Lands in the case of purchase, by private treaty or expropriation, of land to be registered in the name of the Government of Palestine ;

(b) by the Chairman, Central Housing Commission, in the case of lease whether by private treaty or compulsorily under the Expropriation of Land Ordinances 1926-32 ;

(c) by the Air Officer Commanding in the case of land to be acquired for the use of the Army or the Royal Air Force.

(2) The Department of Lands will furnish the Air Officer Commanding and the Chairman, Central Housing Commission respectively with extracts of registrations as and when required.

338. (i) The Director of Lands will not enter into negotiations for the purchase of the site until funds are available, and until the Department concerned has furnished a plan suitable for registration purposes. Applications for plans will be made to the Director of Surveys.

Site plans to
be furnished to
Director of
Lands for
registration.

(ii) Requests for special surveys will be addressed to the Director of Surveys.

Requests for
special Surveys.

339. The procedure laid down in Regulations 337 and 338 will not be applied in the case of short term leases of less than three years where the rent is less than LP. 500 p.a. In such cases the Director of Public Works will negotiate leases without reference to a Siting Board, but he will obtain the formal covering approval of the Standing Valuation Board before the leases are executed.

Procedure in
cases of short
term leases of
less than three
years where the
rent is less than
LP. 500 p.a.

Proposals for
leasing State
Domain to
private persons.

340. (i) The following procedure will be followed in the case of applications by private persons for the lease or other disposition of State Domain :—

(ii) The Director of Lands will negotiate provisionally with the applicants and report the result of those negotiations to Government. A draft lease will then be prepared by the Attorney-General embodying the conditions approved by Government. The terms of the draft lease will not be referred to the lessees until they have been approved by Government.

(iii) The draft lease will be returned by the Chief Secretary to the Director of Lands, for submission to the lessees and for completion.

Repair and
improvement of
State Domain.

341. Proposals for the repair or improvement of State Domains, other than those allotted to the Chairman, Central Housing Commission, will be submitted by the District Commissioner to the Director of Lands, who will obtain the Director of Public Work's recommendations thereon together with an estimate of the cost.

Irrigation
schemes.

342. No new irrigation scheme, and no alteration to existing irrigation schemes on State Domain will be permitted without the prior approval of Government. The Director of Lands will refer all such proposals to the Development Officer for his recommendations in the first instance.

Government
buildings not to
be constructed
on land other
than the
property of
Government.

343. Subject to the provisions of Regulation 337, no Government buildings, railways, roads or other works may be constructed by any Department on land which is not the property of the Government, and no expenditure will be incurred from Government funds on any work unless a certificate has first been obtained from the Director of Lands that the land upon which such works are to be constructed is State Domain.

CHAPTER 13

Antiquities

351. The term "Antiquity" as defined in the Antiquities Ordinance, 1929, means :—

Definition of
the term
"Antiquity"

- (i) any object, whether movable or immovable or a part of the soil, which has been constructed, shaped, inscribed, erected, excavated or otherwise produced or modified by human agency earlier than the year 1700 A.D., together with any part thereof which has at a later date been added, reconstructed or restored, and
- (ii) human and animal remains of a date earlier than the year 600 A.D., and
- (iii) any building or construction of a date later than the year 1700 A.D., which the Director may by Notice published in the Palestine Gazette declare to be an antiquity.

352. Any discovery of antiquities will immediately be reported to the Director of Antiquities, Jerusalem, or to an Inspector of the Department. Inspectors are stationed at Jaffa and Acre.

Discovery of
Antiquities
to be reported.

353. Antiquities discovered should be left *in situ*, all work near them being suspended until they have been inspected by an officer of the Department of Antiquities and permission given for work to be resumed. In the case of movable antiquities a guard should be placed over them if possible ; if this is not possible, they may be removed to a place of safety, a record being made of their surroundings which should be left undisturbed until after inspection by the Department.

Antiquities not
to be moved
from their site
without
permission.

354. No works may be carried out on an Historical Monument or Site without the permission of the Director of Antiquities.

Prohibition of
work on historical
monuments
or sites.

Issue of leaflets
regarding
treatment of
discoveries.

355. Leaflets setting out these instructions can be obtained from the Department of Antiquities. Copies of these leaflets should be issued to all officers, contractors, and responsible foremen under whose direction or supervision are placed Government and Municipal works involving quarrying, excavation for building, road making, cable laying, agricultural operations, drainage and improvement schemes, or other activities in the course of which it is possible that antiquities may be found.

GENERAL REGULATIONS.

AMENDMENT SLIP No. 53 OF 4.6.1938.

G.R. No. 361—cancel the regulation and substitute:—

361. No legal proceedings in any cause or matter arising from an officer's public duties may be instituted by him without the authority of the Attorney General, which in such cases may be obtained by direct correspondence with the Attorney General's office; provided that this shall not apply to proceedings for the imposition and recovery of taxes or duties due to the Government in the manner prescribed by law, or to any action taken by the Police to enforce the law.

Institution of
Legal Pro-
ceedings by
Government
Officers.

G.R. No. 362—In line 2 delete the words "the Government" and the comma and after the word "Attorney-General" insert a comma and the word "he".

Attorney-General.

364. When an officer receives from any Court a summons to appear in order to answer a claim brought against the Department or against the officer in his official capacity, he should communicate immediately with the Attorney-General in order that arrangements may be made if necessary for him to be represented.

Summons to
Government
Officers.

Where proceedings in the nature of *habeas corpus* or *mandamus* have been taken in the High Court against a Government Officer and an Order has been issued to an officer to show cause why the application should not be granted, he should immediately and with the greatest urgency refer all the facts of the case to the Attorney-General direct who will advise whether the application shall be resisted or not.

Requests by
Officers for
legal advice.

365. Where an officer requires written instructions which involve advice on a legal question, he should address an application to the Chief Secretary who, if it appears necessary, will consult the Law Officers of the Government on the point at issue. Any opinion, advice or information of the Law Officers which is communicated by the Chief Secretary or otherwise to the officer is to be treated as confidential and must not be quoted in correspondence with private individuals.

Civil actions by
or against
Government.

366. When a question arises whether any civil action should be brought by Government or an action against the Government should be defended, the Head of the Department concerned will inform the Chief Secretary of all the facts of the case so that the directions of Government thereon may be obtained.

Reference to be
made to
Attorney-
General in
case involving
possible pro-
ceedings in
the High Court.

367. When any officer proposes to refuse an application of a member of the public, or to take some positive action which is likely to be challenged by proceedings in the High Court by way of *habeas corpus* or *mandamus*, he should refer the case to the Attorney-General direct for advice before the decision is given on the application or the positive action is begun.

Application of
these
Regulations.

368. These regulations shall not apply to any action brought by or against a Government officer which does not arise from his public duties.

CHAPTER 15

Police and Prisons

371. The Inspector-General of Police and Prisons is responsible to Government for the administration of Police and Prisons in Palestine.

Inspector-General of Police and Prisons.

372. It is essential in the interests of good order and administration that the Police Authorities should cooperate in all possible respects with the Authorities of the District Administration.

Relations with District Administration.

373. The District Commissioner is the Head of his District and is responsible for the orderly administration of the District. He is empowered to give instructions to any Police Officer in his District in any matter connected with the maintenance of peace or preservation of order and he may enquire from any Police Officer in regard to any matter connected with the prevention, investigation and detection of crime.

374. Subject to the general direction of the District Commissioner the responsibility for the maintenance of peace and order devolves upon the District Superintendent of Police, who is responsible for the collection and communication of intelligence, and for the prevention, investigation and detection of crime, the prosecution of offenders, and the registration and supervision of criminals.

Responsibilities and duties of the District Superintendent of Police.

375. The District Superintendent of Police will keep in close touch with and will seek the advice of the District Commissioner on all matters concerning his District, and will keep the District Commissioner fully and specially informed of all matters relating to the well-being and management of the District from a Police point of view, of the occurrence and progress of all cases of grave crime, and of all charges affecting Mukhtars or Public Servants or Departments.

Liaison between District Superintendent of Police and District Commissioner.

Liaison between subordinate officers of the District Administration and the Police.

376. The relations between the Deputy District Superintendent or Assistant District Superintendent of Police and the Assistant District Commissioner or the District Officer will be the same as the relations described above between the District Commissioner and the District Superintendent of Police. It is the duty of the Police to keep the Assistant District Commissioner or the District Officer informed of anything which affects the good order of his District, and it is the duty of the Assistant District Commissioner or District Officer to help the Police in their difficult and responsible duties.

Establishment and Inspections of Police Stations and Outposts.

377. Before any station or outpost is established or abolished, or before the location of any outpost is changed, the consent of the District Commissioner must be obtained. The District Commissioner may inspect the Police Stations in his District and may make such orders as he considers necessary on matters within his jurisdiction, such orders being communicated through the District Superintendent except in emergency. The District Commissioner will not interfere in purely departmental matters or matters of internal economy.

Visits to officers of the District Administration by Inspecting Officers.

378. An Inspecting Police Officer will see the District Commissioner, or the Assistant District Commissioner, or the District Officer on his visit to a district and will, whenever possible, let the District Commissioner or Assistant District Commissioner or District Officer know in advance of the projected visit.

Visits to Police Stations and outposts by Officers of the District Administration.

379. The District Commissioner, the Assistant District Commissioner, and the District Officer should visit Police Stations and outposts as often as they can, and should take an active interest in the work of the Police and in the welfare of the officers and men in their districts.

Mukhtars.

380. (i) The District Superintendent of Police has authority to deal direct with Mukhtars in respect of any particular case of crime, and in such matters, the Mukhtars will be bound to comply with his instructions as far as possible, provided that the District Superintendent of Police will not issue any circulars or general instructions to Mukhtars except through the District Commissioner.

(ii) The District Superintendent of Police has not the power to reward, reprimand, or punish Mukhtars. He will report to the District Commissioner all cases

in which he considers that they are deserving of reward, reprimand or punishment.

381. It is the duty of the Deputy Commandant, C.I.D. to keep the District Commissioner informed in advance of any disturbance that is threatened and if possible to inform him in sufficient time for the necessary dispositions of Police or Troops to be made with the object of preventing a breach of the peace. Threatened disturbances.

382. A copy of the Monthly Divisional Crime Summary shall be sent to each Administrative Officer concerned. Monthly Divisional Crime Summaries.

383. The Administration of Prisons is governed by Prisons Regulations published with the authority of Government. Prisons Regulations.

384. The following procedure will be adopted in the case of petitions received from or on behalf of persons undergoing imprisonment. Petitions by or on behalf of persons undergoing imprisonment

1. *Petitions received from prisoners.*

Petitions received from prisoners will be forwarded to the Chief Secretary by the Inspector General of Police and Prisons together with a Prison Report (C.S.O.64).

2. *Petitions on behalf of prisoners.*

(i) Such petitions may be addressed to Government either through the District Administration, or through the Inspector General of Police and Prisons, or direct to the High Commissioner or the Chief Secretary.

(ii) Petitions addressed through the District Administration will be sent by the District Commissioner direct to the Inspector General, who will attach the Prison Report and transmit the Report and petition to the Chief Secretary.

(iii) If the District Commissioner has any recommendation to make, he will submit it to the Chief Secretary in a separate letter, referring in that letter to the petition which he has sent to the Inspector General.

(iv) If a prison report has already been furnished by the Inspector-General within six months of the date of submission of the petition, and there has in the meantime been no change in the prisoner's state of health, the Inspector General need not furnish a new report, but when transmitting the petition to Government he will refer to the prison report which has been previously submitted.

(v) Petitions addressed to the Inspector General of Police and Prisons will be forwarded by him to the Chief Secretary together with the Prison Report.

385. These regulations do not apply to applications for a general amnesty, or to petitions submitted by or on behalf of persons under sentence of death, which will be forwarded to the Chief Secretary immediately on receipt. In such cases prison reports are not required.

CHAPTER 16

Railways

391. When officers are entitled under the Transport Use of and Travelling Regulations to free transport over the railway Palestine Railways and operated lines in respect of themselves, their families or their personal effects, they must provide themselves with railway transport vouchers.

392. (i) Books of Passenger and Baggage Vouchers Books of are obtainable from the Chief Accountant, Railways, on Vouchers. application by Heads of Departments.

(ii) Counterfoils of used Voucher Books will be returned Return of through the Head of Department to the Chief Account- Counterfoils. ant, Haifa Station.

(iii) Cancelled vouchers must be clearly endorsed Cancellation "CANCELLED" and securely attached to the res- of Vouchers. pective counterfoils.

393. Heads of Departments or officers expressly Custody of delegated by them in writing to issue vouchers will be Books. directly responsible for the custody of voucher books in their charge, and for any unauthorized issue of such vouchers.

394. In the event of a voucher being lost either from Loss of the book or by an officer to whom it was issued the loss Vouchers. must be immediately reported by the officer concerned to the General Manager.

Should it subsequently be proved that the lost voucher has been used by an unauthorized person, the officer responsible may be held liable for the cost of the journey or transport incurred, without prejudice to the right of the General Manager, Railways, to take action, legal or otherwise, against such unauthorized person.

395. Vouchers are accepted at all stations on the Stations at Palestine Railways (including the Sinai Military Railway which vouchers and the Hejaz Railway in Palestine and Trans-Jordan); are accepted. and on the Egyptian State Railways and the Chemin de Fer du Hejaz.

Vouchers to be completed in words as well as in figures.

396. The number of tickets to be issued, the class of accommodation and the weight of baggage or stores must be inserted on the voucher together with the Head of Expenditure which is chargeable with the cost of transport.

All spaces not required on vouchers must be clearly struck out by the issuing officer.

Accurate description of Stores to be given.

397. An accurate description of all baggage and stores intended for despatch must be inserted by the Issuing Officer in the space provided for this purpose on the voucher, together with the authority for issue.

398. Vouchers must in every case be made out in ink or indelible pencil and signed by the issuing officer, or, in his absence, by the officer acting for him.

Particulars on reverse of voucher.

399. The name of the person to whom the voucher is issued and the ages of children must be inserted on the reverse of vouchers.

Alterations in vouchers.

400. Alterations made on vouchers must be signed in full by the Issuing Officer.

Issue of vouchers on behalf of Departments other than that of the Issuing Officer.

401. Vouchers may be issued on behalf of a Department other than that to which the Issuing Officer belongs, provided that the Issuing Officer is satisfied that the grant of free transport is admissible under the Transport and Travelling Regulations.

In such cases the application will be made in writing, and will state the object of the journey or transport in respect of which the voucher is required. A note of the object will be inserted by the Issuing Officer on the counterfoil of the voucher. The applicant will forward a copy of his application to the Head of his Department, together with particulars of the number and date of the voucher issued.

Vouchers etc., not transferable.

402. Vouchers issued to an officer, or Railway tickets or invoices given in exchange therefor, are not transferable.

Vouchers issued for a superior class or in excess of weight to which an officer is entitled.

403. An issuing officer authorizing an applicant to travel in a class superior to that to which he is entitled, or to transport weight in excess of the scale allowed by Transport and Travelling Regulations, may be required to refund to the General Manager, Railways, the difference between the higher and the lower fares, or the amount due for excess weight.

404. It must be noted on every voucher in the space provided for the purpose whether it is issued for a single or a return journey. **Single and return journeys.**

Vouchers for return journeys may only be issued between stations in Palestine and between stations in Trans-Jordan.

405. Officers are not entitled to free transport in Dogs. respect of their dogs.

406. (i) Vouchers must be presented at the booking office to be exchanged for tickets or invoices at least ten minutes prior to the due time of departure of a train. **Exchange of vouchers for tickets or invoices.**

(ii) Officers travelling with unexchanged vouchers are not entitled to present them in lieu of tickets and may be required to pay the full public fare or freight, provided that vouchers issued for journeys or transport starting from halts where no booking facilities exist will be accepted on trains and exchanged by the guard. **Not to be exchanged on train. Proviso**

407. Vouchers tendered for the transport of stores by goods train must be accompanied by a Consignment Note properly completed and signed by the sender. **Consignment Note to be used.**

408. (i) Officers travelling on duty without vouchers should purchase a ticket and obtain from the Booking Clerk a receipt for cash expended. A special form of receipt for this purpose is held at all stations. **Government Officers travelling on duty without vouchers.**

(ii) In order to claim a refund of the money expended, the receipt must be submitted by the Officer to the Head of the Department together with an explanatory letter. **Claims for refund.**

(iii) The Head of the Department, having satisfied himself that free transport may be authorized under Transport and Travelling Regulations, will certify the documents and submit them together with a voucher covering the journey for which the refund is required, to the General Manager with an application for refund. **Procedure for refund.**

409. In the case of vouchers issued to or on behalf of non-official organizations and persons full particulars of the service should be entered in red ink on the voucher, together with a reference to the vote or advance account from which the charges are to be met.

Trucks for
loading.

410. Issuing Officers will not requisition whole trucks for loading from the Railway Authorities unless they are satisfied that the stores for despatch will completely fill one or more trucks. Where whole trucks are not required, the stores will be consigned as " Small Goods ".

Issue of free
Railway
vouchers to
Mukhtars.

411. Mukhtars travelling by rail at the request or upon the instructions of District Commissioners, Assistant District Commissioners, or District Officers will be provided with free third class vouchers. Authority for the issue of vouchers to Mukhtars is restricted to District Commissioners, Assistant District Commissioners and District Officers.

CHAPTER 17

Posts, Telegraphs and Telephones

421. Detailed regulations regarding the general use of the Postal, Telegraph and Telephone Services are contained in the Post Office Guide, published annually. **General.**

422. Correspondence should be fully and clearly addressed. Abbreviations may lead to delay or mis-delivery. **Correspondence to be clearly addressed.**

In correspondence for the public, the address should include the name of the addressee, name of the street, road, or quarter and, whenever possible, the number or name of the house.

Every address should be written parallel to the length of the cover and sufficient space should be left above it for postmarks and, where necessary, postage stamps.

423. All official correspondence for abroad, unless addressed to Government Departments in the United Kingdom or to an address in Trans-Jordan, must be prepaid by means of postage stamps. Postage on Inland and Foreign Parcels must also be prepaid. Postage stamps should be affixed to the right hand top corner of the address side of the cover. **Official correspondence for foreign countries.**

424. Official correspondence for which the use of postage stamps is not required should be enclosed in covers marked "O.H.M.S.", or "On His Majesty's Service", and should bear in the left-hand bottom corner the office stamp of the Department of issue together with the initials of an officer authorised by the Head of the Department to frank correspondence. **Franking of Official Correspondence.**

425. The use of the registered post should be confined to important documents, or articles of considerable intrinsic value. Uncrossed cheques and counterfoils of receipt books and licence books must always be registered. Certificates of posting must be carefully **Registered Post.**

filed. In the absence of special reasons to the contrary, non-negotiable documents, including Treasury drafts and crossed cheques, should be sent by ordinary post.

A postal packet of any kind intended for registration must be enclosed in a reasonably strong cover appropriate to its contents. Correspondence in covers secured only by economy labels is not admitted to registration.

Telegrams.

426. (i) An official telegram is one which relates exclusively to the business of the Government. It must close with the official title or registered telegraphic address of the sender, and must be authenticated with the signature of an officer authorised to frank official telegrams.

Heads of Departments should keep the Postmaster General supplied with up-to-date particulars of officers, other than those of the First Division, who are authorised to frank official telegrams.

(ii) Telegraphic addresses should be used whenever practicable, both in the address and in the sender's particulars.

(iii) Official telegrams are to be sent only in connection with matters of urgency and when the purpose in view cannot suitably be served by the use of the post.

(iv) Official telegrams should be expressed in as few words as possible consistent with clear expression.

(v) If intended for more than one address in the same town, a telegram should contain all the addresses on one form and, as far as possible, in the space provided for the purpose. If intended for addresses in different towns, a separate form should be furnished in respect of each town.

(vi) Telegrams should whenever possible be typewritten. Where this is impracticable they must be legibly written in block capitals in ink or indelible pencil.

(vii) Telegrams of a personal nature, *e.g.* relating to leave, sports, servants, meals, baggage and accommodation, must be paid for at the usual public rates at the time of handing in.

**Priority
telegrams.**

427. Priority facilities are allowed only in connection with urgent matters affecting public security. In such cases priority telegrams may be sent by any Government Officer.

**Telegrams for
abroad.**

428. Heads of Departments who have been authorised by the Chief Secretary to do so may frank official telegrams for addresses outside Palestine. In all other cases, except where the destination is in Egypt or a country

GENERAL REGULATIONS.

AMENDMENT SLIP No. 54 OF 4.6.1938.

G.R. No. 430—cancel the regulation and substitute:—

Abuse of facilities.

430. The Postmaster General is required to bring to the notice of Government any abuse of priority facilities. The Auditor will similarly take up with the Department concerned any case in which a telegram not on official business, whether wholly or in part, has been certified as official.

~~of which Government allows a reduction of 20% of the~~
normal rental in consideration of the availability of the telephone for official purposes.

(ii) Applications for the installation of telephones in Government Offices, or of residential telephones in any of the above categories should be submitted in duplicate by Heads of Departments to the Postmaster General.

In the case of office telephones and those in categories A and B it must be shown that the installations are *essential* in the public interest.

(iii) Officers in possession of residential telephones in Categories B and C are required to pay the quarterly rental charges promptly.

Residential telephones.
Payment of rental charges.

Twenty one days after the presentation of the account, the Postmaster General will send a reminder to all Officers who have not paid their rental charges by that date.

If payment is not made within seven days of the date of the reminder, the telephone will be disconnected without further notice, and will only be replaced after payment :—

- (a) of all arrears due : and
- (b) of a special fee of 250 mils.

Temporary transfer of telephone facilities.

432. When an officer proceeding on vacation leave desires the use of his residential telephone in category A, B, or C to be transferred to another person temporarily occupying his residence, the officer must, prior to his departure, inform the Head of his Department and the local Postmaster accordingly. The question of what telephone rental, if any, the temporary tenant will be required to pay will depend upon his category for telephone purposes and will be decided by the Postmaster General. Officers will be held personally liable for any loss of revenue that may result from non-compliance with this regulation.

Trunk calls.

433 (i) Trunk calls from Office telephones will normally be charged to the Department originating them, and trunk calls from residential telephones to the office: concerned.

(ii) Private trunk calls may be made from office telephones, provided that, at the time the call is made, the name of the officer is furnished and the Post Office trunk telephonist is informed that the call is private. Officers to whom official telephones are allotted will be held responsible for the prompt settlement of accounts for all private trunk calls made from their telephones.

(iii) When official trunk calls are made from residential telephones, the Post Office telephonist must be informed of the fact at the time the call is made. The cost will then be debited to the officer's Department. Failing such notification, the debit will be charged against the officer.

(vi) As few calls as possible, either local or trunk, should be made between the hours of 10.00 a.m. and 1.00 p.m. when the pressure of public calls is greatest.

(v) Officers making trunk calls should make every effort to be available when the calls mature,

CHAPTER 18

AMENDMENT TO GENERAL REGULATIONS

ials and
orations.

AMENDMENT SLIP No. 61 OF 24.10.38.

Insert after the word "Government" in Regulation 441 (ii) the words, "who is a British subject"; and add to the said sub-regulation "In the case of Palestinian officers, the High Commissioner's permission is required. Application for the grant of such permission should be made through the head of department concerned, to the Chief Secretary."

(iv) Medals are subject to the Regulations in the same manner as Orders, but permission is given by Letter and not by Royal Warrant.

(v) Women are subject to the Regulations in all respects in the same manner as men.

442. The Union Flag will be flown daily from sunrise Flags. to sunset at Government House, or at the house of the Officer Administering the Government, at Government Offices, at District Commissioners' Offices and District Offices, and at each frontier control post.

443. The Police pennant may be flown on the car of Police Pennant the Inspector General of Police when he is travelling in the car himself. Apart from the Union Flag pennant flown on the car of the High Commissioner or, in his absence, of the Officer Administering the Government no other penants may be flown,

Uniforms.

444. Under consideration.

**Wearing of
decorations
with morning
dress.**

445. On special occasions, such as the celebration of the Sovereign's Birthday and Armistice Day, persons who are members of the various orders of Knighthood or Chivalry, or who have been awarded Decorations or Medals and who do not wear uniform may wear the insignia or ribands on the left breast of the coat, or the left side of the dress in the case of women.

**The Sovereign's
Birthday.**

446. On the occasion of the Sovereign's Birthday, combined Parades of His Majesty's Forces and of the Police Forces in Palestine are held at Jerusalem, Jaffa and Haifa. At Jerusalem the salute is taken by the High Commissioner or by the Officer Administering the Government, and at Jaffa and Haifa by the District Commissioner or his representative.

CHAPTER 19

Miscellaneous

451. The hours of attendance required of Government **Office hours.** Officers will be arranged by Heads of Departments at their discretion with due regard to the convenience of the public. Every officer will be allowed to observe his appropriate weekly day of rest, and will be required to perform not less than forty hours of duty during the six working days of the week.

452. An officer's whole time is at the disposal of **Overtime.** Government. Heads of Departments may require the attendance of their staffs beyond the prescribed office hours without additional remuneration save where the payment of overtime allowances has been specifically sanctioned by Government.

No officer may absent himself without leave during office hours.

453. The Birthday of His Majesty the King is an **Official** official holiday for all communities. In cases where **Holidays.** His Majesty's Birthday falls upon the weekly day of rest of any community, a holiday may be granted on another day, to be prescribed by Government, to officers of that community.

An authorized list of official holidays other than His Majesty's Birthday is published annually.

454. (i) No officer shall be entitled to claim compensa- **Indemnification** tion in respect of losses of or damage to private property **for losses.** incurred through fire, theft, riot or otherwise in the course of his service ; but in special cases the grant of compensation may be considered as an act of grace. No such concession will however be made in respect of losses which, in the opinion of Government, were due to negligence for which the officer was responsible, or which could reasonably have been covered by insurance.

(ii) No claim for indemnification will be admitted in cases where the claimant is entitled to compensation from any other source.

(iii) No claim will be admitted on account of the loss of money which is the private property of individuals.

(iv) No expenses in connection with damage caused to a privately-owned motor vehicle, when used on the public service, will be admitted as a charge against the public, nor will compensation be admitted for wear and tear in tyres due to bad roads, or to any other cause.

**Addresses of
next of kin.**

455. Heads of Departments should furnish to the Chief Secretary's Office before the 10th January in each year a return showing the name and address of the next of kin, of all Officers serving under them whose next of kin are not resident in Palestine. The relationship of the next of kin should be stated in every case. Corrections and additions to the return which may become necessary between the dates of each annual return should be forwarded as occasion arises.

**Serious illness
of Officers.**

456. Should an officer, whose nearest relatives do not reside in Palestine, fall so ill that, in the opinion of the Director, Department of Health, his name should be placed on the "seriously" or "dangerously ill" list, a report as to the nature of the illness and the condition of the patient will be at once communicated by the Director, Department of Health, to the Chief Secretary. A further report will be made whenever the condition of the patient changes, and, should his condition remain unchanged for a period of four days, a report to this effect will be sent by the Director, Department of Health, to the Chief Secretary every fifth day during the period he remains on the "seriously" or "dangerously ill" list.

**Death of
Officers while
serving in
Palestine.**

457. (i) The death of an officer must be reported immediately to the Chief Secretary by the Head of the Department, and also by the Director, Department of Health, if death occurs in a Government Hospital.

(ii) On the death of a British officer the following documents must be forwarded to the Chief Secretary as soon as possible by the Director, Department of Health. :—

- (a) a certified extract from the Register of Deaths.
- (b) a professional report by the doctor who attended the deceased officer.
- (c) a report by the doctor who attended the deceased officer of a nature suitable for communication to the relatives of the deceased,

- (d) a copy of the personal letter addressed by the Head of the Department to the relatives of the deceased officer.

458. In the event of the death of a British Officer while serving in Palestine, the Head of the Department in which the officer was serving will communicate directly with the *Administrator of Deceased Officers' Estates for instructions as to the disposal of the effects and the winding up of the estate left by the deceased officer in Palestine.

Administration of the estates of deceased British Officers.

459. Heads of Departments will forward for the information of Government a statement of their itineraries whenever they intend to be absent from their headquarters for periods exceeding twenty-four hours.

Itineraries of Heads of Departments.

Such statements will be furnished, in duplicate, on Form C.S.O. 52, as long as possible in advance of the proposed period of absence from headquarters. Any change of date or itinerary should at once be notified on a new form.

*For the time being, the Administrator is the Solicitor-General, Government Offices.

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