GOVERNMENT OF PALESTINE

GENERAL REGULATIONS

G. REGS.—AMENDING SLIP No. 22—1.10.25.—PAGE 126
Addendum to Chapter 7, Section 4, Regulation 9.

Public Works Department Contracts.

(i) A local tender board consisting of the District Engineer, one senior member of the District Engineer's staff and a representative of the District Commissioner will adjudicate all works contracts in the districts up to the estimated value of L.E. 500.

(ii) A Public Works Department Headquarter board consisting of the Director of Public Works (or the Deputy Director of Public Works) an officer of the Senior Service Public Works Department, and the Principal Stores Officer will adjudicate works contracts estimated to exceed a value of L. E. 500.

(iii) Normally the lowest tender will be accepted. Any departure from this rule in the case of Regulation 9 (i) will be referred for confirmation to the Director of Public Works and in the case of Regulation 9 (ii) to the Chief Secretary.

G. REGS.—AMENDING SLIP No. 23—16.9.25.—PAGE 38.
Amendment to Chapter 2, Section 7, Regulation 13.

1.—Cancel Amending Slip No. 6 of 31.8 25.

2.—For "ten miles" in third line read "ten kilometres."

G. REGS.—AMENDING SLIP No. 24—1.18.25.—PAGE 44.
Addendum to Chapter 2, Section 10, Regulation 1.

Omit full stop at the end of Regulation and *add:*

"No. 26 of 1925, which came into force on the 16th August, 1925, and is contained in Appendix 11 to these Regulations."

GENERAL REGULATIONS.

(Provisional Edition).

Printers and Reference Errors to be corrected by officers holding copies of the General Regulations.

PAGE 11.—REGULATION 3.—SECOND LINE.
For himself *read* themselves.

PAGE 16.—REGULATION 35.—LINE BEFORE LAST.
Paragraph 6 *should read* Regulation 6.

PAGE 23.—THIRD HEAD-LINE.
Delete Section I.

PAGE 24.—REGULATION 5 (i).—LINE BEFORE LAST.
Delete Section I.

PAGE 24.—REGULATION 5 (i).— LAST LINE.
Regulation 3 *should read* Regulation 2.

PAGE 24.—REGULATION 5 (ii).—SECOND LINE.
Regulations 3 and 6 *should read* 2 and 5.

PAGE 25.—HEAD-LINE OVER REGULATION 10.
Delete Section II. and *insert* Casual Leave.

PAGE 25.—HEAD-LINE OVER REGULATION 11.
Delete Section III.

PAGE 25.—REGULATION 12.—THIRD LINE.
For Section I, 3 *read* Regulation 2.

PAGE 25.—HEAD-LINE OVER REGULATION 13.
Delete Section IV. and *insert* Leave Preceding Retirement.

PAGE 26.—HEAD-LINE OVER REGULATION 15.
Delete Section V.

PAGE 26.—REGULATION 16.—LINE BEFORE LAST.
Delete Section II. and for Regulation 11 *substitute* Regulation 10.

PAGE 26.—REGULATION 17.—LAST LINE.
For Regulation 17 *substitute* Regulation 16.

PAGE 26.—REGULATION 18.—SECOND LINE.
For Regulations 17 and 18 *substitute* Regulations 16 and 17.

PAGE 26.—REGULATION 18.—FOURTH LINE.
For Regulation 3 *substitute* Regulation 2.

PAGE 26.—REGULATION 18.—LINE BEFORE LAST.
For Regulations 3 and 6 *substitute* Regulations 2 and 5.

PAGE 26.—REGULATION 19.—SECOND LINE.
For Regulations 17, 18 and 19 *substitute* Regulations 16, 17 and 18.

P.T.O.

FOR OFFICIAL USE ONLY.

GOVERNMENT OF PALESTINE.

General Regulations.

Published by Authority

1925.

These Regulations are supplementary to the Regulations for His Majesty's Colonial Service (Chapters I. to IV). All local Regulations dealing with the subject matter contained herein are hereby cancelled.

All officers of the Government, including Military officers appointed to any office in the Government and officers holding temporary or provisional appointments are bound by these Regulations, and by the Colonial Regulations.

FIRST EDITION.

(Provisional).

G. RGS.—AMENDING SLIP No. 2.—31.8.25.—TITLE PAGE.

Addendum.

Throughout these Regulations for "District Governor" and "Assistant District Governor" read "District Commissioner" and "Assistant District Commissioner" respectively.

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CHAPTER 1 (*)

Constitution.

The Constitution of the Government of Palestine is set out in the :—

Palestine Order in Council	1922.
,, (Amendment) ,,	1923 ;

copies of which will be found in Appendices 1 and 2.

(*) For the purpose of these Regulations the term "Head of Department" shall include "District Governor".

CHAPTER 2

Officers.

SECTION 1.—APPOINTMENTS.

1.—Under consideration.

2.—Under consideration.

3.—Under consideration.

4.—Under consideration.

5.—Under consideration.

6.—All applications from persons resident in Palestine or neighbouring territories for employment in non-clerical posts in the public service of which the initial salary is less than £E. 300 per annum will be submitted in the prescribed form, direct to the Head of the Department concerned.

7.—When a vacancy occurs in a clerical post, the Head of Department concerned will notify the Chief Secretary who will, in the case of a vacancy in Grade V or Apprentice Grade, select a suitablecandidate from the Waiting List.

8.—When a vacancy occurs in a non-clerical post, the Head of the Department will submit to the Chief Secretary his recommendation for filling the post, accompanied by the prescribed form, duly completed by the candidate.

9.—The following are non-clerical appointments :—Medical Officers, Pharmacists, Analytical Chemists, Dispensers, Engineering Assistants, Surveyors, Agricultural Assistants, Veterinary Assistants, School-masters, Nurses and Laboratory Assistants.

G. Rgs.—Amending Slip No. 9.—31.8.25. — Page 6.
Addendum to Chapter 2.—Section 1.—Regulation 11.

No person shall be appointed to the Government Service, either temporarily or permanently, until it has been ascertained that such person has complied with the Immigration Regulations, in such cases where they are applicable.

by a Medical Board.

G. Rgs.—Amending Slip No. 8.—31.8.25. — Page 6.
Addendum to Chapter 2.—Section 1.—Regulation 13.

The monthly rate of pay for Messengers, with the exception of those employed by the Department of Posts & Telegraphs, is fixed at a maximum of £F. 3. Grown men should not be employed in such posts.

15.—The holder of any office may be required to discharge temporarily any duties upon which the Government may think it desirable to employ him.

Promotions.

16.—The claims of candidates for promotion will be considered in order of seniority as vacancies occur but the selection will be mainly decided by regard to official qualifications. Seniority is determined by the date of an officer's appointment to the particular grade in which

he is serving. Seniority as between officers appointed on probation and subsequently confirmed in their appointment is determined by the date of the probationary appointment.

Transfers.

17.—An officer may be transferred from the Department or Station in which he is serving to any other Department or Station. Transfers between Departments must be approved by the Chief Secretary ; but transfers between Stations may be approved directly by Heads of Department. The permanent transfer of an officer of the Senior Service from one Department to another requires the approval of the Secretary of State.

Acting Allowances.

18.—Acting Allowances are payable in accordance with Colonial Regulations 76 and 77. For the purpose of this Regulation salary means salary plus Expatriation Allowance (where applicable) plus Cost of Living Allowance.

Definition of Officer.

19.—For the purpose of these Regulations an officer of the Government means any person, including Military Officers, appointed to any office in the Government.

SECTION 2.—EXAMINATIONS AND COURSES OF INSTRUCTION.

Courses of Instruction on Leave.

1.—An officer proceeding on leave who desires to obtain facilities for a voluntary course of training or study in connection with his official duties should communicate through the appropriate channels with the Chief Secretary so that the application may be submitted to the Secretary of State.

SECTION 3.—DISCIPLINE.

Private Dealings, Enterprise or Employment.

1.—Salaried officers whose remuneration is fixed on the assumption that their whole time is at the disposal of the Government are prohibited from engaging in trade, or employing themselves in any commercial or agricultural undertaking.

2.—All salaried officers, whether or not their whole time is at the disposal of the Government, are prohibited from directly or indirectly making or holding any local investment, speculating in the shares of, or being connected with any company, occupation or undertaking, which might bring their private interests into real or apparent conflict with their public duties, or in any way influence them in the discharge of their duties. In all cases of doubt as to the application of this Regulation an officer is required to submit the case through the appropriate channel for the High Commissioner's decision.

3.—Officers are strictly forbidden to obtain loans of money from, place himself under any obligation to, or accept any favour from persons or firms having any contractual relations with Government.

Attention is drawn to the prescriptions of Colonial Regulation 41.

4.—No officer is permitted to undertake any private agency in any matter connected with the exercise of his public duties.

5.—No officer is permitted to be the editor of a newspaper or directly or indirectly take part in the management of it.

6.—No officer is permitted to purchase, acquire or be in possession of any concession.

7.—No officer may undertake for payment any work or employment whatever 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 gratuitously, nor without the consent of the Government accept appointment from any Court as receiver nor give evidence as an expert,

otherwise than on behalf of the Government, in any proceedings.

Where, however, it is manifestly in the public interests to waive the strict application of this regulation, special permission to undertake such work in particular cases may be granted by the High Commissioner, provided that :—

(*a*) the officer's public duties will not thereby be interfered with ;

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

(*c*) the amount of remuneration to be received by the officer is approved officially.

8.—Officers of the Administration who are not permanent residents or nationals of Palestine, are forbidden to purchase, acquire, or be in possession of land, or house property within Palestine, except that an officer may purchase a residence or land for a residence, provided the area of such land shall not exceed 10 dunams, and provided that it shall be built on within a period of three years from the date of purchase.

9.—Every officer of the Government who is a permanent resident of Palestine shall be obliged to make a declaration to the Government, stating the amount of immovable property which may be in his possession, or in the possession of his wife, within Palestine, and whether he is any way interested in any concession within Palestine. All officers shall be obliged to notify the Government of any intended purchase or sale of immovable property, whether by themselves or by their wives, within the said territory and obtain the sanction of the High Commissioner before the transaction takes place.

10.—Any officer becoming possessed of land or houses by inheritance or devise, and not by purchase, is required to report to the Government any such acquisition of land or houses.

11.—All such declarations should be forwarded to the Director of the Department of Lands who will advise the Chief Secretary.

12.—Officers responsible for the control, custody, issue or sale of postage stamps are prohibited from participating in the purchase of such stamps with the intention to profit thereby ; and no stamps may be purchased or sold by such officers except in the ordinary course of business.

Communications, Interviews and Public Meetings and Societies.

13.—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.

14.—No officer may act as a distributor of political publications or sign or procure signatures to any public petitions addressed to the High Commissioner regarding the actions or proposals of Government.

15.—No officer or employee of the Government shall be a member of any Committee or Society which has a political character, nor shall he institute or take part in any meeting, demonstration or procession which has a political character or purpose, or engage in any form of political propaganda; any breach of this regulation shall render such officer or employee liable to dismissal.

16.—No officer, not specially authorised in that behalf, is at liberty to communicate either directly or indirectly to the Press, or to any person who does not belong to his own Department, any information which he may have gained in the course of his official duty, or to make for his own private use copies of any documents received by him in the course of his official duty. Any officer committing a breach of this regulation will be liable to dismissal.

17.—Every officer must acquaint himself with the terms of the Confidential Information Ordinance 1920.

18.—Officers are strictly prohibited from sending any official matter for publication in the Press without the previous sanction of Government.

19.—No officer may contribute anonymously to any newspaper in Palestine or elsewhere ; nor may he write on questions which can properly be called political

or administrative, though he may furnish signed articles upon subjects of general interest.

Charitable Appeals.

20.—Subscriptions may not be solicited and tickets for charitable or other objects may not be offered for sale in Government offices.

Institution of Legal Proceedings.

21.—Legal proceedings may not be instituted by an officer in any cause or matter arising from his public duties, without the special approval of the High Commissioner.

22.—

Insolvency.

23.—Serious pecuniary embarrassment, from whatever cause, will be regarded as a circumstance which necessarily has the effect of impairing the efficiency of an officer.

24.—Such embarrassment, if occasioned by imprudence or other reprehensible cause, will be held to be an offence, and an officer who has so conducted himself will be considered to have forfeited his claim to promotion or increase of salary from length of service ; and these benefits will not be permitted to accrue to him until he shall have relieved himself from the discredit of such a position. In aggravated cases more summary and severe measures may be taken.

25.—Presidents of District Courts will report to the Chief Secretary every case which comes under their notice in which an officer becomes a judgment debtor, or is proceeded against in bankruptcy.

26.—It is the duty of Heads of Departments to report at once to the Chief Secretary when any officer serving under them is, to their knowledge, in serious pecuniary embarrassment.

Absence from Duty.

27.—An officer who without permission or reasonable cause leaves the district in which he is stationed, or

absents himself from duty, may be held to have forfeited his appointment. The procedure for interdiction, suspension or dismissal must nevertheless be followed whenever it is possible to do so.

28.—An officer will not receive salary for any period during which he has been absent without leave unless satisfactorily explained. The Head of the Department must see that the period of absence is entered in the salary vouchers and that the proper deductions are made in respect thereof.

Misconduct.

29.—When misconduct, which is not sufficiently grave to justify his dismissal, is proved against any officer, he may, in addition to any punishment, be required to bear any expenses incurred in the investigation of his case and the cost of his transfer to another station should such course be necessitated.

30.—Any act by an officer which is calculated to bring the Public Service into disrepute must be reported to the Chief Secretary by the administrative officer in charge of the station in which the occurrence takes place, or by the Head of the Department to which the officer in question belongs or is attached.

31.—Should an officer's work or conduct be unsatisfactory, and it be found necessary to warn, reprimand or censure him, such warning,reprimand or censure must be conveyed in writing. This procedure does not apply to trivial offences, unless such offences are repeated.

Fines.

32.—Fines not exceeding a day's pay may be imposed by Heads of Departments for negligence, misconduct, or unpunctuality on officers the salaries of whose appointments, exclusive of allowances, are less than £E. 300 per annum, where the particular offence does not warrant stoppage or suspension of increment or other severer measures.

33.—Fines must be inserted by Heads of Departments in the payment vouchers for deduction and placed to the credit of Revenue, except in the case of the Railways

and Police and Prisons; these two Departments being allowed to maintain special Fines Funds.

34.—Fines should be inflicted only when no other form of punishment is available.

35.—When the imposition of fines is inadequate or unsuitable, recourse should be had to stoppage or suspension of increments as laid down in paragraph 6 of Section 4 of this Chapter.

Interdiction, Suspension and Dismissal.

36.—The procedure to be followed for the interdiction, suspension or dismissal of an officer is laid down in Article XXIV of the Royal Instruction dated the 14th August 1922, and in Colonial Regulations Nos. 49 to 73. "£E. 300" should be substituted for "£. 100" in Colonial Regulations Nos. 51 and 53.

37.—Should the circumstances be such that it is undesirable that an officer continue working, he may be interdicted from duty while the case is being referred to the Chief Secretary.

38.—No officer dismissed from Government service may be re-employed in any capacity without the sanction of the High Commissioner.

G. Rgs.—Amending Slip No. 11.—31.8.25.—Page 16.
Addendum to Chapter 2.—Section 3.

"Communications, Interviews and Public Meetings and Societies".

39 Officers are forbidden to bring their personal affairs to the notice of the Secretary of State through the intervention of Members of Parliament or other influential persons.

SECTION 4.—SALARIES (including increments).

1.—The general instructions with regard to salaries are contained in Colonial Regulations Nos. 74 to 82.

2.—For advances of salary see Colonial Regulation 75 and Financial Regulations Nos. 200 to 205.

3.—For Regulations relating to Last Pay Certificates see Financial Regulation No. 13.

4.—The general instructions with regard to increments to salaries are contained in Colonial Regulations Nos. 80 and 81. The method of claiming increments is laid down in Financial Regulations.

5.—An increment is an increase of salary of specified amount which, provided certain conditions are satisfied, is granted at regular intervals until a maximum is reached. The conditions may be merely (as in most cases) that the work and conduct of the officer during the past year (or other incremental period) have been satisfactory. But there may be a further condition, viz, that an officer has obtained some specific qualification, such as passing a language test or other examination.

6.—(i) When the Head of a Department is unable to certify that an officer has earned his increment he will report the fact to the Chief Secretary and apply for authority to withhold the increment. Full reasons for such a recommendation must be given, and the period for which the increment is to be withheld must be stated.

(ii) At the expiration of such period (if the withholding of the increment has been approved) the Head of the Department will advise the Chief Secretary whether the increment is to be regarded as " stopped " or " deferred." Stoppage is for a certain period only.

(iii) If the increment be stopped for six months, increment will be paid for the second half of the year and a further increment fall due on the next incremental date.

(iv) If, however, an officer's increment be *deferred* for a year he will draw on the next incremental date the salary which in the usual course he should have reached a year previously, and the loss of pay is therefore continuous till the officer reaches the maximum salary of his scale.

(v) If the increment be "deferred" for six months, the officer's incremental date will be changed to the date of expiration of the period for which the increment was deferred.

(vi) To "defer" an increment is thus a much more severe punishment than "stopping" it, and in recommending which of these two courses should be adopted the Head of the Department will take into account both the gravity of the original offence and the nature of the officer's subsequent behaviour.

(vii) In no case should an officer be paid arrears of increments withheld except when it is found that the original decision to suspend or withhold the increment was unjust and it is accordingly desired to place the officer in the same position as if that decision had not been taken.

(viii) When an increment of salary has been deferred owing to the fact that an officer has failed to obtain a required qualification and he subsequently obtains that qualification, he will draw the increment (unless there are other reasons for still further deferring it) from the date on which he obtained the qualification in question.

SECTION 5.—HOUSING.

1.—Government will not undertake to provide quarters for any officer, unless there is a contractual obligation to do so.

2.—Subject to the foregoing, Government owned or leased quarters may be allotted to officers who are in receipt of :—

(*a*) Expatriation Allowance, or
(*b*) Initial salaries of £E. 300 per annum or over, provided that such officers are not Palestinians, or normally resident in Palestine or in adjacent territories, or locally engaged.

3.—It must be clearly understood that quarters will not be provided as of right, and that quarters will not be obtained for or allotted to officers who can suitably be housed in hostels or apartments.

4.—Government, moreover, reserves the right to terminate leases and to require officers, other than those referred to in Regulation 1 to make their own arrangements.

5.—Rent payable by officers is set out below and may be varied from time to time :—

Married Quarters :—
8% on actual salary, expatriation allowance and cost of living allowance.

Single Quarters :—
4% on actual salary, expatriation allowance and cost of living allowance.

6.—The directions of Government will be issued through the Central Housing Commission.

SECTION 6

Palestine Leave Regulations.

SECTION I.—VACATION LEAVE.

Senior Service Officers.

1.—(*a*) Vacation leave with full salary to be taken out of Palestine may be granted by the High Commissioner to Senior Service Officers holding permanent appointments.

Leave on Full Pay.

The leave granted shall be at the rate of six weeks in respect of each year of service, but such leave shall not be cumulative to a total of more than three months.

Judicial or Educational Officers.

In the case of judicial or educational officers, such vacation leave may extend to, but must not exceed, the ordinary vacations of the court or institution to which they belong.

Where there is no ordinary vacation of the Court, or no vacation exceeding one month at a time, a judicial officer may have the leave allowed to ordinary civil officers.

Leave spent in Palestine or adjacent territories.

(*b*). Officers who are unable to proceed on leave outside Palestine may be granted vacation leave not exceeding one month to be spent within Palestine, or adjacent territories, once within a calendar year, the amount of leave so taken being deducted from the total amount of vacation leave earned.

In the case of judicial or educational officers, such vacation leave may extend to, but must not exceed, the ordinary vacations of the court or institution to which they belong.

Where there is no ordinary vacation of the Court, or no vacation exceeding one month at a time, a judicial officer may have the leave allowed to ordinary civil officers.

2. The High Commissioner may in addition to [illegible]

G. Rgs.—Amending Slip No. 3.—31.8.25.—Page 23.
Amendment to Chapter 2.—Section 6.—Regulation 2, line 4.

***Substitute* "three" for "six".**

the date of first appointment, and will not exceed one-sixth of the officer's residential service in Palestine, but on special grounds it may exceed that period by six months. The limit of half-pay leave which may be granted by the High Commissioner is twelve months.

Judicial or educational officers may generally, when absent on half-pay leave, receive full pay during any ordinary vacation of such court or institution which may occur during the period of their leave of absence.

3.—An officer who is on leave in the United Kingdom or elsewhere than Europe and desires an extension of half-pay leave must apply to the Secretary of State in sufficient time, if practicable, to allow of reference to Palestine. Leave will not be extended as a matter of course nor unless public convenience permits.

4.—Half-pay leave is primarily intended to enable an officer to recuperate his health by change of climate, and it must not be granted to be spent in Palestine except in special circumstances.

5.—(i). With the approval of the High Commissioner, half-pay leave may be commuted once in every four years to half the amount of leave with full pay. The maximum amount of commuted half-pay leave which may be so granted on any one occasion shall not exceed half the 12 months half-pay leave, which is the maximum amount of such leave that can be granted under Section I., Regulation 3.

G. Rgs.—Amending Slip No. 4.—31.8.25.—Page 24.
Amendment to Chapter 2.—Section 6.—Regulation 5 (ii) line 4.

***Substitute* "3 years" for "6 years".**

[illegible] officers of the Junior Service, Grade I., and to British officers Grade II. of that Service.

7.—An officer may be required by the Secretary of State to discharge any duty or to go through any course of instruction which he may think necessary during his leave of absence, and will not be entitled to any additional remuneration or leave of absence in consideration

of such employment. Allowances granted to cover necessary out-of-pocket expenses are not regarded as remuneration.

Junior Service Officers.

8.—Junior Officers of the Government other than those mentioned in paragraph 6 above may be granted leave at the rate of 15 days in respect of each year of service, but such leave shall not be cumulative to a total of more than 30 days.

Unclassified Employees

9.—Unclassified employees may be granted leave at the rate of seven days in respect of each year of service, but such leave shall not be cumulative to a total of more than 14 days.

SECTION II.

Casual Leave.

10.—District Governors or Heads of Departments may grant officers of the Senior Service and officers referred to in paragraph 6, subordinate to them, casual leave not exceeding fourteen days in a year.

SECTION III.—SPECIAL LEAVE.

Urgent Private Affairs.

11.—In cases of urgent private affairs an officer may be granted leave without pay for a period not exceeding six months, in addition to any vacation leave earned. The nature of such urgent affairs must be stated confidentially to the High Commissioner.

Study Leave

12.—Subject to the exigencies of the service, the High Commissioner may grant a Senior Service officer leave on half pay within the limits specified in Section I. 3., for the purpose of study or research. In the event of the vacation and half-pay leave due to an officer having been expended, study leave may be granted without pay.

SECTION IV.

Leave preceding retirement.

13.—An officer applying for leave with the intention of retiring will only receive such term of leave as will allow time for a decision upon his application for retirement; and the High Commissioner giving leave in such circumstances, will report the matter to the Secretary of State. In such cases, an officer's salary will cease and his pension commence when his retirement is sanctioned.

14.—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 salary is to cease will be determined according to the circumstances of the case.

SECTION V.

Sick Leave—Officers of the Senior and Junior Service.

15.—Sick leave will only be granted on the recommendation of a Medical Board and in accordance with the terms of the Regulations for Medical Boards.

16.—Officers who fall sick may be granted leave with full pay within Palestine up to one calendar month as from the date of absence from duty in respect of each illness. The 14 days casual leave which may be granted under Section II., Regulation 11, will be included in this period if not already expended.

17.—An officer who has been sick for a month may have any vacation leave for which he may be eligible up to the maximum of three months in or out of Palestine in addition to one month which he may have had under Regulation 17.

18.—An officer who has been granted the leave provided in Regulations 17 and 18 and is not yet fit to return to duty, may then have as much half-pay leave as he is eligible for under Regulation 3. In cases of sickness all classified officers of the Junior Service shall be eligible for half-pay leave under Regulations 3 and 6, if recommended by a Medical Board.

19.—When all the leave due to an officer under Regulations 17, 18 and 19, has been expended, and he is still unfit to return to duty, the case will be considered on its merits ; but no further extension of leave, other than leave without pay, can be granted.

20.—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.

21.—It is the duty of District Governors and Heads of Departments to report to the Chief Secretary upon any officer or employee who frequently falls sick. A special Medical Board will be convened in such cases to consider and report to the High Commissioner whether the officer's health is sufficiently good to justify his retention in the Service.

22.—In the event of an officer, while on vacation, casual, or sick leave in Palestine, making an application for an extension of leave on grounds of ill-health, the Central Medical Board shall make such dispositions as it may think necessary for the examination and for report on the officer by a Medical Board or Medical Officer, in order that the period of extension, if any, which may be granted to the officer applying, may be determined. The expenses of such medical examination and report will be borne by the Government, unless there are valid grounds for regarding the application for extension as frivolous or improper.

23.—In the event of an officer on vacation leave in the United Kingdom desiring an extension of leave on the grounds of ill-health, an application in writing should be made to the Secretary of State for the Colonies.

24.—An application by an officer on leave in Palestine or adjacent territories for prolongation of leave on account of ill-health must be received by the Head of his Department for transmission to the appropriate Medical Board at least 10 days before the expiration of the period of leave of the officer.

25.—For purposes of sick leave and treatment in hospital a month shall be deemed to be a calendar month.

26.—Officers proceeding on, or returning from, sick leave shall be entitled to the same privileges of travel and transport as apply to officers taking ordinary leave.

Unclassified Employees.

27.—An unclassified employee may be granted sick leave on the recommendation of a Medical Board as under :—

(*a*) 15 days full pay followed by 15 days on half pay in any calendar year.

(*b*) Such period shall include the periods of treatment in hospital or absence from duty on account of sickness.

(*c*) An employee may be granted a prolongation of sick leave for one month without pay ; and if at the end of this period he is unable to resume duty his employment may be terminated.

Casual Employees.

28.—Casual employees are not eligible for sick leave.

29.—Officers of the permanent civil service may be admitted to the Convalescent Home at Osborne, Isle of Wight. Full particulars and regulations may be obtained on application to the Director of the Department of Health.

SECTION VI.

General Regulations.

30.—Leave is a privilege and not a right and its grant is, in all cases, subject to the exigencies of the service.

31.—(1). Leave will count from the day of relinquishment to the day prior to the resumption of duty.

(2). An officer who fails to return to Palestine in proper time will be liable to be treated as having forfeited his appointment, and only in exceptional circumstances will salary be permitted in respect of the period overstayed.

32.—Application for leave, other than for casual leave (Regulation 11), shall be forwarded by the District Governor or Head of Department concerned to the Chief Secretary, on the prescribed form.

33.—An officer of the Senior or Junior Service before proceeding on leave must inform the Head of his Department in writing of the date on which he leaves his post for purpose of leave and state his address during leave. On his return from leave he will likewise report the date on which he resumes duty. District Governors and Heads of Departments will inform the Chief Secretary in writing, of all such particulars, adding in the case of a an officer overstaying his leave a recommendation as to whether the period overstayed should be treated as leave without pay or otherwise.

34.—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. If it is desired to draw pay through the Crown Agents, the Treasurer should be so informed. 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 District Governor or Head of Department at the end of each month to enable him to effect payment.

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.

35.—These Regulations will not, without the approval of the High Commissioner, apply to persons serving under special agreements. The amount of leave to be granted shall ordinarily be determined by the agreement.

36.—Officers proceeding on vacation leave in the United Kingdom should report immediately by letter their arrival and address to the Colonial Office and the Crown Agents.

37.—Address of clubs, hotels, or banks should 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 enquiry.

SECTION 7.

TRAVELLING ALLOWANCE AND TRANSPORT REGULATIONS.

1.—These Regulations shall be called the Travelling Allowance and Transport Regulations of the Government of Palestine. Title.

2.—The term " Palestine " includes all territory within the political boundaries of Palestine or adjoining areas within the British Mandatory Zone. Definitions.

The terms " officer " and " employee " mean respectively officer and employee of the Government of Palestine, but do not include officers and employees whose salaries are paid out of local budgets of Municipalities nor Members of Councils or Commissions appointed by the Government, the members of which are not regularly remunerated out of Government funds.

For the purpose of these Regulations the words " bona fide members of a family " shall be deemed to be an officer's wife and children only.

3.—The classification of officers and employees for purpose of allowances shall be as follows :— Classification of Officers.

Class " A ".—Officers of and above the rank of Grade IIA in the Senior Service.

Class " B " I.—Officers of Grade III Senior Service.

Class " B " II.—Officers of Grade IV Senior Service.

Class " C ".—Officers of Grade V in the Senior Service and Officers of Grade I in the Junior Service.

Class " D ".—Officers of Grades II, III and IV Junior Service.

Class " E ".—Officers of Grades V and VI, Junior Service.

Class " F ".—Other officers.

Matrons and Assistant Matrons of the Hospitals of the Department of Health and Schoolmistresses of the Women's Elementary Training College whose salary is £E. 144 and less than £E. 300 per annum and who receive other emoluments from the Government are, for the purpose of Travelling Allowance Regulations included in Class "C."

Clerks, Schoolmasters and Nurses whose pay is less than £E. 60 per annum are included in Class "E" for purpose of Travelling Allowances.

Free Transport to Officers on first appointment.

4.—(*a*) Free transport by the cheapest and most direct route is allowed to Government officers on first appointment on the following scale :—

Officers of Class.	Officers and bona-fide members of their families				Officers' Baggage.		
	Steamship to Port of Palestine.		Railway from Port of Palestine to Station.		Steamship to port of Palestine.	Railway from Port of Palestine to Station.	
	Max. No. of Tickets.	Class of Accommodation.	Max. No. of Tickets.	Class of Accommodation.	Max. Weight Kilos.	Goods Train Weight Kls. Max.	Passenger Train. Weight Kls. Max.
A...	—	—	5	First	—	4000	200.
B. I. ..	5	First	5	First	750 or 150 cb. ft.	4000	200.
B. II. ..	5	Second	5	First	500 or 100 cb. ft.	4000	200.
C. ..	5	Second	5	First	400 or 80 cb. ft.	2500	200.
D. ..	5	Second	5	Second	250 or 50 cb. ft.	1500	150.
E... ..	—	—	5	Second	—	1500	100.
F. ..	—	—	5	Third	—	200	50.

(*b*). Officers of other than Class "A," appointed in the United Kingdom will be granted free railway transport 3rd class for themselves, their families and their baggage, from their place of residence on appointment to the port at which they embark, but officers will not be entitled to free transport of baggage in excess of the scale authorised for transport from Port to Station in Palestine.

(*c*). Officers disembarking at a Port of Egypt for Palestine will be granted free transport on Egyptian State Railway on the scale laid down for similar travel on the Palestine Railways, provided such is the cheapest and most direct route.

(*d*). Free transport to *bona fide* members of an officer's family, not exceeding four in number, will be granted only if they accompany him or follow him within twelve months.

(*e*). When an officer or employee is appointed from a country adjoining Palestine, he will be entitled to free steamship passages (other than officers of Class A) or alternative railway accommodation on the scale allowed on the Palestine Railways whichever is the more direct route.

(*f*). If an officer or employee within the period of three years from the date of his arrival in Palestine, either quits Palestine without leave,or leaves the service of the Government of Palestine, or be dismissed or removed from his appointment in consequence of misconduct, he will refund to the Government of Palestine the amount paid for his passage and transport of baggage to Palestine and for the passage of any member or members of his family.

(*g*) An officer transferred to Palestine from another Administration is entitled to free passages by the most direct route for himself and for his wife and children, not exceeding four persons besides himself if they accompany him or follow him within twelve months.

Free Transport to officers on termination of appointment.

5.—Officers and employees of the permanent service of the Government of Palestine are not entitled to free transport on final retirement, resignation hor dismissal.

6.—The repatriation at the end of their period of service of officers and employees engaged for short periods of employment will be dealt with in the contract entered into by the officer or employee, according to the circumstances of each case.

G. Rgs —Amending Slip No. 10.—31.8.25.—Page 35.
Erratum.—Chapter 2.—Section 7.—Regulation 7 (a).

Amend "Section 1,7, of the Leave Regulations" to read "Section 1,6, of the Leave Regulations."

provided they accompany or precede or follow him within six months of either journey. It is not necessary that any specific period should elapse between two successive grants of this privilege, but an officer will not receive it at the beginning of a quadrennial period without some special reason. This Regulation is also applicable to permanent and pensionable officers of Class "D" who are granted leave under the provisions of Section I, 7., of the Leave Regulations.

(*b*). For the purpose of this Regulation fares will be calculated upon the basis of the current fares to the United Kingdom by Bibby Line, in the case of first class passages, and P. & O. in the case of second class passages, less any reduction which may be granted to Government Officers. Entitled officers will be given Railway Warrants in the appropriate class to the port of embarkation in Egypt or Palestine.

Class of steamship and railway travel will be as provided in Regulation 4.

Claims for the homeward journey will be submitted to the Chief Secretary, when applying for leave, and to the Crown Agents for the Colonies for the outward journey.

Free Transport of Officers on Transfer from Station to Station.

8.—Government Officers on transfer from one station to another within Palestine are entitled to free transport by the cheapest and most direct route on the following scale :—

Officers of Class.	Officers and bona fide members of their families.		Servants.		Baggage.	
					Goods Train.	Passengers Train.
	Max. No. of Tickets.	Class of accommodation	Max. No. of Tickets	Class of accommodation	Max. Weight Kilos.	Max. Weight Kilos.
A.	5	First ..	2	Third ..	4000	200
B.I. : ..	5	First ..	2	Third ..	4000	200.
B. II. ..	5	First ..	2	Third ..	4000	200.
C.	5	First ..	2	Third ..	2500	200.
D.	5	Second ..	1	Third ..	1500	150.
E.	5	Second ..	—	— ..	500	100.
F.	5	Third ..	—	— ..	200	50.

Free transport to *bona fide* members of an officer's family and servants is granted only if they accompany him or follow him within six months.

9.—(*a*) Government Officers travelling by rail on duty are entitled to accommodation by the most direct route on the following scale :— **Free Transport of officers travelling by rail on duty.**

	Officers.		Officers' Servants		Officers' Baggage.
	Max No. of Tickets.	Class of accom-modation	Max. No. of Tickets.	Class of accom-modation	Max. Weight Kilos
A.	1	First	1	Third	100.
BI & II	1	First	1	Third	100.
C.	1	First	1	Third	100.
D.	1	Second	1	Third	75.
E.	1	Second			50.
F.	1	Third			30.

Note. The maximum weight of baggage allowed in the above scale is additional to that allowed to be taken in the railway compartment).

(*b*). When the exigencies of the public service demand that an officer or employee carry baggage, camp equipment or other necessities in excess of the amount provided in this scale, the Head of the Department may authorise the carriage of such extra amount, which will in no case exceed double that allowed in this scale. The written authority of the Head of the Department will be attached to the baggage warrant.

(*c*). When the interests of the public service demand that an officer travelling on duty send his transport animals by rail, free transport will be provided for them and for one syce to every two animals. The Head of Department will limit the number of transport animals to be used by an officer of any class to that which he considers essential in the interests of the public service.

Hire of Animal Transport.

10.—In the case of first appointment, transfers or travel on duty, when railway or other Government transport is not available, animal transport may be hired for the conveyance of officers and their baggage on the scale laid down in paragraphs 4, 8 and 9 of these Regulations. The most economical means of animal transport shall be employed.

Travelling Allowance to officers on first appointment.

11.—When accommodation in a Government building is not provided Travelling Allowance will be granted to an officer or employee on first appointment for eight nights from the night of his arrival in Palestine, at the following scale :—

Officers of Class	"A"	75 P.T. per night
" " "	"B" I & II.	60 P.T. " "
" " "	"C" and British Inspectors of Police	45 P.T. " "
" " "	"D"	30 P.T. " "
" " "	"E"	15 P.T. " "
" " "	"F"	10 P.T. " "
Sub-Inspectors of Police.....		25 P.T. " "
Police—other ranks.....		10 P.T. " "

Travelling Allowance to officers transferred from station to station.

12.—An officer who is transferred from one station to another, and is not provided with accommodation, will be granted Travelling Allowance for eight nights from the night of departure from his first station, at the rate prescribed in Regulation 11.

Travelling Allowance to officers absent on duty.

13.—(*a*). When an officer or employee is temporarily absent from his permanent station on duty at night, at a distance of not less than ten miles, and is not given accommodation in a Government building, he will be granted Travelling Allowance for eight nights in any one place of halt within any one month, at the rates prescribed in Regulation 11.

For the purpose of this Regulation any continuous period of stay will be regarded as falling within one month.

(*b*). After the expiration of eight nights in any one place of halt, half the above allowance may be drawn for a further seven nights, provided that no accommodation in a Government building is provided.

(*c*). In exceptional circumstances, and subject to the written sanction of the Chief Secretary, which must

accompany the claim submitted to the Treasury for payment, allowances at half rates may be granted for a further period.

14.—In the case of officers of Classes "A," "B," I and II and "C," the rates of Travelling Allowance prescribed in paragraph 11 above will be increased by 20% when the officer stays at an hotel in Jerusalem, Jaffa or Haifa.

Rate of Travelling Allowance in Jerusalem, Jaffa and Haifa.

15.—An officer whose duty necessitates absence from his normal station outside Palestine, the Peninsula of Sinai excepted, shall be granted suitable rates of travelling allowance to meet the conditions of each case as may be decided by the Chief Secretary. Officers travelling and detained at places other than their normal residence on account of duty while on leave of absence in the United Kingdom, will receive travelling and detention allowance in accordance with the scale approved by the Secretary of State for the Colonies.

Travelling Allowance to officers on duty outside Palestine.

16.—When an officer is transferred temporarily to relieve another officer absent on duty or leave and when he cannot be given accommodation in a Government building and extra expenses in consequence thereof are necessarily incurred, he shall be entitled to travelling allowance as prescribed in paragraph 11 and thereafter, as the Chief Secretary shall decide, to half these rates. The written authority of the Chief Secretary for such allowance must accompany the first claim submitted to the Treasury for payment.

Travelling Allowance to unaccommodated officers transferred to relieve officers temporarily absent on leave or duty.

17.—All claims for Travelling Allowance will be submitted once monthly to the Treasurer before the 5th of the month following that in which they are incurred.

G. Rgs.—Amending Slip No. 7.—31.8.25.—Page 39.
Addendum to Chapter 2.—Section 7.—Regulation 18.

An officer, whose appointment in an acting capacity is notified in the Official Gazette, may be allowed to draw Travelling Allowances at the same rates as would be payable to the Officer for whom he is acting.

SECTION 8.—QUARTERLY FORAGE BOARDS.

1.—A Forage Board is appointed in each District to make recommendations to a Central Forage Board at Jerusalem. District Boards are composed of the District Governor as President, and the District Commandant of Police and an officer of the Palestinian Section of the Gendarmerie as members.

2.—The Boards make detailed recommendations for the price of forage for all animals for the ensuing three months and forward them direct to the Inspector General, Police and Prisons.

3.—The Central Board at present consists of the I.G., P. & P. as President, and representatives of the Treasurer, District Governor, Jerusalem-Jaffa District, and the Commandant of the Palestinian Section of the Gendarmerie as members. The Central Forage Board submits its recommendations to the Chief Secretary.

4.—District Boards and the Central Board arrange the time of the Quarterly Meetings so that the finding of the Central Board may be transmitted to Departments before the first day of the quarter affected.

5.—The rates fixed by the Board apply to all Gendarmerie and Police horses, and to Government horses, if any, held by Departments.

SECTION 9.—AIRCRAFT ACCIDENTS.

1.—Any officer who proceeds on duty by airship or aeroplane without having received express direction to adopt that mode of travel does so at his own risk. In the event of an accident occurring, any resultant injuries will not be regarded for the purposes of the Pension Ordinance as specifically attributable to the nature of his duty.

SECTION 10.— PENSIONS AND GRATUITIES.

1.—The grant of pensions and gratuities will be governed by the terms of the Pensions Ordinance.

CHAPTER 3.

SECTION 1.—ORDER OF PRECEDENCE.

I. The High Commissioner.

II. The Air Officer Commanding in Palestine if of the rank of Air Vice Marshal or above that rank. The Officer in Command of His Majesty's Naval Forces at the Station if of the rank of Flag Officer: their relative precedence being determined by King's Regulations.

III. The Chief Justice.

IV. The Air Officer Commanding in Palestine if of or below the rank of Air Commodore. The Officer in Command of His Majesty's Naval Forces at the Station if below the rank of Flag Officer: their relative precedence being determined by King's Regulations.

V. Members of the Executive Council in the following order :—

Chief Secretary
Attorney General
Treasurer

VI. A District Governor (when within his own District).

VII. Chief British Representative, Trans Jordan.

VIII. Senior Member, Supreme Court.

IX. Rais el Ulema.

**His Beatitude the Orthodox Patriarch,*
**His Beatitude the Latin Patriarch.*
(Their relative precedence being determined by date of appointment).
**His Beatitude the Armenian Patriarch.*
**The Anglican Bishop in Jerusalem.*
**The Chief Rabbis.*

X. President of the Moslem Court of Appeal.

XI. Members of the Advisory Council in the following order :—

Inspector General of Police and Prisons,
Director of Health.

Director of Public Works.
Director of Education.
Director of Agriculture and Forest.
Director of Customs and Trade.

XII. General Manager of Palestine Railways.

XIII. District Governors (outside their own districts) in order of seniority of appointment.

**Consul General and Consuls de Carrière, in order of seniority of appointment in Palestine.*
**Custode di Terra Santa.*

XIV. The Heads of Departments not already mentioned, if in Grade I, in order of seniority of appointment.

XV. Presidents of District Courts in order of seniority of appointment.

XVI. Presidents of Lands Courts in order of seniority of appointment.

XVII. Members of the Court of Appeal in order of seniority of appointment.

XVIII. Remaining Heads of Departments in order of seniority of appointment.

XIX. First Assistant Secretary.

XX. Assistant to the Attorney General.

XXI. Deputy Treasurer.

XXII. Government Advocate.

XXIII. Deputies of Heads of Departments who are members of the Advisory Council, in the following order:—

Deputy Inspector General of Police and Prisons.
Deputy Director of Medical Services,
Deputy Director of Public Works.
Deputy Director of Agriculture and Forests.

XXIV. Assistant General Manager of Palestine Railways.

XXV. Assistant District Governors in order of seniority of appointment.

XXVI. Commandant Palestine Gendarmerie.

†XXVII. The Mayor of Jerusalem.

†XXVIII. A Mayor (within his own municipality),

XXIX. Members of the Supreme Moslem Council in order of seniority of appointment.

XXX. Members of the Moslem Court of Appeal in order of seniority of appointment.
Chairman, Palestine Zionist Executive.
Chairman, Presidium of the Jewish National Council.

XXXI. Officers of the Senior Service, not already mentioned of Grade III, and upwards, in order of seniority of appointment within each grade.

XXXII. Members of District Courts in order of seniority of appointment.

XXXIII. Members of Lands Courts in order of seniority of appointment.

XXXIV. Civil Magistrates in order of seniority of appointment.

XXXV. Qadis Sharia in order of seniority of appointment.

XXXVI. Muftis.

*(*Coptic Bishop*) In order of date of appoint-
(*Jacobite Bishop*) ment as such in Palestine.
*(*Abyssinian Bishop*) *Representative.*
(*Greek Catholic Bishop*).
(*Armenian Bishop*).
(*Maronite Bishop*).
(In order of date of appointment as such in Palestine).

XXXVII. Officers of the Senior Service not already mentioned, in order of seniority of appointment within each grade.
**Honorary Consuls and Vice Consuls in order of seniority of appointment in Palestine.*

XXXVIII. Mayors (outside their own municipalities).

XXXIX. Town Councillors.

*This precedence is of an honorary nature and to be accorded by courtesy.

†When a function is held within his own Mayoralty, a Mayor will have precedence at No. XXVIII ; otherwise at No. XXXVIII.

In Mayoralties other than Jerusalem, the Mayor of Jerusalem will have precedence with, but after, the Mayor of the town in which the function is held.

By courtesy, if the Flag Officer in Command of His Majesty's Naval Forces at the Station is Commander-in-Chief, Mediterranean, and is accompanied by the Vice Admiral or the Rear Admiral Second in Command, then the latter will be accorded precedence after V.

By eourtesy, officers of the Navy, Army and Air Force other than those mentioned at II and IV, whether stationed in Palestine or not, will be accorded precedence as follows:—

If Flag or General officers or Air officers of equivaleni rank, after VI, if of field rank in the Army or of equivalent rank in the Navy or Air Force, after XXVI, and, if below that rank, after XXXI.

SECTION 4.—VISITS.

1.—Colonial Regulations Nos. 156 to 161 are limited in scope to the High Commissioner or officers administering the Government.

2.—In the event of a visit to a Palestine Port by one of His Majesty's ships there is no occasion for District Governors to exchange official visits with Naval Officers, although there is, of course no objection to visits being made privately.

SECTION 5.—UNIFORM.

Under consideration.

CHAPTER 4.

SECTION 1.—CORRESPONDENCE AND COMMUNICATIONS.

1.—The general instructions with regard to correspondence are contained in Colonial Regulations Nos. 171 to 215.

SECTION 2.—LOCAL.

1.—The formal commencement and conclusion usual in despatches, are to be dispensed with in inter-departmental correspondence.

2.—As a general rule communications addressed by letter should be replied to by letter. Letters should not be returned to the office from which they emanate or to the writers with the replies written thereon.

3.—In all communications the second and succeeding paragraph must be numbered ; and in all communications consisting of more than one page the second and subsequent pages must be numbered.

4.—All proper names mentioned in a letter should be written in block capital letters if the letter is not typewritten.

5.—Enclosures referred to in letters should be indicated by horizontal marginal lines. Original papers should never be sent, when a copy is equally serviceable.

6.—In all correspondence officers will adopt the spelling of Arabic and Hebrew names which has been officially recognised.

7.—The subject of a letter must be briefly stated as a heading, and the letter should bear also the numerical reference to the letter under reply or other previous correspondence as a superscription..

Example :—

To Chief Secretary,
Government offices.

Subject : Estimates.
Reference : Your Adm. 000 of 3.6.23.

8.—A letter must be dated and addressed from the place in which the officer is at the time when he signs it.

9.—Letters must be given a proper registration number.

10.—Each communication will be confined as much as possible to a single subject. Conciseness and brevity

should be adopted in all official correspondence, which should be well considered in substance, and couched in a tone of courtesy and with careful avoidance of any expression of personal feeling.

11.—All minutes or letters to the Chief Secretary from District Governors and Heads of Departments, will be signed by them as such, or, in their absence, by the officer deputed for the purpose.

12.—When a communication has been drafted by one officer and signed by another, junior to him, the fact should be indicated, as letters signed by subordinate officers may not convey the opinion of the District Governor or Head of Department concerned.

13.—All correspondence with the Chief Secretary should be submitted in duplicate.

14.—All letters for the Chief Secretary must be addressed to him and not to Assistant Secretaries.

15.—In all cases where reference is made to Items of Expenditure, the page of the printed Estimate on which the Item appears and the number of the Item or Subhead must be quoted as well as the number of the Head.

16.—Officers may send communications to the Chief Secretary only through the Heads of their Departments, and a Head of a Department is bound to forward to the Chief Secretary any letter thus addressed through him by a subordinate officer.

17.—A (Secretariat) Minute Paper forwarded to a Department must on no account be sent to any officer to whom it is not addressed without the sanction of the Chief Secretary.

18.—All proposals or communications submitted to the Chief Secretary should, as far as possible, have first received due consideration by District Governors or Departments concerned, in order that there may be no delay in obtaining the decision of the Government.

District Governors and Heads of Departments communicating with the Chief Secretary on general subjects on which the opinion of other District Governors or

Heads of Departments is likely to be required, shall first submit their communication to the District Governors or Heads of Departments concerned for observation and the whole correspondence will then be forwarded to the Chief Secretary.

For District Governors and Heads of Departments whose Headquarters are not in Jerusalem, where it will be more expeditious to do so, an original letter may be transmitted to the Head of the Departments or District Governor concerned, who will then forward it together with his remarks to the Chief Secretary.

Communications improperly submitted, will be returned.

19.—Copies of communications between Heads of Departments and Departmental officers at outstations on other than routine subjects affecting the administration of the District should be sent simultaneously to the District Governor concerned.

20.—Officers who require written instructions which involve advice on a legal question, should address themselves to the Chief Secretary, who, if it appears necessary, will consult the Law Officers of the Government. Any opinions of the Law Officers which may be communicated by the Chief Secretary are to be treated as confidential, and are not to be quoted in correspondence with private individuals.

21.—All letters dealing with confidential subjects must be marked "Confidential"; and replies to such letters should be similarly marked.

Heads of Departments will exercise discretion in treating as confidential, or otherwise, communications from their subordinate officers.

22.—Heads of Departments will exercise their own discretion in the use of two envelopes for the transmission of confidential documents.

23.—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," and, as a rule, should only be opened by the officer to whom it is addressed.

24.—Copies of official correspondence will 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.

25.—An officer is not, as a general rule, allowed to have access to records relating personally to himself, and should such records pass through his hands in the course of his official duties, he is not permitted to take copies either of minutes or of correspondence therefrom.

This Regulation does not apply in cases where a particular document relating to an official is sent to him expressly to be noted.

26.—Heads of Departments must not disclose nor produce in evidence any official document of a confidential character in any Court of Law, without the previous permission of the Chief Secretary so to do.

27.—In all cases where official correspondence is sent by hand, messengers will be provided with receipt books which should be initialled, and in which the time of delivery should be inserted by the recipient.

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

28.—There shall be kept in every office :—

(*a*) A register of letter received.

(*b*) A register of letters despatched.

(*c*) Files of letters received and despatched.

Communication with the High Commissioner.

29.—District Governors and Heads of Departments desiring to communicate with the High Commissioner on official matters, should invariably address their letters to the Chief Secretary, who will take the necessary action. Letters should not be addressed to the Private Secretary. The use of red ink in official correspondence and minutes is reserved exclusively to the High Commissioner.

Correspondence in Arabic and Hebrew.

30.—Officers of the Government whose native language is neither Arabic nor Hebrew, should invariably sign the English version of official letters to persons whose language of communication is Arabic or Hebrew. If necessary such English version should be accompanied by a translation in Arabic or Hebrew, as circumstances may require, and initialled by the officer who has signed the English version. A copy of the translation should be filed.

Of communications to the public signed in Arabic or Hebrew by an officer whose native language is Arabic or Hebrew, an English version should be made wherever possible, initialled by the officer, and retained in the file.

Circular Letters.

31.—Circulars issued by Heads of Departments should be confined to departmental or routine matters; all other circulars will be issued by the Chief Secretary.

32.—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-District should be sent direct to District Officers in charge of Sub-Districts and to District Officers acting in that capacity.

33.—A sufficient number of circulars of a confidential nature, should be sent to every District Governor to enable him to transmit copies at his discretion to District Officers in charge of Sub-Districts.

34.—Other communications addressed to District Governors which affect a Sub-District should be transmitted in duplicate to the District Governor to facilitate communication.

A note of any action that the District Officer in charge desires to take thereon, should be forwarded through the District Governor. District Officers in charge of Sub-Districts should not communicate direct with Heads of Departments.

35.—In the interests of uniformity and to obviate irregularity of despatch, Departments should in respect to circulars issued by them, follow the list of addressees and the quantitative allocation shewn below.

G. Rgs.—Amending Slip No. 5.—31.8.25.—Page 61.
Amendment to Chapter 4.—Section 2.—Regulation 36.

Add to Group 7.

1 District Officer Jericho.
1 ,, ,, Bethlehem.
1 ,, ,, Zichron Jacob.

Amend Groups 8 & 10 as follows:-

10—Superintendent Law Courts. Jerusalem.
20—Inspector-General, Police and Prisons, Jerusalem.

	No			
1	4	Chief Secretary		Jerusalem.
2	1	Attorney General		,,
3	10	Treasurer		,,
4	3	Auditor		,,
5	1	Private Secretary		,,
6	3	Dist. Gov. Jerusalem-Jaffa		,,
	2	Asst. Dist. Gov. Jaffa		Jaffa
	6	Dist. Governor, Northern		Haifa.
	2	Dist. Governor, Southern		Gaza.
7	1	C.B.R. Amman		
	1	Sub-District H.Q.	Tiberias	Tiberias.
	1	,, ,, ,,	Safad.	Safad.
	1	,, ,, ,,	Tulkarem	Tulkarem.
	1	,, ,, ,,	Ramleh	Ramleh.
	1	,, ,, ,,	Ramallah	Ramallah.
	1	,, ,, ,,	Hebron	Hebron.
	1	,, ,, ,,	Acre	Acre.
	1	,, ,, ,,	Jenin	Jenin.
	1	,, ,, ,,	Nablus	Nablus.
	1	,, ,, ,,	Gaza	Gaza.
	1	,, ,, ,,	Beersheba	Beersheba.
	1	,, ,, ,,	Nazareth	Nazareth.
	1	District Office		
	1	,, ,,	Beisan	Beisan.
	1	,, ,,	Majdal	Majdal.
	1	,, ,,	Selfit	Selfit.

Group.	No. of Copies.	Department.	Station.
8	15	Superintendent, Law Courts	Jerusalem.
9	1	Air Officer Commanding in Palestine	Bir Salem
10	40	Inspector General, Police and Prisons	Jerusalem.
11	12	Department of Health	,,
	6	Department of Agriculture	Haifa.
	12	Department of Customs and Trade	Jerusalem.
	8	Department of Education	,,
	10	Department of Public Works	,,
	2	Department of Lands	,,
	3	Controller of Permits Section	,,
	1	Department of Antiquities	,,
	2	Palestine Railways	Haifa.
	2	Postmaster General	Jerusalem.
	3	Department of Surveys	Jaffa.
	1	Clearing Claims Office	Jerusalem.
	1	Asst. Public Custodian	Jerusalem.
	1	Financial Adviser Patriarchate Commission	,,
	1	Chairman Demarcation Com.	Beisan.

Despatch and Postage.

37.—Envelopes, wrappers and labels must be legibly and completely addressed.

38.—Official letters, packets and telegrams may be franked by District Governors and Heads of Departments or officers delegated by them whose names have been notified to the Postmaster General. All letters, packets or parcels to be transmitted by post to places outside Palestine must be stamped, except those addressed to Government Departments in the United Kingdom.

39.—The exercise of the privilege of franking is confined to correspondence relating exclusively to public business.

40.—The envelope or wrapper in which the official communication or papers are enclosed must bear the letters "O.H.M.S." or the words "On His Majesty's Service" legibly written or printed at the top, and must be franked in the left hand bottom corner by the signature and official title of the officer despatching it.

41.—All important records, which have to pass through the post, must be registered and the registration receipts filed. The use of the Registered Service should, however, be restricted as far as possible.

42.—For registration of cheques and counterfoil receipt books see Financial Regulations Nos. 156 and 314.

Petitions.

43.—All petitions addressed to the High Commissioner or Chief Secretary must be forwarded by Heads of Departments or District Governors to the Chief Secretary together with their comments.

44.—In the event of petitions being forwarded by petitioners direct to the High Commissioner or Chief Secretary the following procedure will be adopted :—

(i) if the petitions are unstamped before transmission they will be returned to be stamped ;

(ii) if properly stamped, they will be dealt with in the Secretariat ; and, if it is found that further investigation or action is not required, they will be replied to by printed form ;

(iii) if it appears that investigation by the District Governor concerned is desirable, the petition will be forwarded to him for report, on the receipt of which an answer will be returned to the petitioner, with a copy to the District Governor.

45.—Mayors of Municipalities and Presidents of Local Councils should communicate with the Chief Secretary through the District Governors and replies should be sent through the same channel.

46.—All communications from Departments, whether printed matter or otherwise, addressed to the League of Nations, should be forwarded to the Secretariat for

transmission through His Majesty's Principal Secretary of State for the Colonies.

47.—When occasion arises for a Department of the Administration to communicate with a Department of another Government, correspondence should not be addressed directly, but should be forwarded through the normal diplomatic channels, viz, to the Chief Secretary for transmission by the High Commissioner to the Government concerned. One extra copy of the communication should be forwarded for retention by the Secretariat for purpose of record.

48.—The provisions of Regulation No. 47 do not apply to the Department of Posts and Telegraphs in regard to ordinary communications with the corresponding department of another Government.

49.—The provisions of Regulation No. 47 do not apply to the Department of Surveys in regard to the exchange of Maps with the Survey of Egypt.

50.—In cases of urgent necessity communications may be addressed directly by the Inspector-General, Police and Prisons to the corresponding Department of the Egyptian or Syrian Government.

51.—Departmental communications with Municipalities should be addressed to the District Commissioners in the first place, except in the case of Principal Medical Officers and District Commandants of Police whose duties necessitate the maintenance of direct relations with Municipalities.

52.—Heads of Departments may address directly the Chief British Representative, Amman, on general questions. Communications involving questions of principle or policy should be addressed to the Chief Secretary in the first instance.

53.—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.

54.—Official letters of introduction to British Consuls or other official representatives abroad will not be given to an officer unless he is proceeding abroad on work of direct benefit to Government. No such letters of introduction may be given to any persons other than officers of the Government.

SECTION 3.—RETURNS.

District Governors, Monthly Administrative Reports

1.—District Governors will render an Administrative Report in duplicate monthly to the Chief Secretary. Reports will be forwarded so as to reach the Secretariat not later than the 3rd of the month following the month under review.

2.—Reports will be numbered serially from 1 to 12 commencing with the Report on the month of January.

3.—Reports will be made on each activity of the Government in the District. Each section will be headed as follows :—

Serial Number.
Name of Department.
Name of District.
Date of Report.

Example :—

1.— Agriculture. Northern District M.R. 31.1.23

4.—The following numbers are allotted to sections :—

1. GENERAL ADMINISTRATION.
2. DISTRICT ADMINISTRATION.
3. JUDICIAL.
4. LAND COURTS.
5. MOSLEM RELIGIOUS COURT OF APPEAL.
6. LEGAL.
7. TREASURY.
8. HEALTH.
9. AGRICULTURE.
10. CUSTOMS & TRADE.
11. EDUCATION.
12. POLICE & PRISONS.
13. PUBLIC WORKS.
14. AUDIT.
15. LANDS.
16. PERMIT SECTION.
17. ANTIQUITIES.
18. RAILWAYS.
19. POST & TELEGRAPHS.
20. SURVEYS.
21. LABOUR.

5.—In the event of there being no comments under any particular section the word "NIL" should be inserted.

6.—District Governors will cut up a copy of their Report and distribute the relevant sections direct to the Departments concerned.

7.—District Governors will make their own arrangements for the distribution of their Reports other than to the Chief Secretary. The Distribution List should be shown as an appendix to their Report and should include all other District Governors, General Manager, Railways, C. B. R. Amman and the A.O.C. Palestine, and in addition the following officers of their own Districts :—

Assistant District Governor.
District Officers.
District Commandant, Police.

Departmental Quarterly Reports.

8.—Heads of Departments will submit quarterly to the Chief Secretary a short summary of work done. No reference should be made to projects and contemplated activities, but only to work accomplished or in progress or matters of interest.

9.—Such reports should reach the Secretariat by the 25th of the last month of the quarter.

Departmental Annual Reports.

11.—Annual Reports must be submitted by all Departments. They must be typewritten on one side of the paper only and the paragraphs and pages must be numbered consecutively.

12.—Statistical Returns, where necessary should be attached in the form of appendices.

13.—Annual Reports must be submitted to the Chief Secretary in duplicate not later than the 31st of January in each year.

14.—The object of an Annual Administrative Report is to present a recent account of the history of the Dis-

trict or Department concerned during the year under review. To this end all unnecessary matters must be rigidly excluded. It should be the object of the officer furnishing the Report to record all salient facts deserving especial attention, and, where necessary, to institute a comparison between the year under review and previous year, but all superfluous and trivial details should be omitted, and every effort must be made to make the report terse, accurate and readable. Elaborate tables of statistics, such as may properly be inserted in a Blue Book, are out of place in an Annual Administrative Report.

15.—It should be borne in mind that Annual Reports are intended for the information not only of Government but of the general public. Criticisms of Government policy, complaints, recommendations and suggestions for improvement and animadversions on the working of the law (or the efficiency of other Departments) must therefore be avoided, and must not be included in the report ; nor must it be made the medium, in any circumstances, of complaints of one officer against another or the ventilation of individual grievances.

16.—In cases where the Head of a Department desires to offer suggestions on questions of general administration or as to the amendment of the law, or to obtain reconsideration of decisions previously arrived at, he should bring the matter under the notice of Government in a separate communication, so that, if necessary or expedient, action may be taken thereon.

17.—The Treasurer will furnish to the Chief Secretary for transmission by the High Commissioner to the Secretary of State the Financial Returns required under Colonial Regulation No. 396.

18.—The Annual Report of the Audit Department will be rendered as soon as practicable after the close of the financial year.

SECTION 4.—CONSULAR.

Correspondence with Consular Officers.

1.—Correspondence should 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.

2.—All communications to Foreign Consular Officers should be written in English. For form of address see Chapter IV. Section 10.

SECTION 5.—INDIVIDUALS.

SECTION 6.—TELEGRAPHS AND TELEPHONES.

Official Telegrams.

1.—A Government telegram is a telegram on the business of the Government only.

2.—Telegrams of a personal nature relating to leave, Police Sports or other sports, servants, meals, baggage, hotel accommodation (even on official journeys), etc., must be paid for at the usual public rates at the time of handing in.

3.—Lists of officers authorised by the Chief Secretary to frank official telegrams are kept by the Postmaster General.

4.—The rules governing the transmission of official telegrams are as follows :—

(*a*) Only those telegrams which relate exclusively to public business may be transmitted free of charge.

(*b*) All telegrams in each district office of issue must be given a consecutive number, beginning in new series on the 1st of January of each year. A prefix or suffix letter in addition to a number is not to be used. The date of writing the telegram should not be inserted in the text.

(*c*) Government telegrams should be expressed in as few words as are consistent with clear expression of the intended meaning and auxiliary or connective words should be omitted.

(*d*) No Government telegram shall be accepted for transmission free of charge, unless it is closed with the official title or registered address and authenticated with the signature of an officer authorised to frank Government telegrams.

(*e*) In cases of emergency a telegraph official may, at his discretion, accept and transmit Government messages free although not authenticated as above; he will at once repor' the circumstances to his

immediate superior and will note them at the foot of the telegram.

(*f*) Telegrams handed in for transmission should bear one address only. The practice of typing telegrams with the same text for different addresses so that all the addresses appear on each copy, is forbidden.

5.—Official telegrams are to be sent only in connection with matters of urgency and when the same purpose cannot be served equally well by the use of the post. The word " Urgent " should not be prefixed to an official telegram.

6.—Official telegrams to foreign countries other than Egypt and Syria, may be despatched only by the Chief Secretary, Attorney General, Treasurer, General Manager of the Railways, Inspector General, Police and Prisons, Director of the Department of Health, Postmaster General and the Controller of Permits. Heads of Departments will transmit their foreign telegrams through the Chief Secretary's Office.

7.—Telegrams for the United Kingdom should be endorsed " By Wireless " unless they are in cypher or of a confidential or specially urgent nature.

8.—If in the judgment of the sender the urgency of the telegram justifies the holding up of all other telegrams to permit of transmission, the word " Priority " may be used and should be written near the franking signature.

9.—Every case in which the word " Priority " is used by an official whose name does not appear on the list of those normally entitled to use it, will be brought by the local Postmaster to the notice of the Postmaster General.

10.—The Postmaster General will report to the Chief Secretary for such action as he may deem necessary any instance in which " Priority " facilities appear to have been abused.

11.—The Postmaster General will, at the beginning of each month, arrange for the inspection of all official telegrams, and will demand directly from officers trans-

mitting them the cost of telegrams which he shall judge to have been sent on other than official business, or which, either in whole or in part, were unnecessary.

There shall be a penalty of double rates for all telegrams or portion of telegrams officially franked which are of a private nature.

If an officer to whom application is made for payment so desires, the telegram and connected correspondence will be forwarded to the Chief Secretary for the decision of the High Commissioner.

Telephones.

12.—Telephones in Government offices or supplied for Government use may not be used for any but strictly official purposes.

Trunk Calls.

13.—Official Trunk Calls may be originated only by those officials authorised to make them and will not be allowed beyond the limits laid down for the officials concerned. Trunk Calls will not be booked at any Post Office Exchange between the hours of 10 a.m. and 1 p.m. unless in exceptional circumstances or on Saturdays and Sundays when, if the state of the public traffic admits, they may be permitted.

Priority Trunk Calls.

14.—Priority Trunk Calls will ordinarily be allowed only to those officials whose names appear on the "Priority List." In case of emergency affecting public safety any official may make a priority trunk call at any time, but the facts will in every case be reported by the local Postmaster to the Postmaster General for any further action that he may consider necessary.

Public Call Office.

15.—Public Call Offices may not be used by officials without payment, except where special arrangements have been sanctioned by the Postmaster General.

CHAPTER 5.

SECTION 1.—FINANCIAL REGULATIONS.

1 —See separate volume, issued April 1923.

CHAPTER 6.

Departments.

SECTION 1.—AGRICULTURE AND FORESTS.

SECTION 2.—ANTIQUITIES.

SECTION 3.—AUDIT.

1.—See Colonial Regulations Nos. 220, 221, 349, 378, and the Colonial Audit Departmental Instructions of 1922.

2.—District Governors and Heads of Departments will give the Auditor and his Staff every facility in carrying out their duties.

3.—In order to avoid any difficulty that may arise owing to officers of the Audit Department being unknown when they are sent to audit accounts in the Districts, each officer of the Audit Department when sent on inspection duty will carry with him a certificate signed by the Auditor, stating that he is a member of the Audit Staff. The certificate will be made out as follows :—

" I certify that Mr.....is a member of
" the Audit Staff and has been delegated by me this
" day to carry out certain work in the ....
" District or.....Department."

(*Sgd.*).....
AUDITOR.

This certificate will remain with the officer who will return it to the Auditor on his return to Headquarters of the Audit Department.

4.—The use of green chalk pencils for checking purposes is reserved exclusively by the Audit Department. For Departmental purposes, red or blue chalk pencils only should be used.

SECTION 4.—CUSTOMS AND TRADE.

SECTION 5.—EDUCATION.

SECTION 6.—HEALTH.

SECTION 7.—IMMIGRATION AND TRAVEL.

SECTION 8.—LANDS.

Control and Management of State Domains.

1.—The Department of Lands will be responsible for the mangement and administration of all State Domains. By State Domains is meant all State—owned buildings or lands of whatever category. They do not include land or buildings leased to the Government for any purpose.

2.—All projects for the development, lease or other disposition of State Domains will be submitted to the Department of Lands which will, after due consideraion thereof, refer them to the Chief Secretary for his decision.

3.—In respect of the management of State Domains, the Land Department will be represented in the District by District Officers acting under the supervision of the District Governor, and the channel of communication with the Department will be the District Governor. It will be the duty of these officials to act under instructions of the Department as the local agents of the Department.

For this purpose they will make themselves acquainted with all State Domains within the District or part of the District allocated to them by the District Governor and report any encroachment thereon, and if such Domains be leased it will be their duty to ascertain that compliance is made with all the terms of the lease including the payment of rent.

With regard to land or buildings registered as State Domains which are not leased, developed, or cultivated, it will be for the District Officers to report such domains to the Land Department with recommendations as to development or, in accordance with instructions from the Land Department, to receive applications for tenancies and to interview prospective tenants and report on their suitability and the merits of their applications if the Department so desires.

In the case of unregistered land or buildings alleged to be State Domains, District Officers will render to the Department of Lands a report on all such alleged State Domains, stating fully the grounds of the Government claim and appending any documentary or other evidence in support of such claim.

4.—District Governors will collect the rent due for State Domains.

Any default in payment of rent will be reported to the Land Department by the District Officer who discovers such default.

The Land Department will be responsible for instituting any proceedings for the recovery of rent.

Where accounting officers or Sub-Accountants have seized property for non-payment of any charges other than rent due to them they will continue to manage and control such property until it is redeemed or forfeited to the Government. In the latter case they will notify the Land Department which will then assume control.

5.—All applications for tenancy will be lodged with the District Governors of the District for submission by him with his remarks to the Land Department. District Governors should enquire from the District Land Registry as to the tenure, boundaries and area of the land that is the subject matter of the application and should submit the report of the District Land Registry with the application.

6.—Leases shall be in a form to be prescribed and any proposed material deviation from such form shall be subject to approval by the Chief Secretary.

Prescribed forms of lease will be supplied to District Governors for their information only, so as to enable District Officers to indicate to prospective tenants provisions on which the Land Department are likely to insist.

7.—The following are some of the principles in the policy of development :—

(*a*) State Domains will not be sold.

(*b*) A lease for building or a lease to any person or group prepared to improve lands now imperfectly cultivated or lying waste will be a long lease, i.e., a lease exceeding three years.

(*c*) Agricultural Lands will be leased on annual tenancies or short leases, i.e. leases of less than three years.

(*d*) State buildings will be leased on annual or short leases.

(*e*) Every lease will contain a clause prohibiting assignment or sub-lease save with the consent of the Land Department first obtained in writing.

(*f*) Every lease of a building will contain a provision requiring the tenant to do all internal and external repairs and prohibiting him from making structural alterations save after the consent of the Land Department has been obtained.

8.—Every lease will be executed by the High Commissioner.

Three copies of each agreement or lease will be prepared and signed by both parties.

One copy shall be kept by the Land Department, Jerusalem, one by the lessee and one shall be registered in cases where registration is required, and in other cases shall be kept by the District Governor.

In the case of agricultural leases for not more than three years, the lease shall be in Arabic or Hebrew. Other leases shall be in English, provided that the lessee shall be entitled to a translation in Arabic or Hebrew if he so desires.

9.—(*a*) During a tenancy the District Officers will inspect periodically the property leased and report to the Land Department any failure to comply with any of the provisions of the lease and a quarterly inspection will be made by an officer of the Land Department.

(*b*) Proposals for any structural alterations or addition to State Buildings or any new work or improvements to State Lands or any repairs to State buildings which are not leased will be submitted to the Land Department. The Director of Public Works will be consulted by the Land Department in respect to any structural alteration or addition to buildings erected on State Domains.

(*c*) No irrigation of State Domains shall be carried out except with the approval of the Land Department.

(*d*) The Land Department will furnish to District Governors a list of all leases arranged.

10.—The approaching termination of a tenancy of State Domains will be notified by the Land Department to the District Officer who will make arrangements for inspection prior to handing over.

On termination, the handing over will be made to the District Governor or his representative who, in the case of buildings, will take possession of the keys and retain them pending instructions from the Land Department.

11.—The Land Department will take steps to register all unregistered State Domains when demarcated.

12.—All rights in or relation to any public lands are under the Palestine Order in Council vested in and may be exercised by the High Commissioner for the time being in trust for the Government of Palestine.

13.—If any purchase of land on behalf of the Government is contemplated, the Land Department must be notified of the requirements of the Department concerned and the recommendations of the District Governor of the District. The Land Department will make any valuation that may be necessary and will carry out the purchase if it is approved.

14.—A register of State Domains whether leased or not will be kept by the Land Department.

15.—No Government buildings, railways, roads or other works may be constructed by any Government Department on land which is not the property of the Government, and no Government funds will be spent on any works unless a certificate has been first obtained from the Department of Lands to the effect that the land upon which such works are proposed to be constructed is Government land.

16.—All Government Offices and Government Quarters are in the charge of the Public Works Department,

SECTION 9.—LEGAL.

Legal actions by or against Departments.

1.—No legal proceedings of any kind will be commenced by any officer of the Government without prior communication with the Attorney General. The Attorney General will take charge of all such proceedings personally or through one of his officers. Counsel's fees in any such cause or matter will only be admitted as a charge against public funds in the absence of culpable conduct on the part of the officer himself and provided that the prior approval of the High Commissioner for the employment of Counsel has been obtained. Counsel may not be employed if the services of the Attorney General or other law officers are available.

2.—The above Regulation does not apply to the Police who in instituting proceedings will be guided by departmental regulations.

3.—Where proceedings are instituted by the Attorney General and the Department desires information as to the state of the proceedings, communication should be made with the Public Prosecutor of the District in which the proceedings are pending.

4.—Legal proceedings may not be instituted by the Crown Agents without the approval of the Secretary of State, to whom all necessary particulars will be furnished

G. Rgs.—Amending Slip No. 17—31 8.25.—Page 94.
Addendum to Chapter 6 —Section 9.—Regulations 5 & 6.

Where a Government Officer receives from the Court a summons to appear in order to answer a claim brought against his Department or against him in his official capacity, communication should immediately be made with the Attorney-General in order that the Attorney-General may arrange, if necessary, for him to be represented.

6.—Where an Officer receives an Order from the High Court to appear and there has not been an opportunity of receiving instructions from the Attorney-General, the Officer should attend personally or be represented in the Court on the day mentioned in the summons.

SECTION 10.—POSTS, TELEGRAPHS AND TELEPHONES.

SECTION 11.—PUBLIC SECURITY.

1.—Petitions requesting the exercise of the High Commissioner's clemency towards convicts serving sentences, should be investigated, in the first instance, by the District Governor concerned, who will forward in duplicate all relative papers together with his opinion on the matter to the Inspector General, Police & Prisons.

2.—On receipt the Inspector General, Police & Prisons will add his recommendations and forward all the documents to the Chief Secretary for instructions.

3.—In the event of petitions being addressed to the Secretariat directly they will be forwarded to the District Governor who will adopt the procedure above mentioned.

4.—Departments receiving petitions will adopt the course laid down in paragraph 3.

5.—In no case shall a convict be released from prison until the Inspector General, Police & Prisons report has been received.

6.—The High Commissioner's decision on each case will be transmitted to the District Governor for the information of the petitioner and a copy thereof with a Warrant of Release signed by the High Commissioner sent to the Inspector General, Police and Prisons for his information, and action.

SECTION 12.—PUBLIC WORKS.

Duties of the Director.

1.—The Director of Public Works is responsible for the construction and maintenance of all Public Works other than Railways or Telegraphs, and for the preparation and accuracy of all plans, specifications, quantities and estimates.

2.—The Director of Public Works is also responsible for the payment of rent and the maintenance of premises leased by the Government other than by the Railways, in accordance with the terms of the lease.

3.—Designs for new, and for alterations and additions to existing Public Buildings prepared by the Director of Public Works must be countersigned by the Director of the Department of Health and by the District and Department Officers concerned, before work is commenced.

4.—No premises may be leased without prior inspection by a representative of the Public Works Department and the written authority of the Director of Public Works.

5.—No buildings may be occupied or vacated without previous examination and written record of their condition by the Public Works Department. This applies also to changes of tenancy.

6.—The Director of Public Works will be responsible for the custody of all vacant Public Buildings (other than those which are Railways or State Domain Buildings) and, in the case of leased premises, for their surrender on termination of the lease. He will use his discretion in regard to the removal of Government fixtures and fittings temporarily installed therein, having regard to their value and the cost of such removal. He will prefer claims against Departments or individuals in all cases of wilful damage, or damage not due to fair wear and tear and whenever premises have been left dirty by the outgoing occupants.

Harbours and Jetties.

7.—The Director of Public Works will also be responsible for the maintenance of existing Harbours and Jetties including Dredging, Public Buildings, Water Supply, Sanitation, Electric Lighting, Cranes and all port operating equipment other than Railway equipment.

8.—All proposals or designs for new harbour works or for improvements to existing harbours will be referred for examination and report to a Board consisting of Director of Public Works, the General Manager, Railways, and Director of Customs and Trade, before Departments of the Government receiving or originating such proposals, take any further action in the matter.

9.—Any proposals for land drainage which is being considered by the Government must be referred to the Anti-Malarial Commission.

10.—The Director of Public Works will be responsible for the design and the execution of irrigation and land drainage works to be carried out at public expense. The plans must be countersigned by the President of the Anti-Malarial Commission, by the Director of Agriculture, the Director of Lands and by the District Governor concerned.

11.—Projects for the sanitation work of Government Buildings must receive the concurrence of the Director of Public Works after which the latter will be responsible for the preparation of the necessary estimates and for the execution of the work, when funds have been sanctioned.

12.—The Director of Public Works will prepare Water Supply Projects for Government Buildings in concert with the Department ef Health. When plans have been approved by the Director of the Department of Health and by the District Governor and Departments concerned, the Director of Public Works will be responsible for the preparation of estimates and for execution of the work.

13.—The Director of Public Works may be called upon by District Governors to assist villages in the preparation of estimates and in the execution of Water Supply Projects (subject to the necessary funds being provided by the villagers) up to a limit of L.E. 400 in any one case,

The Director of Public Works will have no responsibility for subsequent operation or maintenance.

Municipal Public Works.

14.—Estimates and designs prepared by Municipal Engineers, for Municipal Public Works of the value of L.E. 500 and upwards, must be submitted to the Director of Public Works for technical examination before they may be approved by a Municipality and funds allotted for their execution. Municipal Public Works Budgets should normally be referred to the Director of Public Works for examination before acceptance by District Governors.

15.—Municipal Public Works may be undertaken by the Director of Public Works on behalf of Municipalities when the latter desire such assistance or when the High Commissioner shall so direct. Public Works Department's assistance will usually be restricted to larger public utility projects such as Sewage, Drainage, Water Supply and Power and Lighting Schemes.

16.—The Director of Public Works will be kept informed by the District Governor whenever a concession for such public utility services is under consideration by a Municipality, and no such concessions will be granted without the concurrence of the Director of Public Works in regard to technical matters. This proviso applies also when Municipalities undertake such services directly or by contract.

17.—In exceptional circumstances the Director of Public Works may be ordered by the High Commissioner to undertake the maintenance of specified roads which, though within Municipal boundaries, form an integral portion of the arterial road system of Palestine.

18.—Requests by Municipalities for Public Works Department assistance will be submitted to the Director of Public Works through the District Governor stating whether the assistance required is to be limited to technical advice only, or is to include the preparation of a preliminary, or a detailed project, or is to extend to the preparation of a detailed project and the execution of the scheme.

19.—Subject to the approval of the High Commissioner, the Director of Public Works after consideration of the amount of work involved will inform the District Governor whether any additional temporary PublicWorks Department staff will have to be engaged in order to render the desired assistance, and will supply an estimate of the cost of such temporary staff and other incidental expenses before taking any further action towards the preparation of the desired project.

20.—If the Municipality agrees in writing to pay for the additional staff and other incidental expenses of the project, work will be undertaken by the Director of Public Works in accordance with the Rules and Regulations of the Department in every respect, except that payments certified by the Director of Public Works will be effected by the Municipality.

21.—No work for Municipalities may be undertaken by the Director of Public Works without the approval of the High Commissioner previously obtained, and until a written guarantee has been given that funds for payment of the necessary additional temporary Public Works Department staff, incidental expenses and contractors' bills will be provided and until plans and estimates have been submitted by the Public Works Department through the District Governor to the Municipality and have been duly approved by the Municipality in writing.

Furniture and Stores.

22.—The Director of Public Works is responsible for the manufacture, repair and supply of standard pattern office and hospital furniture within the means provided in the Estimates.

Procedure respecting expenditure on Public Buildings.

A.—Expenditure from General Revenue :-

23.—Provision for repairs to, and construction of Public Buildings is made under the two Heads in the Estimates :—

(*a*) Public Works Recurrent, and
(*b*) Public Works Extraordinary.

24.—In the Estimates of Public Works Recurrent, lump sums are provided for works under the sub-heads :

(1) Minor Works, and
(2) Current Repairs.

25.—In the Estimates of Public Works Extraordinary, each work and the estimated cost thereof, is included under a separate sub-head. These works consist of :—

(1) Major Works, and
(2) Special Repairs.

26.—All works or repairs in respect of which the estimated cost does not exceed L.E. 100 will be defrayed from Public Works Recurrent ; and all works or repairs estimated to cost over L.E. 100 must be specifically provided for under and charged to Public Works Extraordinary.

27.—The provision in the Estimates for Public Works Recurrent is intended to meet all services for the financial year, and the Director of Public Works may not exceed or incur liability for more than the proportionate amount each half year.

28.—When the Annual Estimates have been passed and approved by the Secretary of State, the expenditure for the year must be held to be definitely limited and arranged (C.R. 256). No application will, therefore, be made for any Public Works Extraordinary unless it can be satisfactorily shewn that the proposed work is of pressing emergency and cannot be postponed without detriment to the Public Service.

B.—Application for Public Works Recurrent:—

(Current Repairs).

29.—The Director of Public Works will cause inspections of all buildings in Government occupation, other than Railway Buildings, to be held at the commencement of each quarter in order to note any repairs that may be necessary.

30.—All repairs should be brought to the notice of the representative of the Public Works Department at these inspections, and applications for repairs in the

intervals between inspections should be strictly limited to urgent repairs which cannot safely be postponed until the next inspection.

(Minor Works.)

31.—Applications for the execution of new Minor Works should be submitted, at the beginning of each half-year to the District Works Committee for review. A list of the works approved in principle, and arranged as far as practicable in order of priority by the District Committee, will be forwarded by the District Engineer, Public Works Department, who will, at the same time, submit his observations and approximate estimates of the cost to the Director of Public Works. The Director of Public Works may authorise such works as he may approve in principle within the limit of funds at his disposal. The Director of Public Works will keep a reserve to meet urgent unforeseen items.

C.—Application for Public Works Extraordinary.

G. Rgs.--Amending Slip No. 19.—31.8.25.—Page 104.
Amendment to Chapter 6.—Section 12.—Regulation 32.

Delete regulation and *insert* the following:—

"Applications from Departments for new Major Works and special Repairs will be submitted to the Chief Secretary in the first place without any estimate of cost. The proposals will then be revised, and approved schemes will be forwarded to the Director of Public Works in order that the estimates may be prepared for consideration with the Treasurer and other Departments concerned, in connection with the Estimates for the ensuing year. The order of urgency of such applications must be stated."

duty of the responsible [illegible]
of Public Works.

D.—Liability of Occupants of Government Buildings.

34.—Occupants of Government Buildings will be required to pay for breakages, deficiencies and any repairs for which they may be held to be liable.

Projects for Major Works.

35.—District Engineers will not express a definite technical opinion upon the best method of dealing with important Water Supply, Electric Light or other projects until the views of the Director of Public Works have been obtained.

36.—Copies of District Engineers' Technical Reports or recommendations upon such projects are not to be forwarded by District Engineers to District Governors or others without the permission of the Director of Public Works.

SITES FOR NEW GOVERNMENT BUILDINGS.

Acquisition of Sites.

37.—Sites proposed for the erection of New Public Buildings will be examined on the ground by a Board of Officers as to their suitability for the purpose. The Chief Secretary's approval must be obtained for the purchase of any site: and if approval is given and funds are available the Director of Public Works will arrange for its purchase through the Director of Lands (*See* Section 8 : Regulation 11).

Layout of Government Buildings.

38.—After the site has been approved and acquired or allotted the proposed Public Works Department layout of the buildings will be examined on the ground by the same Board of Officers.

Composition of Boards.

39.—Boards for the above purposes will be convened by District Governors who will nominate the President and call upon the local representatives of all Departments concerned including the Health and Public Works Departments to nominate members.

Disposal of Proceedings.

40.—When no expenditure is involved by allotment of a site the proceedings of the Board will be approved by the District Governor and transmitted to the District Engineer for filing.

When expenditure for the purchase of a site is involved the proceedings of the Board will be transmitted by the District Governor to the Director of Public Works for action as prescribed in Reg. 40 of this Part.

Notes for Guidance of Boards on Sites.

41.— The following considerations are to be borne in mind in connection with selection of sites for Public Buildings.

(*a*) Good natural drainage. Swampy sites are inadmissible, as well as undrained marshes or sites with other disease foci in the vicinity.
(*b*) Suitability of soil.
(*c*) Adequate facilities for sewage disposal.
(*d*) Adequate Water Supply.
(*e*) Accessibility from existing roads.

Notes for Guidance of Boards on Layout.

42.—The following considerations are to be borne in mind in connection with the Layout of Public Buildings on an approved Site.

(*a*) Buildings must not be sited solely with reference to the view obtainable.
(*b*) There must be sufficient space round each building to provide adequate light and fresh air.
(*c*) Buildings should preferably be approximately broadside on to the prevailing wind so far as other essential considerations may permit. Dwellings should never be end on to the prevailing wind.
(*d*) Attention must be paid to the contours of an irregular site and to reduce expense long buildings should when possible be sited with their length approximately parallel to the contours.
(*e*) When the prevailing summer wind varies from N.W. to W. a residence may face N.W. or S.E. with advantage. Residences should not face due East or due West since in such circumstances they would be exposed to the full effect of the sun throughout the day.
(*f*) Verandas may sometimes be essential on a South or South-West face but are seldom necessary on the East and never on the North.

The nature of the building, its height above sea level and other local considerations are of importance, as in some parts of Palestine a roofed veranda on any side is unnecessary.

SECTION 13.—PALESTINE GOVERNMENT RAILWAY WARRANTS AND REQUISITIONS.

G. Rgs.—Amending Slip No. 12.—31 8.25.—Page 108.
Amendment to Chapter 6.—Section 13.—Regulation 1.

Add after (f):—

(g) Commandants of the Palestine & British Sections, Palestine Gendarmerie.
(h) Principal Medical Officers.
(i) Department of Posts & Telegraphs:-
Engineer (North)
Engineer (South)
Assistant Director (North)
Telegraph Inspector, Lydda.

In the absence of any of these Officers or the officers acting for them, applications for Warrants and Requisitions will be made to the District Commissioner or District Officer in charge of the Sub-District.

the officer responsible may be held liable for the cost of the journey incurred.

4.—Stations at which Palestine Government Warrants and Requisitions are accepted :—

Local.

Between any two stations on the :—

(*a*) Palestine Railways.
(*b*) Sinai Military Railways.
(*c*) Hejaz Railway (Transjordan).
(*d*) Egyptian State Railways.

Through bookings.

(*a*) Palestine Railways and Sinai Military Railway. to or from any station on either Railway.
(*b*) Palestine Railways (including S.M.R.) and Hejaz Railway (Transjordan) between the undermentioned stations **only**:—

Amendment to Chapter 6.—Section 13.—Regulation 4.

Omit sub-paragraph (b) and *substitute* the following:

(b) Palestine Railways and Hejaz Railway (Palestine) to or from any Station on either Railway.

Omit sub-paragraph (c) and *substitute* the following:

(c) Palestine Railways and Hejaz Railway (Trans-Jordan) between the undermentioned Stations *only*:-

COACHING		GOODS	
P. R.	Hejaz Railway (Trans-Jordan)	P. R.	Hejaz Railway (Trans-Jordan)
Kantara Lydda Tulkaram B. G.	Amman	Beersheba Gaza Jerusalem Lydda Jaffa Tulkaram B. G. Ramleh Sarafand	Amman

Add:-

(d) Hejaz Railway (Palestine) and Hejaz Railway (Trans-Jordan) between the undermentioned Stations *only*:-

COACHING		GOODS	
Hejaz Railway (Palestine)	Hejaz Railway (Trans-Jordan)	Hejaz Railway (Palestine)	Hejaz Railway (Trans-Jordan)
Haifa Afule Samakh Tulkaram N. G.	Amman	Haifa Acre Afule Baisan Samakh Jenin Nablus Tulkaram N. G.	Amman

(e) Palestine Railways and Egyptian State Railways between the undermentioned Stations *only*:-

COACHING		GOODS	
P. R.	E. S. R.	P. R.	E. S. R.
Carmel Haifa Lydda Tel Aviv Jaffa Jerusalem Tulkaram Gaza El Arish (S.M.R.) Ramleh	Cairo Alexandria Sidi Gaber Port Said Suez Ismailia	Any Station (With Customs permit to load).	Cairo Custom Gabbary ,, Port Said Suez Damietta ,, Kantara West

* Insert here note at foot of table (c) in General Regulations.

Coaching. (i.e. Passenger).			**Goods.**
P.R.	Hejaz Railway.	P.R.	Hejaz Railway.
Kantara (S.M.R.)	Mafrak	Beersheba	Mafrak.
Lydda.. ..	Zarka	Gaza ..	Zarka.
Haifa	Amman	Jerusalem	Amman.
Afule		Lydda ..	Ziza.
Samakh ..		Jaffa ..	El Kutrani.
Tulkarem ..		Haifa ..	El Hosa.
		Acre ..	Ma'an.
		Afule ..	
		Baisan ..	
		Samakh ..	
		Jenin ..	
		Nablus ..	
		Tulkarem	
		Ramleh ..	
		Sarafand	

(*c*) Palestine Railways (including Sinai Military Railway) and Egyptian State Railways. Between the undermentioned stations **only**:—

Coaching.		**Goods.**	
P.R.	E.S.R.	P.R.	E.S.R.
Haifa ..	Cairo ..	Any Station	Cairo Customs
Lydda ..	Alexandria		Gabbary ,,
Tel Aviv ..	Sidi Gaber	(with customs)	
		permit to Load)	Port Said
Jaffa ..	Port Said .		Suez Customs
Jerusalem .	Suez ..		Damietta ,,
Tulkarem	Ismailia ..		Kantara West
Gaza ..			
El Arish (S.M.R.)			
Ramleh ..			

It should be specially noted that Palestine Government Warrants and Requisitions are not accepted by the Chemins de Fer du Hejaz, which system extends from El Hamme to Damascus, nor on the Damas, Hama et Prolongements, which system extends from Damascus to Beyrout-Aleppo and Homs-Tripoli.

5.—Warrants and Requisitions must be **fully** completed, according to the printed requirements upon them,

in ink or indelible pencil and must bear the official

G. Rgs.—Amending Slip No. 14.—31.8.25.—Page 110.
Addendum to Chapter 6.—Section 13.—Regulation 5.

In all cases the number of passengers or weight of baggage or stores must be inserted in writing as well as in figures.

All spaces not required should be clearly deleted.

on the reverse of warrants.

8.—Alterations can only be made by the officer signing the warrant or requisition and such alterations must be signed in full (not initialled).

9.—Issues can only be made in strict compliance with the Government Travelling Regulations, and only to officers or others travelling on official duty, and the reason for issue must be clearly shown on the warrant in the space provided.

Issuing Officers must endeavour to curtail the unnecessary use of warrants and must satisfy themselves that no issues are made to cover journeys except on

G. Rgs.—Amending Slip No. 15.—31.8.25.—Page 110.
Addendum to Chapter 6.—Section 13.—Regulation 10.

Substitute comma for full stop at end of Regulation and *add*:

"or that the Stores are bona-fide Government property. The application must be in writing, and must state in full the object of the journey in respect of which a warrant or requisition is required. A note of the object should be inserted by the issuing Officer on the counterfoil of the warrant."

vernment Travelling
rising another to travel in a class superior to that to which he is entitled may be required to refund to the

Railway the difference between the higher and the lower fares.

13.— eparate warrants must be issued for return journeys i.e., one for the outward journey and another for the return journey.

14.—Dogs accompanying officers are a personal charge and must be paid for by officers in accordance with the Railways Regulations.

15.—Warrants should be presented at the booking office to be exchanged for tickets at least 10 minutes prior to the time of departure of a train.

Warrants presented on the train will not be accepted and officers so travelling will be considered as travelling without a ticket and Railway officers have the right to demand that they pay the full public fare.

16.—Government Officers travelling on duty without Passenger Warrants :—

Officers travelling under this heading must purchase an ordinary ticket, and obtain from the Booking Clerk a receipt for cash expended, a special form of receipt for which is held at all Palestine Railways and Sinai Military Railway Stations.

In order to reclaim the money expended, the receipt above mentioned, together with an explanatory letter must be submitted by the officer to the Head of his Department.

The Head of Department, having satisfied himself that the journey was necessary and made in the execution of the officer's duties, will submit all papers fully certified, together with a Warrant covering the journey for which the refund is required to the General Manager, Railways, who, having verified the journey, etc., will effect a refund.

No departure from this procedure can be permitted.

17.—Requisitions must not in any circumstances be issued for conveyance of any articles other than official baggage and government stores except as provided in the following paragraph.

In the exceptional event of a Government Department incurring charges on account of any unofficial organization or person a charge will be made and full particulars must be clearly endorsed in red ink upon the requisition with the vote or contract number to which the same is to be charged.

18.—It is of importance that an accurate description of stores, etc., intended for despatch, be inserted in the space provided for on the Requisition.

This instruction specially applies to Issuing Officers despatching Palestine Government stores from Egyptian State Railway Stations.

19.—Issuing Officers should not demand from the Railway Authorities trucks for loading unless they are satisfied that the stores for despatch will completely fill the truck ; in all other cases the stores should be consigned as "Small Goods."

G. Rgs.—Amending Slip No. 16.—31.8.25.—Page 112.
Amendment to Chapter 6.—Section 13.—Regulation 20.

Substitute **"Chief Accountant" for "Railway Auditor."**

is finished.

All cancelled Warrants and requisitions must be clearly endorsed "CANCELLED" and securely attached to their respective counterfoils.

Free Railway Warrants to Mukhtars.

21.—Mukhtars required to travel by rail at the request or upon the instructions of District Governors or Officers in Charge of Sub-Districts shall be entitled to travel at Government expense and be provided with free third class Railway Warrants to cover the journeys. Authority to issue such Warrants is strictly confined to District Governors and Officers in charge of Sub-Districts, who will be held responsible for seeing that the journey by rail at the

expense of Government is justified. The Railway Warrant used will be the ordinary form issued to Government officers. Issuing Officers will exercise their own discretion in reducing to the absolute minimum the number of such warrants granted and in determining in respect of what journeys undertaken, in response to official summons or on official missions, the privilege is to be accorded.

SECTION 14.—STORES.

1.—See separate Volume, Stores Regulations, issued October, 1923.

SECTION 15.—SURVEYS.

Special Surveys.

1.—Requests for special surveys should be made and will only be considered when the work is demonstrably of genuine urgency and paramount public importance.

2.—Applications should be addressed to the Chief Secretary and the following particulars formulated :—

(*a*) Locality of area to be surveyed.
(*b*) Extent of area.
(*c*) Object of Survey.
(*d*) Scale of Survey.

3.—A note from the Department of Lands of the ownership of the area affected by the survey in view should accompany each application.

CHAPTER 7.

Miscellaneous Regulations.

SECTION 1.—OFFICE HOURS.

1.—The hours of attendance at Public Offices will be fixed by District Governors and Heads of Departments; subject to the approval of the High Commissioner.

2.—An officer's whole time is at the disposal of the Government, and District Governors and Heads of Departments are at liberty to require the attendance of their Staffs beyond the official hours laid down whenever necessary.

3.—An Attendance Register will be kept in each office in which each officer will enter daily the time of his arrival and of his departure. This book will be examined and initialled weekly by the Head of the Office concerned, or by an officer deputed by him.

4.—No officer may leave his office during official hours without the permission of the Head of his Office, or the officer deputed to give such sanction.

5.—The office hours for Moslem officers will not exceed five hours daily during Ramadan.

SECTION 2.—OFFICIAL HOLIDAYS.

1.—**General:—**

Celebration of His Majesty the King's Birthday.

2.—**Moslems:—**

Return from Nebi Musa of Sanjak esh-Sherif	1 day.
Sheker Bairam	3 days.
Qurban Bairam	3 days.
Mauled en-Nebi	1 day.

3.—**Jews:—**

Passover	2 days.
Pentecost	1 day.
New Year	2 days.
Atonement	1 day.
Tabernacles	2 days.

4.—**Christians:—**

New Year's Day	1 day.
Epiphany	1 day.
Good Friday	1 day.
Easter Monday	1 day.
Ascension Day	1 day.
Whit Monday	1 day.
Christmas Day	1 day.
Boxing Day	1 day.

(Dates vary according to the Orthodox or Roman Calendar).

SECTION 3.—CERTIFICATE OF SERVICE.

G. Rgs.—Amending Slip No. 20—31.8.25.—Page 123.
Amendment to Chapter 7.—Section 3.—Regulation 1.

Line 5.—*Omit* "in the case of Senior Officers should be"

handed to the officer. The particulars given will be as follows :—

Name of Officer :
Posts held, with dates :
Cause of termination of Service :
Whether his duties have been efficiently performed :
Whether his general conduct has been satisfactory :

A Confidential Report in the prescribed form will also be prepared by the Head of the Department, and submitted in duplicate to the Chief Secretary. In the case of British officers copies will be transmitted to the Secretary of State.

2.—Discharge certificates of service and qualifications may be given at their discretion by Heads of Departments to workmen and others paid from open votes.

3.—No other certificate or testimonials relating to official service or qualifications are to be given by Heads of Departments or other Government Officers, except that when it is considered desirable the Head of the Department may write a personal farewell letter to the officer, giving him in this way a less formal testimonial containing more information than provided in the Certificate of Service.

SECTION 4.—CONTRACTS.

1.—For contracts relating to stores see Stores Regulations (Section 2).

2.—Contracts for personal service may be entered into by Heads of Departments on behalf of Government in respect of such personnel as they are authorised to engage without the prior approval of the Chief Secretary vide Chapter II Section 1—paragraph 13. The period of employment shall not exceed 2 years without the authority of the Chief Secretary in writing.

3.—Contracts for the lease of quarters may be entered into by the Director of Public Works for periods not exceeding two years with or without the option of renewal, provided that funds are available.

4.—Contracts for works not exceeding L.E.500 may be entered into by the Heads of Departments concerned, provided always that there is financial provision to defray the cost, that the works have been approved and that the land on which the work is to be constructed has been acquired by Government or is already Government property. The last proviso does not apply to minor repairs of leased premises carried out during the term of the lease.

5.—All other proposed contracts, including leases and renewal of leases of offices, must be submitted to the Chief Secretary for prior approval.

6.—Contracts for the lease of State Domains will be entered into by the Director of Lands. Contracts for the lease of any other Government property must receive the prior approval of the Chief Secretary.

7.—The prescribed form of contract will be used in all cases, and any forms that have not been approved must be submitted to the Chief Secretary for the advice of the Attorney General. No departure from a prescribed form of contract may be made without the approval of the Chief Secretary.

8.—No concession may be granted by or on behalf of the Government of Palestine or any Local body without the prior approval of the Secretary of State.

SECTION 5.—INDEMNIFICATION FOR LOSSES.

1.—Indemnification for losses is granted solely for the purpose of enabling the claimant to re-equip himself according to the scale of equipment deemed necessary for the purpose of his duties, and to replace such articles as may be actually or conventionally necessary.

2.—The grant of indemnification is strictly limited to cases in which it is clearly proved that :—

(*a*) the duties of the officer entailed exceptional risk, and insurance could not reasonably be effected ;

(*b*) the loss was altogether unavoidable and beyond the control of the individual who incurred it, or his representative ;

(*c*) all reasonable means were taken to prevent the loss.

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

4.—No claim will be admitted on account of the loss of money which is the private property of individuals.

5.—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 of tyres due to bad roads, or to any other cause.

SECTION 6.—SUBMISSION OF SAMPLES TO IMPERIAL INSTITUTE.

1.—The services of the Imperial Institute, London, may be utilised by the Government of Palestine for the examination of specimens of agricultural, commercial and geological interest and for the identification of specimens by chemical examination. Specimens for submission to the Institute will be forward through the Departments of Health, Agriculture or Customs and Trade

SECTION 7.—ADDRESSES OF OFFICERS NEXT OF KIN.

1.—Every British officer of the Palestine Government will furnish the Chief Secretary with a permanent address in the United Kingdom at which the next of kin when not in Palestine can be communicated with in case of emergency.

The relationship should be stated in every case.

2.—The Commandant of the Palestine Gendarmerie (British Section) will furnish the Inspector General of Police and Prisons with similar particulars of officers and other ranks under his command.

SECTION 8.—PROCEDURE IN EVENT OF ILLNESS OF A BRITISH OFFICER.

1.—In the event of an officer becoming so seriously ill that his life is regarded as in danger the Head of his Department should inform the Chief Secretary so that the Secretary of State may be informed by telegram, for notification of the officer's relatives. Further reports should be telegraphed if a substantial change takes place in the officer's condition and otherwise at intervals of seven days until the patient is pronounced out of danger.

SECTION 9.—PROCEDURE IN EVENT OF DEATH OF A BRITISH OFFICER.

1.—The following procedure should be followed in the event of the death of any British officer while on service in Palestine.

2.—The Head of the Department must furnish the Secretariat telegraphically or otherwise with the notification in the form required with full particulars for transmission to the Secretary of State.

3.—The notification of death will in every instance be transmitted to the Secretary of State at the earliest possible moment by a telegram, which should state the deceased's name (and rank, where any confusion is likely to arise between two officers of the same name) the cause of death, and the place where death occurred. No further preliminary information is necessary, and if the cause of death is not known, the fact of the death will be reported at once without waiting for information as to the cause, which must be furnished later by telegram.

4.—The telegram will be followed as soon as convenient by a despatch giving full information as to the circumstances of the death and a record of the inquest (if an inquest is held). These reports should contain information as to the last illness and death (stating who attended the deceased officer) and as to the funeral and place of interment.

5.—The following documents must accompany the despatch :—

(*a*) A certified extract from the Register of Deaths.

(*b*) A report of a professional character by the Medical Officer who attended the deceased officer, giving full details of the case and circumstances of death.

(*c*) A report by the Medical Officer in attendance suitable for communication to the relatives and omitting any details of a revolting or painful character.

(*d*) A letter from the Head of the Department in which the deceased officer served, or other appropriate officer, which should be of a personal and sym-

pathetic nature. Relatives especially value any reference to the deceased officer's good qualities or work and the esteem in which he was held. References to any last wishes of the deceased and the funeral arrangements should be made either in this letter or in (*c*). This letter, if preferred, may be sent direct to relatives but such semi-official or private communications should in no case supersede the procedure indicated above and a copy of the letter must be sent to the Chief Secretary for transmission to the Secretary of State in case the original should not reach the addressee.

SECTION 10.—DEATH OF PENSIONERS.

1.—District Governors must promptly report to the Treasurer the death in their District of any Government Pensioner. The report should state the date of death.

SECTION 11.—ADMINISTRATION OF THE ESTATES OF DECEASED BRITISH CIVIL AND MILITARY OFFICERS IN PALESTINE.

Appointment of Administrator.

1.—In the event of the death of a British officer in the Palestine Service, including officers or non-commissioned officers or constables in the Palestine Gendarmerie, the Government Advocate of Palestine or some other officer appointed by the Attorney General will act as Administrator of the estate left by the deceased in Palestine, and application should be made by the District Governor or Head of Department concerned to the Attorney General for the appointment to be made. This is done as a matter of course, and it is not necessary for the representatives of the deceased officer to communicate with the authorities in Palestine on the subject. The Administrator acts under the direction of the Palestine Court, to which he is responsible. On the completion of the adminstration he submits to the Court a sworn report of his proceedings, together with a statement of accounts, accompanied as far as possible by vouchers.

Administration only includes Local Estate:

2.—The administration in Palestine affects, of course only the property left by the deceased with the jurisdiction of the Courts of Palestine, and does not extend to any property elsewhere.

Method of Administration.

3.—It is the duty of the Administrator to collect any moneys due to the deceased in Palestine, such as salary or allowances not drawn at the date of death, and to pay any local debts, such as servants' wages or tradesmen's accounts. If the deceased has left any property such as furniture or stores it is dealt with as follows :—Perishable articles are sold immediately, usually by auction. Other articles are kept until his relatives have had an opportunity of expressing their wishes as to which articles should be sold and which sent home. Such wishes are complied with as far as possible if they are known in time (*See* paragraph 7 below).

G. Rgs.—Amending Slip No. 18.—31.8.25.—Page 136.
Addendum to Chapter 7.—Section 11.—Regulation 4.

When the Administrator gives instructions for effects of the deceased to be sent to the Crown Agents, they should be despatched in the following manner:

The effects should be sent in taped and sealed packages. Valuable articles, such as watches, trinkets, etc., should be sent by registered post. Revolvers should be sent separately by registered post. Glass should be removed from framed photographs and pictures before packing, and large pictures protected by cardboard or enclosed in cardboard tubes.

Proof of Title.

6.—The Proof of Title usually required by the Crown Agents before they deliver the property of the estate, is the production of probate of will or letters of administration. Where, however, the total property of the deceased, including that to be handed over by the Crown Agents does not exceed £100 in value and it is desired to avoid the expense of proving any will which may have been left, or of taking out letters of administration, a form of declaration can be obtained on application to the Crown Agents, which after being properly completed by the next of kin, should be returned to the Crown Agents.

Wishes of relatives regarding Personal Effects.

7.—Any wishes of the relatives, as to which articles of the personal effects should be sold and which sent home, should be expressed in writing to the Crown Agents, as early as possible, and in any case not later than a fortnight after the date of the letter in which the death of the deceased was notified. In determining their wishes the relatives should bear in mind that the cost of sending home bulky articles (which must be borne by the estate) is often greater than their value.

Communications to be addressed to the Crown Agents.

8.—All communications respecting the property should be addressed to the Crown Agents for the Colonies, 4, Millbank, London, S.W. 1. and not to the Colonial Office.

9.—No estate shall be closed until a statement of account has been obtained from the Treasurer showing the amounts due by or to Government. Heads of Departments will furnish the necessary information to the Treasurer.

SECTION 12.—AMENDMENT OF GENERAL REGULATIONS.

1.—Any new Regulations or amendments to existing Regulations will be published in the Official Gazette.

2.—Printed amending slips bearing consecutive numbers will be obtained from the Principal Stores Officer. It is the duty of Heads of Departments to obtain and distribute amending slips to officers of their Departments.

3.—All officers possessing copies of these Regulations are required to insert the amending slips therein ; and in the event of its appearing that any slips are missing which will be indicated by a break in the sequence, to call attention thereto.

4.—All amendments will be approved by the High Commissioner in Executive Council.

SECTION 13.—RUBBER STAMP FACSIMILE SIGNATURES.

1.—The use of rubber stamps with facsimile signatures for signing letters, orders, or any official document, is prohibited.

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

APPENDICES

APPENDIX I.

THE PALESTINE ORDER IN COUNCIL.

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APPENDIX 1.

AT THE COURT AT BUCKINGHAM PALACE,

The 10th day of August, 1922,

PRESENT

THE KING'S MOST EXCELLENT MAJESTY,

LORD CHAMBERLAIN.
LORD STAMFORDHAM.
MR. SECRETARY SHORTT
MR. McCURDY.

WHEREAS the Principal Allied Powers have agreed, for the purpose of giving effect to the provisions of Article 22 of the Convenant of the League of Nations, to entrust to a Mandatory selected by the said Powers the administration of the territory of Palestine, which formerly belonged to the Turkish Empire, within such boundaries as may be fixed by them ;

And whereas the Principal Allied Powers have also agreed that the Mandatory should be reponsible for putting into effect the declaration originally made on November 2, 1917, by the Government of His Britannic Majesty, and adopted by the said Powers in favour of the establishment in Palestine of a national home for the Jewish people, it being clearly understood that nothing should be done which might prejudice the civil and religious rights of existing non-Jewish communities in Palestine, or the rights and political status enjoyed by Jews in any other country ;

And whereas the Principal Allied Powers have selected His Majesty as the Mandatory for Palestine ;

And whereas, by treaty, capitulation, grant, usage, sufferance and other lawful means, His Majesty has power and jurisdiction within Palestine.

NOW, THEREFORE, His Majesty, by virtue and in exercise of the powers in this behalf by the Foreign Jurisdiction Act, 1890, or otherwise, in His Majesty vested, is pleased, by and with the advice of His Privy Council, to order, and it is hereby ordered, as follows :—

PART I.

Preliminary.

1.—This Order may be cited as " The Palestine Order in Council 1922." Title.

The limits of this Order are the territories to which the Mandate for Palestine applies, hereinafter described as Palestine.

2.—In this Order the word :— Definitions.

" Secretary of State " means one of His Majesty's Principal Secretaries of State.

" The High Commissioner " shall include every person for the time being administering the Government of Palestine.

" Public Lands " means all lands in Palestine which are subject to the control of the Government of Palestine by virtue of Treaty, convention, agreement or succession, and all lands which are or shall be acquired for the public service or otherwise.

" The Mandate " means the Mandate for Palestine which was confirmed, and the terms of which were defined by the Council of the League of Nations on the 24th day of July, 1922.

" The High Commissioner in Council " means the High Commissioner acting by and with the advice of the Executive Council.

" Gazette " means the Official Gazette of Palestine.

" Person " includes Corporation.

Words importing the plural or the singular may be construed as referring to one person or thing or to more than one person or thing, and words importing the masculine as referring to females (as the case may require).

Interpretation.

3.—(i) Where this Order or any Ordinance confers a power or imposes a duty, then, unless a contrary intention appears, the power may be exercised and the duty shall be performed from time to time as occasion requires.

(ii) Where this Order or any Ordinance confers a power or imposes a duty on the holder of an office, then, unless a contrary intention appears, the power may be exercised and the duty shall be performed by the holder of the office for the time being or by a person duly appointed to act for him.

(iii) Where this Order or any Ordinance confers a power to make rules, regulations or orders, then, unless a contrary intention appears, the power shall be construed as including a power, exercisable in the like manner and subject to the like approval and conditions (if any) to rescind, revoke, amend or vary the rules, regulations or orders.

(iv) Expressions defined in this Order shall have the same respective meaning in any Ordinances, rules or regulations made under this Order, unless a contrary intention appears.

PART II.

Executive.

Office of High Commissioner.

4.—His Majesty may, by a Commission under His Sign Manual and Signet, appoint a fit person to administer the Government of Palestine under the designation of High Commissioner, and Commander-in-Chief or such other designation as His Majesty thinks fit, and the person so appointed is hereinafter referred to as the High Commissioner.

Powers of High Commissioner.

5.—The High Commissioner shall do and execute in due manner all things that shall belong to the said office, according to the tenour of any Orders in Council relating to Palestine and of such Commission as may be issued to him under His Majesty's Sign Manual and Signet, and according to such instructions as may from time to time be given to him, for the purpose of executing the provisions of the Mandate, under His Majesty's Sign Manual and Signet, or by Order of His Majesty in Council or by His Majesty through one of His Principal Secretaries of

State, and to such laws and ordinances as are now or shall hereafter be in force in Palestine.

Publication of High Commissioner's Commission.

6.—Every person appointed to fill the Office of High Commissioner shall, with all due solemnity, before entering on any of the duties of his office, cause the Commission appointing him to be High Commissioner to be read and published in the presence of the Chief Justice, or if the Chief Justice is not able to attend, in the presence of such other of His Majesty's Officers in Palestine as can conveniently attend, which being done, he shall then and there take before him or them the Oath of Allegiance in the form provided by an Act passed in the Session holden in the Thirty-first and Thirty-second years of the Reign of Her Majesty Queen Victoria, entitled, "An Act to amend the Law relating to Promissory Oaths," and likewise the usual oaths for the due execution of the Office of High Commissioner and for the due and impartial administration of justice, which oaths the said Chief Justice, or some other of His Majesty's Officers then present, is hereby required to administer.

Succession to Government.

7.—Whenever the office of High Commissioner is vacant or if the High Commissioner become incapable or be absent from Palestine, or be from any cause prevented from acting in the duties of his office, the person appointed to be Chief Secretary to the Government of Palestine, or if there be no such officer therein, or such officer be unable to act, then such person or persons as His Majesty may appoint under His Sign Manaul and Signet and in default of such appointment the Senior Member of the Executive Council, shall during His Majesty's pleasure administer the Government of Palestine first taking the oaths hereinbefore directed to be taken by the High Commissioner and in the manner herein prescribed, which being done, the Chief Secretary or any other such Administrator as aforesaid is hereby authorised, empowered and commanded to do and execute during His Majesty's pleasure, all things that belong to the office of the High Commissioner according to the tenour of this Order, and according to His Majesty's Instructions as aforesaid, and the laws of Palestine.

Administrator.

Oaths to be taken by the Administrator.

Provided that the High Commissioner during his passage by sea from one part of Palestine to another , or when, in the exercise or discharge of any powers or duties by this Order in Council or otherwise conferred or imposed upon him, he is in any territories adjacent to or

near to Palestine, shall not be considered to be absent from Palestine.

Appointment of Deputy to High Commissioner.

8.—In the event of the High Commissioner having occasion at any time to be temporarily absent for a short period from the seat of Government, or, in the exercise or discharge of any powers or duties conferred or imposed upon him by His Majesty, or through one of His Majesty's Principal Secretaries of State, to visit any territories adjacent to or near to Palestine, he may by an instrument under the Public Seal of Palestine appoint the Chief Secretary, or if there be no such Officer or such Officer is absent or unable to act, then any other person to be his Deputy within any part of Palestine, during such temporary absence and in that capacity to exercise, perform and execute, for and on behalf of the High Commissioner during such absence but no longer, all such powers and authorities vested in the High Commissioner (except the power of pardon), as shall in and by such instrument be specified and limited,but no others. Every such Deputy shall conform to and observe all such instructions as the High Commissioner shall from time to time address to him for his guidance. Provided nevertheless that by the appointment of a Deputy as aforesaid the power and authority of the High Commissioner shall not be abridged ,altered, or in any way affected otherwise than His Majesty may at any time think proper to direct.

Public Seal.

9.—The High Commissioner shall keep and use the Public Seal of Palestine for the sealing of all things whatsoever that shall pass the said Public Seal.

Executive Council.

10.—There shall be for the purpose of assisting the High Commissioner an Executive Council which shall be composed of such persons and constituted in such manner as may be directed by any instructions which may from time to time be addressed to the High Commissioner by His Majesty, under His Majesty's Sign Manual and Signet, and all such persons shall hold their places in the said Council during His Majesty's pleasure ; and the said Executive Council shall observe such Rules in the conduct of business as may from time to time be contained in any such Instructions as aforesaid.

Definition of boundaries, formation of districts, etc.

11.—(1) The High Commissioner may, with the approval of a Secretary of State, by Proclamation divide Palestine into administrative divisions or districts in

such manner and with such subdivisions as may be convenient for purposes of administration describing the boundaries thereof and assigning names thereto.

(2) If a question arises whether any place is or is not within any administrative division or district, and such question does not appear to be determined by any such Proclamation or other evidence, it shall be referred to the High Commissioner, and a certificate under his hand and seal shall be conclusive on the question, and judical notice shall be taken thereof.

Public Lands.

12.—(1) All rights in or in relation to any public lands shall vest in and may be exercised by the High Commissioner for the time being in trust for the Government of Palestine.

(2) All mines and minerals of every kind and description whatsoever being in, under or on any land or water, whether the latter be inland rivers or seas or territorial waters, shall vest in the High Commissioner subject to any right subsisting at the date of this Order of any person to work such mines or minerals by virtue of a valid concession.

High Commissioner empowered to make grants of land.

13.—The High Commissioner may make grants or leases of any such public lands or mines or minerals or may permit such lands to be temporarily occupied on such terms or conditions as he may think fit subject to the provisions of any Ordinance.

Provided that such grant or disposition shall be in conformity either with some Order in Council or Law or Ordinance now or hereafter in force in Palestine, or with such instructions as may be addressed to the High Commissioner under His Majesty's Sign Manual and Signet, or through a Secretary of State, for the purposes of executing the provisions of the Mandate.

Appointment of officers.

14.—The High Commissioner may, subject to the direction of the Secretary of State, appoint or authorise the appointment of such public officers of the Government of Palestine under such designations as he may think fit, and may prescribe their duties ; and all such public officers, unless otherwise provided by law, shall hold their offices during the pleasure of the High Commissioner.

Suspension of public officers.

15.—The High Commissioner may, subject to such instructions as may from time to time be given to him, upon sufficient cause to him appearing, dismiss or suspend from the exercise of his office any person holding any public office within Palestine, or, subject as aforesaid, may take such other disciplinary action as may seem to him desirable.

Grant of pardon.

16.—When any crime or offence has been committed within Palestine, or for which the offender may be tried therein, the High Commissioner may, as he shall see occasion, grant a pardon to any accomplice in such crime or offence who shall give such information and evidence as shall lead to the conviction of the principal offender or of any such offenders if more than one ; and further may grant to any offender convicted of any crime or offence in any Court or before any Judge, or Magistrate, within Palestine a pardon, either free or subject to lawful conditions, or any remission of the sentence passed on such offender, or any respite of the execution of such sentence, for such period as the High Commissioner thinks fit, and may, as he shall see occasion, remit any fines, penalties or forfeitures which may accrue or become payable in virtue of the judgment of any Court or Magistrate in Palestine.

Remission of fines.

PART III.

Legislature.

Legislative Council.

17.—From and after a date to be fixed by the High Commissioner in Executive Council by proclamation in the Gazette, there shall be constituted a Legislative Council in and for Palestine as in this Order provided, which shall replace any Advisory Council then existing.

The powers of the High Commissioner now subsisting to pass Ordinances after consultation with the Advisory Council shall continue in force until the date of the election of members to the legislature hereby constituted.

Powers of Legislative Council.

18.—The Legislative Council shall have full power and authority, without prejudice to the powers inherent in, or reserved by this Order to, His Majesty, and subject always to any conditions and limitations prescribed by any Instructions under the Sign Manual and Signet, to establish such Ordinances as may be necessary for the

peace, order and good government of Palestine, provided that no Ordinance shall be passed which shall restrict complete freedom of conscience and the free exercise of all forms of worship, save in so far as is required for the maintenance of public order and morals ; or which shall tend to discriminate in any way between the inhabitants of Palestine on the ground of race, religion or language.

No Ordinance shall be passed which shall be in any way repugnant to or inconsistent with the provisions of the Mandate.

Constitution of Legislative Council.

19.—The Legislative Council shall consist of 22 members in addition to the High Commissioner, of whom 10 shall be official members and 12 shall be unofficial members.

Official Members.

20.—The official members of the Council shall be :—

The persons for the time being lawfully exercising the functions of the respective offices of :—

(*a*) Chief Secretary.
(*b*) Attorney-General.
(*c*) Treasurer.
(*d*) Inspector-General of Police.
(*e*) Director of Health
(*f*) Director of Public Works
(*g*) Director of Education.
(*h*) Director of Agriculture.
(*i*) Director of Customs.
(*j*) Director of Commerce and Industry.

provided that if the High Commissioner is satisfied that any of the above persons is unable to attend a meeting of the Council he may summon in his place such other person holding public office in the Government of Palestine as he thinks fit, and such person shall for the purposes of that meeting be deemed to be an official member of the Council.

Unofficial Members.

21.—The unofficial members of the Council shall be :—

Twelve persons to be elected in accordance with such Order in Council, Ordinance or other legislative enactment as may from time to time provide for elections to the Council.

Prorogation and Dissolution of the Council.

22.—The High Commissioner may at any time by Proclamation prorogue or dissolve the Council. The High Commissioner shall dissolve the Council at the expiration of three years from the date of the first meeting thereof.

General Election to be held.

23.—The first general election of members of the Legislative Council shall be held at such time not more than six months after the publication of this Order in the *Palestine Gazette*, and a general election shall be held at such time within three months after the dissolution of the Council as the High Commissioner shall by proclamation appoint.

No Ordinance to take effect until assented to.

24.—No Ordinance shall take effect until either the High Commissioner shall have assented thereto and shall have signed the same in token of such assent, or until the assent of His Majesty thereto has been given by Order in Council or through a Secretary of State.

Assent to Ordinances.

25.—Subject to the provisions of the following Article, the High Commissioner may, according to his discretion and subject to any Instructions under the Sign Manual and Signet, declare that he assents to any Ordinance, or refuse his assent to the same.

Reserved Ordinances.

26.—The High Commissioner may reserve for the signification of the pleasure of His Majesty any Ordinance passed by the Legislative Council, and shall in any case so reserve any Ordinance which concerns matters dealt with specifically by the provisions of the Mandate.

An Ordinance so reserved shall take effect so soon as His Majesty has given his assent thereto either by Order in Council or through a Secretary of State, and the High Commissioner shall have signified such assent by notice in the Gazette.

Disallowance of Ordinances.

27.—His Majesty reserves to himself the right to disallow an Ordinance to which the High Commissioner has assented within one year of the date of the High Commissioner's assent thereto and to signify such disallowance through a Secretary of State. Every such disallowance shall take effect from the time when it shall be promulgated by the High Commissioner by notice in the Gazette.

28.—No vote, resolution, or Ordinance for the appropriation of any part of the public revenue, or for the imposition of any tax or impost shall be proposed except by the High Commissioner, or by his direction. Financial Measures.

29.—The High Commissioner, or in his absence the Chief Secretary or, in the absence of both the High Commissioner and Chief Secretary, some Member elected by the Council shall preside at the meetings thereof. President.

30.—The Council shall not be disqualfied from the transaction of business on account of any vacancies among the Members thereof, but it shall not be competent to proceed to the despatch of business unless ten Members be present. Quorum.

31.—Every Member of the Legislative Council shall, before being permitted to sit or vote therein, take and subscribe the following oath before the President :— Oath to be taken by Members of Legislature.

" I, A.B., do swear that I will be faithful and loyal to the Government of Palestine. So help me God."

Provided that any person authorised to make a solemn affirmation or declaration instead of taking an Oath may make such affirmation or declaration in lieu of such Oath.

32.—All questions in the Legislative Council shall be determined by a majority of the votes of Members present, including the President or presiding Member, who shall in addition have and exercise a casting vote in case of an equality of votes. Questions to be decided by majority of votes.

33.—The Legislative Council in its first Session, and from time to time afterwards as there shall be occasion, shall adopt Standing Rules and Orders, for the regulation and orderly conduct of its proceedings and the despatch of business, and for the passing, intituling and numbering of Ordinances and for the presentation of the same to the High Commissioner for his assent. Standing Rules and Orders.

All such Rules and Orders shall be laid before the High Commissioner in Council, and being by him approved shall become binding and of force.

34.—It shall be lawful for the Council by Ordinance to define the privileges, immunities, and powers to be held, enjoyed, and exercised by the Council and the members thereof. Privileges of Members.

PART IV.

Application of Certain British Statutes.

35.—The enactments in the First Schedule to the Foreign Jurisdiction Act, 1890, shall apply to Palestine, but subject to the provisions of this Order and to the exceptions, adaptations and modifications following, that is to say :—

Foreign Jurisdiction Act. 1890

(i) The High Commissioner is hereby substituted for the Governor of a Colony or British Possession and the District Court is hereby substituted for a Superior Cout or Supreme Court, and for a Magistrate or Justice of the Peace of a Colony or British Possession.

(ii) For the portions of the Merchant Shipping Acts, 1854 and 1867, referred to in the said Schedule, shall be substituted Part XIII of the Merchant Shipping Act, 1894.

(iii) In Section 51 of the Conveyancing (Scotland) Act, 1874, and any enactment for the time being in force amending the same the District Court is substituted for a Court of Probate in a Colony.

(iv) With respect to the Fugitive Offenders Act, 1881 :

(*a*) So much of the 4th and 5th, sections of the said Act as relates to sending a report of the issue of a warrant, together with the information, or a copy thereof, or to the sending of a certificate of committal and report of a case, or to the information to be given by a Magistrate to a fugitive, shall be excepted, and in lieu of such information the person acting as the Magistrate shall inform the fugitive that in the British Possession or Protectorate to which he may be conveyed he has the right to apply for a writ of *habeas corpus* or other like process.

(*b*) So much of the 6th section of the said Act as requires the expiration of fiteen days before issue of warrant shall be excepted.

(*c*) The High Commissioner shall not be bound to return a fugitive offender to a British Possession unless satisfied that the proceedings to obtain his

return are taken with the consent of the Governor of that Possession.

(*d*) For the purpose of Part II of the said Act, Palestine, Cyprus Egypt, the Ottoman Dominions, Persia and Iraq shall be treated as one group of British Possessions.

Provided that nothing in this Article contained shall be taken to extend to Palestine the enactments mentioned in the Schedule to the Foreign Jurisdiction Act, 1913, or any of them.

Acts done under Merchant Shipping Act, 1894.

36.—Where under the Merchant Shipping Act, 1894, or any amending Act, anything is authorised to be done by, to, or before a British Consular officer, such thing may be done, in any place in Palestine by, to, or before such officer of the Government as the High Commissioner may appoint.

Application of Colonial Prisoners' Removal Act, 1894.

37.—The Colonial Prisoners' Removal Act, 1884, shall apply to and take effect within Palestine as if it were part of His Majesty's dominions, subject as follows :—

The High Commissioner is hereby substituted for the Governor of a British Possession.

PART V.

Judiciary.

Civil Courts.

38.—The Civil Courts hereinafter described shall subject to the provisions of this part of the Order exercise jurisdiction in all matters and over all persons in Palestine.

Class of Courts, Magistrates' Courts.

39.—Magistrates' Courts shall be established in each District and Sub-District as may be prescribed from time to time by Order under the hand of the High Commissioner. These Courts shall have the jurisdiction assigned to them by the Ottoman Magistrates Law of 1913, as amended by any subsequent law or Ordinance or Rules for the time being in force.

District Courts.

40.—District Courts shall be established in such districts as may be prescribed from time to time by order under the hand of the High Commissioner, and every such court shall exercise jurisdiction :—

(1) As a Court of First Instance :—

(a) In all civil matters not within the jurisdiction of the Magistrates' Courts in and for that District.
(b) In all criminal matters which are not within the jurisdiction of the Court of Criminal Assize.

(2) As an Appellate Court from the said Magistrates' subject to the provisions of any Ordinances or Rules.

Court of Criminal Assize.

41.—There shall be a Court of Criminal Assize which shall have exclusive jurisdiction with regard to offences punishable with death, and such jurisdiction with regard to other offences as may be prescribed by Ordinance.

Land Courts.

42.—The High Commissioner may by order establish Land Courts as may be required from time to time for the hearing of such questions concerning the title to immovable property as may be prescribed.

Supreme Court.

43.—There shall be stablished a Court to be called the Supreme Court of which the constitution shall be prescribed by Ordinance. The Supreme Court sitting as a Court of Appeal shall have jurisdiction subject to the provisions of any Ordinance to hear appeals from all judgments given by a District Court in first instance or by the Court of Criminal Assize or by a Land Court.

The Supreme Court sitting as a High Court of Justice, shall have jurisdiction to hear and determine such matters as are not causes or trials, but petitions or applications not within the jurisdiction of any other Court and necessary to be decided for the administration of justice.

Appeal to Privy Council.

44.—In civil matters when the amount or value in dispute exceeds L.E. 500 an appeal shall lie from the Supreme Court to His Majesty in Council. Every appeal shall be brought within such time and in such manner as may be prescribed by any rules of procedure made by His Majesty in Council.

Tribal Courts.

45.—The High Commissioner may by order establish such separate Courts for the district of Beersheba and for such other tribal areas as he may think fit. Such courts may apply tribal custom, so far as it is not repugnant to natural justice or morality.

46.—The jurisdiction of the Civil Courts shall be exercised in conformity with the Ottoman Law in force in Palestine on November 1st, 1914, and such later Ottoman Laws as have been or may be declared to be in force by Public Notice, and such Orders in Council, Ordinances and regulations as are in force in Palestine at the date of the commencement of this Order, or may hereafter be applied or enacted ; and subject thereto and so far as the same shall not extend or apply, shall be exercised in conformity with the substance of the common law, and the doctrines of equity in force in England, and with the powers vested in and according to the procedure and practice observed by or before Courts of Justice and Justices of the Peace in England, according to their respective jurisdictions and authorities at that date, save in so far as the said powers, procedure and practice may have been or may hereafter be modified, amended or replaced by any other provisions. Provided always that the said common law and doctrines of equity shall be in force in Palestine so far only as the circumstances of Palestine and its inhabitants and the limits of His Majesty's jurisdiction permit and subject to such qualification as local circumstances render necessary.

Law to be applied.

47.—The Civil Courts shall further have jurisdiction, subject to the provisions contained in this Part of this Order, in matters of personal status as defined in Article 51 of persons in Palestine. Such jurisdiction shall be exercised in conformity with any law, Ordinances or regulations that may hereafter be applied or enacted and subject thereto according to the personal law applicable.

Where in any civil or criminal cause, brought before the Civil Court a question of personal status incidentally arises, the determination of which is necessary for the purposes of the cause, the Civil Court may determine the question, and may to that end take the opinion, by such means as may seem most convenient of a competent jurist having knowledge of the personal law applicable.

Jurisdiction in personal status.

48.—When any person has been sentence to death, the Chief Justice shall transmit to the High Commissioner a copy of the evidence. The sentence shall not be carried into effect until confirmed by the High Commissioner.

Confirmation of death sentences.

49.—The Chief Justice may, with the approval of the High Commissioner, make rules for regulating the practice and procedure of the Supreme Court and of all other

Rules of Court.

Civil Courts which are or may be established in Palestine.

Actions against Government.

50.—No action shall be brought against the Government of Palestine or any Department thereof unless with the written consent of the High Commissioner previously obtained.

The Civil Courts shall not exercise any jurisdiction in any proceeding whatsoever over the High Commissioner or his official or other residence or his official or other property.

Religious Courts. Jurisdiction of Religious Courts Definition of Personal Status.

51.—Subject to the provisions of Articles 64 to 67 inclusive jurisdiction in matters of personal status shall be exercised in accordance with the provisions of this Part by the Courts of the religious communities established and exercising jurisdiction at the date of this Order. For the purpose of these provisions matters of personal status mean suits regarding marriage or divorce, alimony, maintenance, guardianship, legitimation and adoption of minors, inhibition from dealing with property of property of persons who are legally incompetent, successions, wills and legacies, and the administration of the property of absent persons.

Moslem Religious Courts.

52.—Moslem Religious Courts shall have exclusive jurisdiction in matters of personal status of Moslems in accordance with the provisions of the Law of Procedure of the Moslem Religious Courts of the 25th October 1333, A.H. as amended by any Ordinance or Rules. They shall also have, subject to the provisions of any Ordinance or of the Order of the 20th December, 1921, establishing a Supreme Council for Moslem Religious Affairs, or of any Orders amending the same, exclusive jurisdiction in cases of the constitution or internal administration of a Wakf constituted for the benefit of Moslems before a Moslem Religious Court.

There shall be an appeal from the Court of the Qadi to the Moslem Religious Court of Appeal whose decision shall be final.

Jewish Religious Courts.

53.—The Rabbinical Courts of the Jewish Community shall have :—

(i) Exclusive jurisdiction in matters of marriage and divorce, alimony and confirmation of wills of

members of their community other than foreigners as defined in Article 59.

(ii) Jurisdiction in any other matter of personal status of such persons, where all the parties to the action consent to their jurisdiction.

(iii) Exclusive jurisdiction over any case as to the constitution or internal administration of a Wakf or religious endowment constituted before the Rabbinical Court according to Jewish Law.

Christian Religious Courts.

54.—The Courts of the several Christian communities shall have :—

(i) Exclusive jurisdiction in matters of marriage and divorce, alimony, and confirmation of wills of members of their community other than foreigners as defined in Article 59.

(ii) Jurisdiction in any other matters of personal status of such persons where, all the parties to the action consent to their jurisdiction.

(iii) Exclusive jurisdiction over any case concerning the constitution or internal administration of a Wakf or religious endowment constituted before the Religious Court according to the religious law of the community if such, exists.

Conflicts of Law and Jurisdiction.

55.—Where any action of personal status involves persons of different religious communities, application may be made by any party to the Chief Justice, who shall, with the assistance, if he thinks fit, of assessors from the communities concerned, decide which Court shall have jurisdiction. Whenever a question arises as to whether or not a case in one of personal status within the exclusive jurisdiction of a Religious Court, the matter shall be referred to a Special Tribunal of which the constitution shall be prescribed by Ordinance.

Execution of judgments of Religious Courts.

56.—The judgments of the Religious Courts shall be executed by the process and offices of the Civil Courts.

Change in composition of Religious Courts.

57.—Subject to the provisions of any Ordinance or Order establishing a Supreme Council for Moslem Religious Affairs, the constitution and jurisdiction of Religious Courts established at the date of this Order may be varied by Ordinance or Order of the High Commissioner.

Jurisdiction over foreign subjects.

58.—The Civil Courts shall exercise jurisdiction over foreigners, subject to the following provisions :—

Definition of foreigner.

59.—For the purpose of this part of the Order the expression " foreigner" means any person who is a national or subject of a European or American State or of Japan, but shall not include :

(i) Native inhabitants of a territory protected by or administered under a mandate granted to a European State.

(ii) Ottoman subjects.

(iii) Persons who have lost Ottoman nationality and have not acquired any other nationality.

The term "subject" or " national " shall include corporations constituted under the law of a foreign State, and religious or charitable bodies or institutions wholly or mainly composed of the subjects or citizens of such a State.

Right of Foreigners to claim trial by British Magistrate and other privileges.

60.—A foreigner accused of an offence punishable with imprisonment for a term exceeding *fifteen days*, or a fine exceeding L.E. 5 may claim to be tried by a British Magistrate. Any foreigner sentenced to imprisonment by a Palestinian Magistrate for an offence for which he cannot claim to be tried by a British Magistrate, may appeal to the District Court.

61.—A foreigner accused of an offence which is not triable by a magistrate may claim that his interrogation during the preliminary investigation shall be undertaken, and the question of his release on bail and committal for trial shall be decided by a British Magistrate.

A warrant of search of the house of a foreigner shall be issued only by a British Magistrate.

62.—A foreigner committed by a Magistrate for trial before the District Court or the Court of Criminal Assize may claim that the Court shall contain a majority of British Judges.

63.—In a civil case tried whether in first instance or on appeal by the District Court, a foreigner may claim that at least one member of the Court shall be a British Judge. In civil and criminal cases heard by the Supreme Court in its appellate capacity a foreigner may

claim that the Court shall contain a majority of British Judges.

64.—(i) Matters of personal status affecting foreigners other than Moslems shall be decided by the District Courts which shall apply the personal law of the parties concerned in accordance with such regulations as may be made by the High Commissioner, provided always that the Courts shall have no jurisdiction to pronounce a decree of dissolution of marriage until an Ordinance is passed conferring such jurisdiction. Matters of personal status.

(ii) The personal law shall be the law of the nationality of the foreigner concerned unless that law imports the law of his domicile, in which case the latter shall be applied.

(iii) The District Court, in trying matters of personal status affecting foreigners shall be constituted by the British President sitting alone. In trying matters of personal status affecting foreigners other than British subjects, the President may invite the Consul of a representative of the Consulate of the foreigner concerned to sit as an assessor for the purpose of advising upon the personal law concerned. In case of an appeal from a judgment in such a case the Consul or representative of the Consultate of the foreigner concerned shall be entitled to sit as an assessor in the Court of Appeal.

65.—Nothing in the preceding article shall be construed to prevent foreigners from consenting to such matters being tried by the Courts of the Religious Communities having jurisdiction in like matters affecting Palestinian citizens. Right to refer case to Religious Court.

The Courts of the Religious Communities other than the Moslem Religious Courts shall not, however, have power to grant a decree of dissolution of marriage to a foreign subject.

66.—Persons claiming to be treated as foreigners who do not in a criminal case make their claim on first appearance and in a civil case either on first appearance or in the first written pleading delivered to the Court, whichever be the earlier, shall forfeit their right so to claim. Nevertheless the claim may be made on appeal notwithstanding that it has not been made on first instance. Claim to be foreigner.

The burden of proof that they are entitled to be treated as foreigners shall be upon persons claiming the right aforesaid.

67.—Notwithstanding anything in this Part of this Order a Consul in Palestine may execute such non-contentious measures in relation to the personal status of nationals of his State as the High Commissioner, with the approval of the Secretary of State, may from time to time prescribe by regulation.

PART VI.

Removal and Deportation.

Removal of prisoners

68.—Where an offender convicted before any Court is sentenced to imprisonment, and the High Commissioner, proceeding under Section 7 of the Foreign Jurisdiction Act, 1890, authority in that behalf being hereby given to him, considers it expedient that the sentence should be carried into effect outside of Palestine, the place shall be a place in some part of His Majesty's Dominions out of the United Kingdom, the Government whereof consent that offenders may be sent thither under this Article.

Deportation of political offenders.

69.—(i) Where it is shown by evidence on oath to the satisfaction of the High Commissioner, that any person is conducting himself so as to be dangerous to peace and good order in Palestine, or is endeavouring to excite enmity between the people of Palestine and the Mandatory, or is intriguing against the authority of the Mandatory in Palestine, the High Commissioner may, if he thinks fit, by order under his hand and official seal order that person to be deported from Palestine to such place as the High Commissioner may direct.

(ii) The place shall be a place in some part (if any) of His Majesty's Dominions to which the person belongs or, the Government of which consents to the reception of persons deported under this Order, or to some place under the protection of His Majesty or in the country out of His Majesty's Dominions to which that person belongs.

Appeal not to lie against deportation order.

70.—An appeal shall not lie against an order of deportation made under this Order.

71.—(i) If any person deported under this Order returns to Palestine without the permission in writing of the High Commissioner (which permission the High Commissioner may give), he shall be deemed guilty of an offence and, liable on conviction to imprisonment for any period not exceeding three months with or without a fine not exceeding L.E. 50 ; and he shall also be liable to be again deported forthwith.

Penalty upon return, without permission, of deported person.

(ii) The High Commissioner, by order under his hand and official seal, may vary or rescind any order of deportation under this Order.

72.—(i) Where, under this Order, a person is to be removed or deported from Palestine he shall by warrant of the High Commissioner under his hand and seal, be detained, if necessary, in custody or in prison, until a fit opportunity for his removal or deportation occurs, and then, if he is to be deported beyond seas, be put on board one of His Majesty's vessels of war, or, if none be available then on board some other British or other fit vessel.

Proceedings upon deportation.

(ii) The warrant of the High Commissioner shall be sufficient authority to the person to whom it is directed or delivered for execution, and to the commander or master of the vessel to receive and detain the person therein named, in the manner therein prescribed, and to remove and carry him to the place therein named, according to the warrant.

PART VII.

Validation of Ordinances and Indemnification.

73.—The Proclamations, Ordinances, Orders, Rules of Court and other legislative acts made, issued or done by the Commander-in-Chief of the Egyptian Expeditionary Force, or by the Chief Administrator of Occupied Enemy Territory or by Military Governors in Palestine or any other officer of the Administration between October 1st, 1917, and June 30th, 1920, other than those set forth in the Schedule attached to this Order, shall be deemed to be and always to have been valid and of full effect both during the Military Occupation and after the termination thereof until repealed or superseded by the legislature established under this Order, notwithstanding that any such legislative act may have repealed or been inconsistent

Validation of Ordinances, &c. issued by Military Administration.

with the Law previously in force in Palestine ; provided that in the future application of all such Proclamations, Ordinances, Orders, Rules of Court and legislative acts the Government of Palestine shall be read for Occupied Enemy Territory Administration, High Commissioner for Chief Administrator, Governor of a District for Military Governor, and a Civil Court of competent jurisdiction for a Military Court or Military Magistrate.

The Proclamations, Ordinances, Orders and Public Notices of the Military Administration which are set forth in the Schedule hereto are hereby cancelled and repealed, provided that any acts done thereunder before the passing of this Order shall be deemed to be and always to have been valid.

Validation of Ordinances issued since July, 1920.

74.—The Proclamations, Ordinances, Orders, Rules of Court and other legislative acts which have been issued or done by the High Commissioner or by any Department of the Government of Palestine on or after July 1st, 1920, shall be deemed to be and always to have been valid and of full effect and all acts done thereunder and all prohibitions contained therein shall be deemed to be valid.

Indemnity for acts done under Martial Law.

75.—All actions, prosecutions and legal proceedings whatsoever, whether civil or criminal, which might be brought or instituted in any of the Courts of Palestine against the High Commissioner,or the officer for the time being commanding the forces of His Majesty, or any public officer of Palestine, or against any person acting under them, or under their instructions, or under the instructions of any of them respectively in any command or capacity military or civil, for, or on account of, or in respect of, any acts, matters and things whatsoever, in good faith advised, commanded, ordered, directed or done as necessary for the suppression of hostilities, or the establishment and maintenance of good order and government in Palestine or, for the public safety and welfare of Palestine, or for the execution of any regulations issued under Martial Law between the date of the British occupation and the date of the commencement of this Order. shall be discharged and become and be null and void,

Every such person as aforesaid by whom any such act, matter or thing shall have been advised, commanded, ordered, directed, or done for any of the purposes aforesaid shall be freed, acquitted, discharged, released and

indemnified against all and every person whomsoever in respect thereof.

Presumption of good faith.

76.—Every such act, matter or thing referred to in the preceding Article shall be presumed to have been advised, commanded, ordered, directed or done as the case may be, in good faith until the contrary shall be proved by the party complaining.

Confirmation of sentences.

77.—Any sentence passed, judgment given or order made by any Court Martial or Military Court constituted and convened by proper authority and under Martial Law, or pronounced by officers authorised to dispose of offences summarily under Martial Law, or passed, given or made by any Court established by the authority administering any part of Palestine in the occupation of His Majesty's Forces for the administration of justice within such territory, whether passed, given or made during such occupation or after such occupation determined prior to the commencement of this Order, shall be deemed to be and always to have been valid, and to be and always to have been within the jurisdiction of the Court; and the sentences of all persons tried by any such Court shall be deemed to be sentences passed by a duly and legally constituted Court of Palestine.

Confirmation of order sof deportation.

78.—All persons in Palestine who have been deported without the limits thereof under and by virtue of any of the foregoing sentences referred to in the last Article, or by virtue of any other orders shall be deemed to have been and to be legally deported without the limits of Palestine. Any person who, having been deported as aforesaid, returns to Palestine without the permission in writing of the High Commissioner shall be guilty of an offence and shall on conviction be liable to imprisonment for a term which may extend to two years and shall also be liable to fine and shall further be liable to be again deported.

Arrests, &c., under Martial Law validated.

79.—All persons who have been in good faith, and under proper authority during the existence of Martial Law arrested or detained, and all persons who have been similarly committed to gaol, and are there detained to await their trial, shall be deemed to have been lawfully arrested, committed to, and detained in gaol.

Interpretation of term "proper authority."

80.—In all cases where any doubt arises whether any act, matter or thing alleged to have been commanded, ordered, directed or done under proper authority was

done under such authority, it shall be lawful for the Chief Secretary for the time being to declare such act, matter or thing to have been commanded, ordered, directed, or done under such authority, and such declaration, by any writing under the hand of the Chief Secretary shall in all cases be conclusive evidence as to such authority.

PART VIII.

General.

Officers and others to obey High Commissioner.

81.—All His Majesty's officers, Civil and Military, and all other inhabitants of Palestine are hereby required and commanded to be obedient, aiding, and assisting unto the High Commissioner and to such person or persons as may from time to time, under the provisions of this Order, administer the Government of Palestine.

Official language.

82.—All Ordinances, official notices and official forms of the Government and all official notices of local authorities and municipalities in areas to be prescribed by order of the High Commissioner, shall be published in English, Arabic and Hebrew. The three languages may be used in debates and discussions in the Legislative Council, and, subject to any regulations to be made from time to time, in the Government offices and the Law Courts.

Freedom of conscience.

83.—All persons in Palestine shall enjoy, full liberty of conscience,and the free exercise of their forms of worship subject only to the maintenance of public order and morals. Each religious community recognised by the Government shall enjoy autonomy for the internal affairs of the community subject to the provisions of any Ordinance or Order issued by the High Commissioner.

Immigration.

84.—(i) The High Commissioner shall confer upon all matters relating to the regulation of immigration with a Committee consisting of not less than one-half of the unofficial members of the Legislative Council, and provision shall be made by Order in Council for investing the said Committee with all much powers and authorities and otherwise for the constitution and conduct of the business of the said Committee, as may be necessary to carry this Article into effect.

(ii) In the event of any difference of opinion between the High Commissioner and the said Committee upon any such matter as aforesaid, the High Commissioner shall make a full report on the subject to a Secretary of State, whose decision thereon shall be final.

Petitions to League of Nations.

85.—If any religious community or considerable section of the population in Palestine complains that the terms of the Mandate are not being fulfilled by the Government of Palestine, it shall be entitled to present a Memorandum through a member of the Legislative Council to the High Commissioner. Any Memorandum so submitted shall be dealt with in such manner as may be prescribed by His Majesty in conformity with the procedure recommended by the Council of the League of Nations.

Power to exclude Territories to East of Jordan from application of any part of Order.

86.—This Order in Council shall not apply to such parts of the territory comprised in Palestine to the East of the Jordan and the Dead Sea as shall be defined by order of the High Commissioner. Subject to the provisions of Article 25 of the Mandate, the High Commissioner may make such provision for the administration of any territories so defined as aforesaid as with the approval of the Secretary of State may be prescribed.

Power to vary this Order.

87.—The High Commissioner may by Proclamation in the Gazette at any time within one year from the date of the commencement of this Order, and provided he has previously obtained the approval of the Secretary of State, vary, annul or add to any of the provisions of this Order in order to carry out the purposes of the same, and may provide for any other matters necessary in order to carry into effect the provisions thereof.

Power reserved to His Majesty to revoke, alter or amend present Order.

88.—His Majesty, His heirs and successors in Council, may at any time revoke, alter or amend this Order.

Power of legislation, &c., reserved to the Crown.

89.—There shall be reserved to His Majesty, His heirs and successors, the right, with the advice of His or Their Privy Council, from time to time to make all such laws or ordinances as may appear to Him or Them necessary for the peace, order and good government of Palestine in accordance with the Mandate conferred on him.

Dates of operation of Order.

90.—This Order shall commence and have effect as follows :—

(i) As to the making of any warrant or appointment, and the issue of instructions, and as to any other provisions necessary for bringing this Order into effect, immediately from and after the date of this Order.

(ii) As to all other matters and provisions comprised and contained in this Order, immediately after this Order has been published and proclaimed within Palestine, and the date of such publication shall be deemed to be the date of the commencement of this Order.

ALMERIC FITZROY.

SCHEDULE TO THE PALESTINE ORDER IN COUNCIL.

Enactment Repealed.	*Date of Enactment.*	*Extent of Repeal.*
(1) Proclamation of the Commander-in-Chief declaring Martial Law ..	December 9th, 1917	The whole
(2) Proclamation of the Commander-in-Chief concerning the relation of citizens with the Military Authorities	March 30th, 1918	The whole
(3) Public Notice of the Military Governor, Jerusalem, concerning Banking Transactions	April 4th, 1918	The whole
(4) Public Notice of the Chief Administrator concerning possession of Government property	May 11th, 1918	The whole
(5) Public Notice of the Chief Administrator concerning possession of cartridge cases	July 20th, 1918	The whole
(6) Proclamation of the Commander-in Chief concerning dealing in Securities	November 17th, 1918	The whole
(7) Notice by the Acting Chief Administrator concerning dealing in Securities	February 26th, 1919	The whole

APPENDIX 2.

AT THE COURT AT BUCKINGHAM PALACE,

The 4th day of May 1923.

PRESENT

THE KING'S MOST EXCELLENT MAJESTY,

Lord President Secretary Sir SAMUEL HOARE.
Lord Chamberlain Sir FREDERICK PONSONBY,

WHEREAS by an Order in Council bearing date the 10th day of August, 1922, and entitled "The Palestine Order in Council, 1922" (hereinafter referred to as the Principal Order) provision was made for the constitution of a Legislative Council in Palestine and for the election of part of the members of the Council :

AND WHEREAS it is expedient to amend the said Order as hereinafter appears :

NOW, THEREFORE, His Majesty, by virtue and in exercise of the powers in this behalf by the Foreign Jurisdiction Act, 1890, or otherwise, in His Majesty vested, is pleased, by and with the advice of His Privy Council, to order, and it is hereby ordered, as follows :—

Title.

1.—This Order may be cited as "The Palestine (Amendment) Order in Council, 1923," and shall be read and construed as one with the Principal Order.

Election to be null and void.

2.—The elections held in Palestine before the commencement of this Order in pursuance of Article 23 of the Principal Order are hereby declared null and void.

Amendment of Article 17 of Principal Order.

3.—Article 17 of the Principal Order is hereby repealed and the following substituted therefore :—

17.—(1) (*a*) The High Commissioner shall have full power and authority, without prejudice to the powers inherent in, or reserved by this Order to His Majesty,

and subject always to any conditions and limitations prescribed by any such instructions as may be given to him under the Sign Manual and Signet or through a Secretary of State, to promulgate such Ordinances as may be necessary for the peace, order, and good government of Palestine, provided that no Ordinance shall be promulgated which shall restrict complete freedom of conscience and the free exercise of all forms of worship, save in so far as is required for the maintenance of public order and morals ; or which shall tend to discriminate in any way between the inhabitants of Palestine on the ground or race, religion, or language.

(*b*) No Ordinance shall be promulgated by the High Commissioner until he has consulted the Advisory Council as constituted on the date of the commencement of this Order or such other advisory body as may after that date from time to time be constituted by him with the approval of a Secretary of State.

(*c*) No Ordinance shall be promulgated which shall be in any way repugnant to or inconsistent with the provisions of the Mandate and no Ordinance which concerns matters dealt with specifically by the provisions of the Mandate shall be promulgated until a draft thereof has been communicated to a Secretary of State and approved by him, with or without amendment.

(*d*) No Ordinance shall be promulgated unless a draft of the same shall first have been made public for one calendar month at the least before the enactment thereof, unless immediate promulgation shall, in the judgment of the High Commissioner, be indispensably necessary in the public interest.

(*e*) His Majesty reserves to himself the right to disallow an Ordinance promulgated by the High Commissioner within one year of the date of promulgation and to signify such disallowance through a Secretary of State. Every such disallowance shall take effect from the time when it shall be promulgated by the High Commissioner by notice in the Gazette.

(2) From and after a date to be fixed by the High Commissioner in Executive Council, by Proclamation in the Gazette, there shall be constituted a Legislative Council in and for Palestine as in this Order provided and any advisory body then existing shall be dissolved. The

powers of the High Commissioner as defined and limited by Clause (1) of this Article shall continue in force until a Legislative Council as provided above shall have been duly constituted, when Article 18 to 34 of this Order shall apply.

Validation of Ordinances issued since 1st September 1922.

4.—The Proclamations, Ordinances, Orders, Rules of Court, and other legislative acts which have been issued or done by the High Commissioner or by any Department of the Government of Palestine on or after the 1st September, 1922, shall be deemed to be and always to have been valid and of full effect and all acts done thereunder and all prohibitions contained therein shall be deemed to be valid.

Amendment of Article 23 of Principal Order.

5.—Article 23 of the Principal Order is hereby repealed and the following substituted therefor :—

23.—The first general election of members of the Legislative Council shall be held at such time not more than six months after the publication of the Proclamation referred to in Article 17 (2) of this Order as the High Commissioner shall by Proclamation appoint. Within three months after the dissolution of the Council a date shall be fixed by the High Commissioner in Executive Council by Proclamation in the Gazette for the immediate holding of a general election.

Amendment of Article 84 (i) of the Principal Order.

6.—The words " From and after the constitution of the Legislative Council hereinbefore provided for " shall be inserted at the commencement of Article 84 (i) of the Principal Order.

Amendment of Aticle 85. of the Prrincipal Order

7.—The words " a member of the Advisory Council or other advisory body constituted under Article 17 (1) (*b*) of this Order or of the Legislative Council as the case may be" shall be substituted for the words "a member of the Legislative Council in Article 85 of the Principal Order."

Power reserved to His Majesty to revoke alter or amend present Order.

8.—His Majesty, His Heirs and Successors in Council may from time to time revoke, alter, or amend this Order.

Commencement of Order and publication in Palestine.

9.—This Order shall be publihsed and proclaimed in Palestine and the date of such publication shall be found to be the date of the commencement of this Order.

ALMERIC FITZROY.

APPENDIX 4.

FORMS OF ADDRESS.

The following Forms of Address for the Heads of the Religious Communities and other non-official authorities and notables in Palestine are to be maintaned throughout the Administration.

1.—RELIGIOUS AUTHORITIES.

Latin:

Latin Patriarch.
at beginning of the letter " Your Beatitude."
at foot : " His Beatitude
The Latin Patriarch of Jerusalem.

Father Custode :
at beginning : "Most Reverend Sir.'
at foot : " The Most Reverend
Father Custodian of Terra Santa."

Monsignori :
at beginning : " Very Reverend Sir."
at foot : " The Very Reverend Mgr. X."

Orthodox: (N.B. It is not customary to apply the term Monsignor or Mgr. to Orthodox Prelates).

Orthodox Patriarch :
at beginning : " Your Beatitude."
at foot : " His Beatitude
The Orthodox Patriarch of Jerusalem.

Orthodox Metropolitans and Archbishops :
at beginning : " Most Reverend Sir,"
at foot : " The Most Reverend
The Metropolitan Patriarch
(or Archbishop of Y.")

Orthodox Bishops :
at beginning : " Right Reverend Sir,"
at foot : " The Right Reverend
The Bishop of Z."

Orthodox Archimandrites and Abbots :
at beginning : " Very Reverend Sir,"
at foot : " The Very Reverend
The Archimandrite Kyrillos or
The Very Reverend
Abbot of Mar Saba."

Anglican Bishop :
at beginning : " My Lord Bishop."
at foot : " The Right Reverend The Bishop in
Jerusalem and the East.

Anglican Archdeacon :
at beginning :
at foot : The Venerable Archdeacon X."

Armenian Patriarch :
As for Orthodox Patriarch.

Armenian Bishop :
As for Orthodox Bishops.

Armenian Vartabeds :
As for Orthodox Archimandrites.

Copts, Jacobites, Abyssinians.

Coptic and Jacobite Bishops :
at beginning : " Right Reverend Sir,"
at foot : " The Right Reverend.
The Coptic (Jacobite)
Bishop of Jerusalem.

Abyssinian " Menher."
at beginning : " Very Reverend Sir."
at foot : " The Very Reverend
Superior of the Abyssinian Convent
in Jerusalem.

Moslems:

Under consideration.

Jews:

Under consideration.

2.—CONSULS.

at beginning : " Sir."
at foot : " The Consul General of France."
" The United States Consul."
" The Consul of Greece."
" The Consul of Spain."
" The Consul of Italy." etc.

(N.B. Consuls are **not** to be addressed as " Excellency)."

3.—OTHERS.

Mayors:

at beginning : " Sir."
at foot : " His Worship the Mayor of A."

APPENDIX 5.

OFFICIAL GAZETTE.

1.—The Official Gazette is published in the three official languages and appears on the 1st and 15th of every month. It is edited in the Chief Secretary's office, to which is submitted, in triplicate, all matters for publication not later than the 6th or the 20th of each month. It is sold to the public at the price of P.T. 5 per copy ; the terms of subscription are :—

	Quarterly.	Half-Yearly	Annually.
Palestine	P.T. 25	P.T. 50	P.T. 100
Abroad	P.T. 40	P.T. 60	P.T. 120
		(Post Free).	

2.—It is distributed gratis to all Government Departments and District Governors, District Officers and Departmental Officers, as well as to members of the Consular Corps in Palestine, to the Governments of contiguous territories, to the Secretary of State, the League of Nations, and to the United States Congress. Copies in the apropriate language are also distributed to Mukhtars and Local Councils by District Governors, with a view to their being informed on current legislation.

3.—Applications for any modification in their allotments of the Official Gazette are made by Departments or District Governors to the Chief Secretary.

4.—The Ordinances, Public Notices, Proclamations, Orders, Regulations and Rules of Court published in the Official Gazette are republished half yearly in Bound Volumes in the three official languages. Copies of these Volumes are distributed gratis within the Government, and sold to the public (at rates varying) in the same manner as the Official Gazette.

5.—The republished Ordinances, Public Notices, are also on sale singly as leaflets, price P.T. 1 each.

APPENDIX 6.

DISTRIBUTION OF OFFICIAL PUBLICATIONS.

10.—The receipt and distribution of all official publications of the Palestine Government or Governments of contiguous territories are the charge nf the Secretariat, as also the exchange of official publications between the Palestine Government and His Majesty's Government and the Governments (or institutions) of non-contiguous territories

APPENDIX 7.

PARLIAMENTARY PAPERS.

The following is a list of Parliamentary Papers relating to Palestine :—

1921. Cmd. 1176. Draft Mandates for Mesopotamia and Palestine.

1921. Cmd. 1195. Franco-British Convention of December 23, 1920, on certain points connected with the Mandates for Syria and the Lebanon, Palestine and Mesopotamia.

1921. Cmd. 1499. Interim Report on the Civil Administration of Palestine, 1st July 1920-30th June 1921.

1921. Cmd. 1500. Final Drafts of the Mandates for Mesopotamia and Palestine.

1921. Cmd. 1540. Reports of the Commission of Inquiry with correspondence relating to the disturbances in Palestine in May 1921.

1922. Cmd. 1700. Correspondence with the Palestine Arab Delegation and the Zionist Organisation.

1922. Cmd. 1708. Mandate for Palestine : Letter to the Secretary-General of the League of Nations.

1923. Cmd. 1889. Papers relating to the Elections for the Palestine Legislative Council.

1923. Cmd. 1910. Agreement between His Majesty's Government and the French Government respecting the Boundary Line between Syria and Palestine, from the Mediterranean Sea to El-Hammé.

1923. Cmd. 1929. Treaty of Peace with Turkey.

1923. Cmd. 1989. Proposed formation of an Arab Agency.

1923. Cmd. 1995. Treaty of Commerce and Navigation between the United Kingdom and Latvia.

1924. Cmd. 2146. Peace Settlement with Turkey,

1924. Cmd. 2243. Treaty of Commerce & Navigation between thə United Kingdom and Finland.

1924. Cmd. 2254. Treaty of Commerce & Navigation between the United Kingdom and the Czechoslovak Republic.

APPENDIX 8.

UNOFFICIAL PUBLICATIONS.

The Handbook of Palestine by H. C. Luke and E. Keith-Roach.

Macmillan and Company 1922. 12/-

Report of Commission into the Affairs of the Orthodox Patriarchate of Jerusalem, by Sir Anton Bertram and H. C. Luke. Oxford University Press.

Mohammedan Wakfs in Palestine by J. B. Barron, Greek Convent Press.

APPENDIX 9.

TELEGRAPHIC ADDRESSES.

G. Rgs.—Amending Slip No. 21—31.8.25.—Page 180.
Addendum to Appendix 9.—Telegraph Addresses.

Substitute for "DISGOV"—"DISCOM."
Trans-Jordan.

Chief British Representative. BRITREP AMMAN.

Agriculture (S. Circle)	Cirga Jaffa.
Veterinary Sub-Inspector (Samaria) .	Veterinary Nablus.
Veterinary Sub-Inspector (Northern D.)	Veterinary Nazareth.
Antiquities. . . .	Antique Jerusalem.
Stores Section . .	Constores Jerusalem.
Customs and Trade (Headquarters) .	Duties Jerusalem.
(Asst. Harbour Master)	Ashmast Haifa.
Dock Office Haifa. .	Docks Haifa.
Education (Headquarters) .	Education Jerusalem.
Education (District Inspectors)	Inspeduc (name of Town).
Health (Headquarters)	Medical Jerusalem.
Sanitary Engineer, Jerusalem	Sanplan Jerusalem.
Chemical Analyst Jerusalem	Chemic Jerusalem.
Medical Stores, Jerusalem	Helstores Jerusalem.
S.M.O. Jaffa . . .	Health Jaffa.
S.M.O. Jerusalem .	Health Jerusalem.

S.M.O. Haifa . . .	HEALTH HAIFA
Medical Officers of Health	HEALTH (name of Town).
S.M.O. Railways . .	RAILHEALTH HAIFA.
Railway Medical Officer, Lydda . . .	MEDOFF LYDDA.
Palestine General Hospital, Lydda . .	PALGENSTAF LYDDA.
Lands (Headquarters)	LANDS JERUSALEM.
Land Registries . .	LANDS (Name of Town).
Permit Section . .	TRAVEL (name of Town).
Police & Prisons (Headquarters) . .	PUBSEC JERUSALEM.
D.C.P.	POLICE (Name of Town).
Criminal Investigation Dept. Jerusalem	CIDPAL JERUSALEM.
Post, Telegraphs and Telephones(Hqrs.) .	TELEPOSTS JERUSALEM.
Postmaster General .	TELEPOSTS JERUSALEM.
Deputy Postmaster General	DEPUTIZE JERUSALEM.
Secretary	SECPOSTS JERUSALEM.
Account	POSTCOUNT JERUSALEM.
Asst. Dir. (Southern Div).	ADSOUTH JERUSALEM.
Chief Engineer . .	CHEPTEL JERUSALEM.
Engineer (Southern Div.)	ENSOUTH JERUSALEM.
Storekeeper . . .	STOKPOT JERUSALEM.
Asst. Dir. (Northern Div).	ADNORTH HAIFA.
Engineer (Northern Div.)	ENORD HAIFA
Inspector of Linemen	INSPECTOR HAIFA.
Palestine Railways (Hqrs.) . . .	RAILWAYS HAIFA.
General Manager . .	RAILWAYS HAIFA.
Hqrs. Department .	RAILDEPTS HAIFA.
Police	RAILPOL HAIFA.
Supt. of Stores . .	RAILSTORES HAIFA.
Telegraph Engineer .	TAFSIGS HAIFA.
R.T.O.	RAILOFF HAIFA.
Goods Manager . .	GOODSMAN HAIFA.
Public Works (Headquarters) . . .	WORKS JERUSALEM.
District Engineers .	DISENG (name of Town).
Surveys, Jaffa . .	SURVEYS JAFFA.
Treasury, Jerusalem .	TREASURY JERUSALEM.

APPENDIX 10.

OFFICIAL SECRETS ORDINANCE 1920.

1.—Every official or employee of the Government, who without special authorisation, communicates any information which has come to his knowledge by reason of his official position to a person who is not in the service of the Government, shall be punishable with imprisonment not exceeding one year or a fine not exceeding L.E. 100 or both these penalties. If he knows or has reason to know that the communication is contrary to the interests of the Government of Palestine the imprisonment may be extended to 3 years.

The provisions of this Article shall apply to every person having contractual relations with the Government of Palestine or any Department thereof and the agents and servants of every such person who, by reason of his contract or employment, acquires any information through his connection with the Government.

2.—Any paper or periodical publishing such information which it knows or has reason to know has been improperly communicated to it shall be liable to a fine not exceeding L.E. 100.

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Vacation leave	2	6	—	23
Visits, official ceremonial	3	4	1	51
——— Naval	3	4	2	51
W				
Warning, reprimand and censure	2	3	31	15
Warrants, Mukhtars, free railway	6	13	21	112
——— Railway, general instructions	6	13	—	108
Water Supply	6	12	12–13	100
Wireless telegrams to United Kingdom	4	6	7	72
Work outside Government, forbidden	2	3	1	11
Works Public Department	6	12		99
Writing, censure to be conveyed in	2	3	31	15