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PREFACE

1. In these Staff Orders except the context otherwise requires: Interpretation. reference to a Department includes a reference to a Ministry:

and

the expression "Head of Department" means in relation to a Ministry, the Permanent Secretary of that Ministry.

2. All public officers are required to familiarise themselves thoroughly with these Orders and any amendments or additions hereto which may from time to time be issued. The Orders should therefore be readily available to all officers in every Department and it is the duty of the Head of Department to ensure that a sufficient number of copies is always on hand to meet the needs of his own Department. Officers to familiarise themselves with these Orders.

3. The provisions of these Orders shall apply to all public officers; provided that in cases where special regulations are made in regard to a particular category or class of officer such special regulations shall have precedence over related provisions in these Orders. How Orders are made to apply.

4. Copies of these Orders issued to public officers are to be regarded as the property of the individual officer on the payment of a stipulated fee, otherwise they remain the property of Government. Heads of Departments should therefore ensure that an officer who is in possession of a copy of the Orders, if not his own, surrenders it in the event of his transfer to another Department or of his retirement or resignation from the Service. Ownership of Orders.

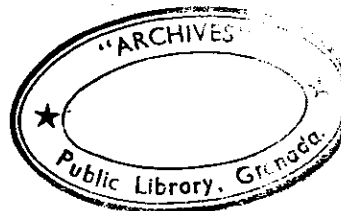
5. Public officers are required to make themselves acquainted with all Government notifications and orders, whether published in the *Gazette* or conveyed by circular or any other means of communication, and Heads of Departments are required to ensure that this is done. Notification of Orders.

6. Public officers will be liable to disciplinary action under the regulations of the appropriate Service Commission in respect of breach of any of these Orders. Disciplinary action.

CHAPTER I

APPOINTMENTS

- Authority for appointments.** 7. Save as may otherwise be provided in the Constitution of Grenada or in regulations made under the Constitution, appointments in the Public Service are made by the appropriate Service Commission.
- Nationality requirements.** 8. As a general rule, only persons of West Indian nationality will be appointed permanently in the Public Service. Persons of other nationality may, however, in special cases, be appointed to the Service, preferably on contract.
- Rules for appointment.** 9. Rules setting out the educational or professional qualifications and other requirements for appointment to permanent posts in particular branches of the Service may be made by the Ministry of Finance, and may be amended or revised by that Ministry from time to time in consultation with the appropriate Staff Association. These requirements will be the standard minimum requirements for the particular post. Copies of such rules may be obtained upon application to the Chief Personnel Officer.
- Appointment of married women.** 10. A married woman shall be eligible for appointment to the permanent establishment on the same terms and conditions as public officers.
- Medical reports on appointment.** 11.—(1) An Officer on first appointment to the permanent establishment will be required to pass the prescribed medical examination during the first month of the probationary period, such examination to be undertaken by a registered medical practitioner. This period may, however, be extended on the recommendation of the Medical Officer. If an officer has already passed the prescribed medical examination in respect of an earlier appointment immediately preceding his appointment on the permanent establishment a further examination may be dispensed with.
- (2) The Head of the Department concerned is required to arrange with the Chief Medical Officer for the medical examination of the officer and to see that the officer undergoes the examination. The Chief Medical Officer is required to see that the medical examination is performed without delay.
- In the case of appointments made by the Governor acting upon the recommendation of a Service Commission, the report should be sent direct to the Chief Personnel Officer by the Medical Examiner. In all other cases, the report should be sent to the Head of Department.
- (3) No fee is payable to the Medical Officer for this examination.



(4) Heads of Departments should ensure that no salary is paid to a newly-appointed officer until the certificate has been produced.

(5) If the person selected fails to produce such a certificate within one month from the date of notification of his selection, the appointment may be deemed to be cancelled.

(6) A person selected for appointment from outside Grenada will be required to present himself for examination by a medical practitioner selected by the agents of the Government of Grenada in the country where he is residing before taking up his appointment in Grenada.

12. An Officer, whether or not he is on leave of absence at the time, may be required, by the person or authority empowered to make appointments to the post held by such officer, to present himself for examination by an approved medical practitioner, or medical board, with a view to ascertaining whether he is physically fit to perform the duties of his office, or of any other office in Grenada to which his appointment might be contemplated. The cost of such an examination, if any, will be paid from Grenada Government funds.

Further
medical
report.

13. In cases of examinations under the preceding order, the following applies:—

Medical
examinations.

(a) the person or persons appointed to conduct the examination shall have discretion to call a specialist into consultation, and any fee due to the specialist for assistance in rendering a report shall be charged as provided in that order. The officer will be permitted at his own expense to have his medical practitioner present at such examination.

(b) the report of the examination shall be furnished to the appropriate authority and shall not be communicated to the officer concerned.

(c) the officer shall, however, be informed at the earliest possible date of the decision reached upon his case after consideration of the report, and, if the officer is dissatisfied with that decision, he shall be at liberty to make representations to this effect.

14. Heads of Departments are required to keep a record of the following particulars of officers in their Departments—

Heads of
Departments
keep records.

(a) next-of-kin and addresses;

(b) addresses and telephone numbers of the officers.

Seniority as
between
posts.

15. The relative seniority of different grades within the same classification in the Public Service is determined by the salary attached to each, the grade with the higher salary being the senior. Where the salary is similar and the scales of two grades overlap, the one with the higher maximum will be the senior. In cases where the maxima are the same, the grade with the higher minimum salary will be the senior.

Seniority as
between
officers in
the same
grade.

16. An Officer's seniority is determined by the date of his appointment to the particular grade. Seniority as between officers appointed on probation and subsequently confirmed in their appointment is determined by the date of the probationary appointment. The seniority of officers promoted to the same grade from the same date will be in accordance with their seniority in their former grade.

Claims for
promotion.

17. The claims of all public officers for promotion must be carefully considered by the appropriate Service Commission. The claims of candidates for promotion will be considered in order of their seniority, but the selection will be made on the basis of official qualification, experience and merit.

Retirement
at 60 years.

18. Public officers whether or not on the fixed establishment will be required to retire on attaining the age of 60 years; provided that in exceptional circumstances, where the exigencies of the Service so require, a public officer may be permitted to remain in the Service after he has attained the age of 60 years. Officers shall be permitted, or may be called upon, to retire on or after attaining the age of 50 years.

Overseas
appointments
travel
arrange-
ments.

19.—(1) The provisions of this order shall apply to a person who is selected from overseas for appointment to a public office in Grenada. The term "children" in this order means the legitimate and legally adopted children of the person appointed who are below the age of eighteen (18) years, unmarried and dependent on him. The term "passage" means a passage by a route approved by the Minister of Finance as a normal route which may include journeys necessarily undertaken in any process of trans-shipment.

(2) The person appointed will:—
(a) in the absence of any arrangements to the contrary receive passage at the expense of the Government of Grenada by the cheapest and most direct route from his country of residence to Grenada for himself, his wife and children—not exceeding five persons in all—if they accompany him or follow him within twelve (12) months of his arrival in Grenada. The person appointed will be required to execute an agreement in the form

specified by the Minister of Finance to refund the cost of the passage if he should terminate his employment in less than two years;

- (b) as a general rule be paid half salary as from the date of embarkation and full salary as from the date of his arrival in Grenada; provided that he proceeds direct to Grenada. If he does not proceed direct to Grenada he will be paid half salary for such time only as is ordinarily required to perform the journey between the ports of embarkation and disembarkation.
- (c) be granted the following allowances for transport of his baggage and personal effects:—
- (i) Ocean freight charges not exceeding five (5) tons or a total of two hundred (200) cubic feet exclusive of the baggage allowance provided on the passenger tickets issued to the officer and his family;
 - (ii) the cost of transporting his baggage and personal effects from his home to the place of embarkation and from the port of disembarkation to his destination;
 - (iii) such incidental expenses as are approved by the Ministry of Finance. Claims in respect of insurance, crating and storage are not allowed.

The person appointed will be required to submit vouchers in support of claims for the payment of the above allowances, and Government's liability in respect of the items at (ii) and (iii) will be limited to that portion of the baggage falling within the volume limitation set out at (i).

CHAPTER II

Conduct of Public Officers

- Hours of duty. 20. The hours of work of public officers shall be determined by the Minister of Finance for each category of staff after consultation with the appropriate representative body. No permanent alteration of the determined hours of work of any category of public officer may be effected unless the Minister of Finance so approves, but Heads of Departments may require any or all of the staff of their department to work temporarily for longer hours than those determined whenever it is in the public interest to do so.
- Absence from office during duty hours. 21. No officer may absent himself from duty during working hours without the permission of the Head of Department in which he works or such other authorised officer.
- Absence from duty without permission. 22. An officer who absents himself from duty without permission, except in the case of illness or other unavoidable circumstances, renders himself liable to disciplinary action.
- Attendance Register. 23. Every officer, save those who may be exempted by the Head of Department, shall sign his name in the Attendance Register kept in the Department for this purpose and insert the time of his arrival and departure from duty. The Head of Department shall depute an officer to examine and initial this Register every day and bring to his notice any case of habitual or frequent unpunctuality or absenteeism on the part of any officer. The Head of Department or such senior officer as he may designate shall examine this Register at least once every month.
- Absences on duty. 24. Permanent Secretaries and Heads of Department are required to notify their respective Ministers of any intended absence from headquarters on duty before leaving.
- Private investments. 25. —(1) An officer, whether or not his whole time is at the disposal of the Government, shall on appointment to the Service of Grenada, disclose for the information of the appropriate Service Commission particulars of any investment or shareholding which he may possess in any company, occupation or undertaking, or any other direct or indirect interest in such organisation. If it is disclosed that the officer's private affairs might be brought into real or apparent conflict with his public duties or in any way influence him in the discharge of his duties, the officer shall to such extent as may be directed divest himself of such investments or interests.

(2) An officer shall not directly or indirectly acquire investments or interests of the nature mentioned in this order without the express permission of the appropriate Service Commission.

26. Public Officers whether on leave of absence or not are forbidden— **Private work.**

(a) to undertake any private work for payment or to engage in trade or employ themselves in any commercial or agricultural undertaking without the consent of the appropriate Service Commission.

(b) to undertake any private agency in any matter connected with the exercise of their public duties.

27. Public Officers are not allowed to accept the auditorships or directorships of societies or companies without the approval of the appropriate Service Commission.

Auditorships or directorships of companies forbidden.

28. No public officer or employee shall sign or procure signatures to any public petition to the Government which may require executive action or which relates to any action or proposals of the Government of Grenada or of any other Government. In particular, public officers are not to be identified with applications for Certificates of Naturalisation.

Public officer not to sign public petitions.

29. Public officers are forbidden to be editors of newspapers or directly or indirectly to take part in the management of newspapers. They are also forbidden to contribute to any newspaper in Grenada or elsewhere on questions which can properly be called political or administrative, though they may furnish articles of general interest.

Public officers and the Press.

30.—(1) An officer, whether on duty or on leave of absence, shall not allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of Grenada.

Officer not to permit interviews.

(2) Statements to the Press involving policy shall not be made by public officers without the prior permission of the Minister concerned.

(3) Statements for publication involving factual or technical information may be made by Heads of Departments and other senior officers if authorised by the Minister concerned.

31. No public officer may, without the written approval of the Minister concerned, make public or communicate to the Press or to unauthorised individuals any documents, papers or information which may come into his possession in his official capacity, or make private copies of any such documents or papers.

Public officers not to publish information.

32. Public officers are forbidden to give broadcast talks or to engage in any discussion which is being broadcast on any subject

Broadcast talks by public officers.

which may properly be regarded as of a political or administrative nature.

Disclosure
of con-
fidential
documents
in court.

33. Heads of Departments must not disclose or produce in evidence any official document of a confidential character in any court without obtaining the previous permission of their Minister so to do.

Where the official documents concerned relate to matters which affect other Ministries, such other Ministries should be consulted.

Personal
records.

34. Public officers should not as a rule be allowed to have access to records personally relating to themselves, and are not permitted to take copies of official correspondence of this nature which passes through their hands, except in cases where the correspondence has been expressly sent to them for noting.

Representations from
Public
Officers.

35. Public officers who wish to make representations regarding promotion, transfer or increased emoluments, should do so to the Head of their Department through appropriate Staff Association through and should not directly or indirectly approach a Member of the Legislature.

Engage-
ment in
political
activities.

36. Public officers are expressly forbidden to participate actively on behalf of any party or candidate in an election of Members of the House of Representatives or at Municipal or District Board elections. They are expressly forbidden to act as agents, sub-agents or canvassers at elections of this nature.

Acceptance
of gifts.

37. Public officers are forbidden to solicit or accept presents (other than the ordinary gifts of personal friends) whether in the form of money, goods, free or reduced passages, or other personal benefits, and from giving such presents. This order applies not only to the officers themselves but also to their families, and officers will be held responsible for its observance by their families.

This order may be relaxed on the occasion of an officer's retirement from the Public Service, [but only with the prior permission the Permanent Secretary (Finance).]

Legal pro-
ceedings by
officers.

38. No steps may be taken by public officers to institute civil proceedings in any court in connection with matters arising out of the discharge of their public duties, or against a Minister or Permanent Secretary or the Head of any Government Department or other public officer, for anything done in the performance of his duty, unless and until the sanction of the appropriate Service Commission has been obtained.

Legal proceed-
ings against
public officers.

39. Subject to the provisions of this order, Government may, unless otherwise advised by the Attorney-General in any particular case, accept responsibility (i) for the defence of public

officers against whom legal proceedings are threatened or brought in respect of acts done or liabilities incurred in the execution of their duty.

(2) Where any such legal proceedings are threatened or brought, the fact thereof shall forthwith be reported to the Attorney-General, and no legal or other expenses shall be incurred by the officer against whom the proceedings have been threatened or brought, or other steps taken in connection with any proceedings, until the directions of the Attorney-General have been received by the officer.

(3) Where, as a result of the act of a public officer, legal proceedings are brought successfully against the Government or the Head of a Government Department, or the Government deems it desirable to settle such proceedings out of court, disciplinary action may be instituted against such officer.

(4)—(a) Where any such proceedings are threatened or brought against the officer whose acts are the subject of the proceedings, such proceedings shall not be defended by Government unless the officer makes a written request through the Head of his Department to the Attorney-General for legal assistance.

(b) Where legal assistance is afforded to such officer and the Attorney-General considers that it would be advisable to settle such proceedings, the Attorney-General shall recommend to the Permanent Secretary (Finance) the amount for which he considers that efforts should be made to settle such proceedings and also the amount, if any, which Government should contribute towards such settlement and, upon the receipt of the decision, shall inform the officer of what amount, if any, he will be called upon to contribute towards such settlement. If the officer agrees to make the contribution decided upon, he shall so state in writing, and thereupon the Attorney-General may take steps to settle such proceedings. If the officer does not agree to contribute the amount decided upon, Government may refuse to continue to afford legal assistance to him.

40. Public officers are required to be prudent in the conduct of their private financial affairs. Serious pecuniary embarrassment arising out of the imprudent conduct of an officer's private financial affairs may be regarded as impairing his efficiency.

Pecuniary
embarrassment.

41. In the event of an officer filing a petition in bankruptcy, or of bankruptcy proceedings being taken against him, or of his entering into a composition with his creditors under the Bankruptcy Law, or of any other serious financial embarrassment on his part, the officer shall immediately notify the Head of his Department who will report the fact to the Chief Personnel Officer.

Bankruptcy

- Report on
bankruptcy
of officers to
be made.
42. In every instance of bankruptcy proceedings against a public officer, the officer of the court before whom the proceedings are taken shall forthwith report the matter to the Chief Personnel Officer giving particulars of the officer's indebtedness. On the conclusion of the examination the officer of the court shall furnish a further report to the Chief Personnel Officer showing whether or not the officer's difficulties were occasioned by (a) imprudence or extravagance, or (b) unavoidable misfortune or other extenuating circumstances.
- Judgment
summons.
43. Any public officer who is publicly sued for debt and against whom, after an order of payment has been made, a judgment summons is issued, will be regarded in the absence of a reasonable explanation of his failure to pay the debt, as having brought himself within the terms of Staff Order 42.
- Clerks of
Courts.
44. Clerks of the Courts shall furnish to respective Heads of Departments a quarterly return, in triplicate, of officers against whom judgment summonses have been issued, giving particulars of the indebtedness of such officers. In all cases where the officer's indebtedness exceeds \$500 or where the name of the officer has appeared repeatedly on previous returns, the Head of Department concerned shall report the matter to the Chief Personnel Officer.
- Officers'
indebtedness.
45. Officers whose indebtedness has been the subject of correspondence with the Chief Personnel Officer shall report to him through the Head of their Department when the indebtedness in question has been liquidated.
- Postage and
revenue
stamps not
currently on
sale.
46. Public officers are forbidden to purchase from a Post Office postage and revenue stamps which are not currently on sale across the counter to the public, or to use their official position to obtain, or aid anyone else to obtain, unfair advantage over the public in the purchase of stamps. Dealing in postage stamps by Postmasters or other officers for private profit is forbidden.
- Certificate
of service.
47. Any public officer, on leaving the Government Service, may, if he so desires, obtain a formal certificate of service in the prescribed form. When an officer has been dismissed for reasons reflecting upon his good conduct or efficiency, the certificate should contain a note in the appropriate page to the effect that a reference should be made to the Permanent Secretary or Head of Department concerned.
- Record of
service.
48. A record of service in the prescribed Period of Service Form shall be prepared and maintained by each Head of Department in respect of every permanent officer and employee in the Department. Instructions as to the preparation of this Form are contained therein and care should be taken to ensure that the particulars furnished are correct. These forms should be kept under lock when not in use. When an officer is transferred, his Period of Service Form would be handed over to the Head of his new Department.

CHAPTER III

Salaries, Allowances and Advances

49. The salaries payable to public officers are provided in the Government's Annual Estimates of Expenditure and approved by the Legislature. Salaries to be determined by Legislature

50. Where the salary of any post is scalar, subject to the provisions of these Orders, it shall be normal for an officer appointed thereto on a permanent basis to be paid initially the minimum salary of the scale and for his salary to be increased by annual increments at the rates provided until he reaches the maximum salary. Incremental scales.

51. Persons who do not possess the qualifications for permanent appointment should be paid the minimum salary of the post. Salary of temporary staff.
In any case in which it is proposed that the person to be employed temporarily should receive a higher salary, the specific approval of the Minister of Finance should be obtained.

52. Except as otherwise provided, an officer's incremental date shall be the anniversary of the date of his appointment to the post which he holds. In the case of a first appointment from overseas, the incremental date will be the anniversary of the date on which the officer assumed the duties of the post to which he is appointed. Incremental dates.

53.—(1) All normal increments accruing to the salaries of public officers for which provision has been made in the Annual Estimates will be paid as a matter of course when due, save in any cases where the Head of Department considers that the increment should not be paid to an officer for reasons prescribed in the regulations of the appropriate Service Commission. Grant of increments.

(2) When the Head of Department considers that an officer's increment should be paid, he should, as early as possible, take steps to ensure that it is promptly paid and inform the Chief Personnel Officer and Accountant General, accordingly.

(3)—(a) Subject to the provisions of this order, an increment shall not be suspended, deferred or withheld except by the Commission.

- (b) The grant of an increment may be prejudiced by—
- (i) lack of efficiency;
 - (ii) unsatisfactory service or conduct; or
 - (iii) failure to pass a requisite examination conditional to the grant of the officer's increment.

(c) Where a Permanent Secretary or Head of Department considers that for any of the reasons specified in sub-paragraph (i) or (ii) of paragraph (b) of this order an officer's increment ought not to be granted, he shall—

- (i) notify the officer in writing at least one month before the date on which the increment is due of the reasons for which he considers that the increment ought not to be granted; or
- (ii) if he is unable to notify the officer in accordance with sub-paragraph (i) of this paragraph, report the matter to the Chief Personnel Officer for the decision of the Commission as to whether the payment of the increment ought to be made on the date on which it becomes due.

(d) Where a Permanent Secretary or Head of Department has notified an officer in accordance with sub-paragraph (i) of paragraph (c) of this order he may suspend for a period not exceeding three months the payment to that officer of the increment to which the notification relates, and shall at the end of the period of suspension—

- (i) grant the increment from the date on which it became due; or
- (ii) recommend through the Chief Personnel Officer for the consideration of the Commission that the increment be either deferred or withheld.

(e) In making a recommendation for the suspension, deferment or withholding of an increment the Permanent Secretary or Head of Department shall take into account the gravity of the original misconduct or dereliction of duty, if any, and the nature of the officer's subsequent behaviour, or his present degree of efficiency; he shall bear in mind that—

(i) "suspension" is to be applied when for any reason it is thought desirable to "reserve judgment" and allow for reformation or otherwise;

(ii) "deferment" is a substantial fine; and

(iii) "withholding" is a very serious penalty which deprives the officer of the amount of that increment during each subsequent year of his service until the officer reaches the maximum of his scale.

(f) An increment may be deferred for a period not exceeding six months including any period for which it has been suspended, and shall be payable from the date on which it is restored, the date of restoration becoming the new incremental date.

(g) On the restoration of an increment which has been suspended it will be payable from the date on which it was originally due.

54. A certificate in the prescribed form is necessary before an officer can be considered to have passed an efficiency or promotion bar. Advancement beyond the point in a salary scale at which a promotion bar is fixed is equivalent to promotion, except that it does not depend on the occurrence of a vacancy in the establishment of the higher grade. Efficiency or promotion bars.

55.—(1) A Class II officer who has completed 4 years service and has passed the Clerical Officers Promotional Examination will proceed immediately to \$3,504 per annum in the scale \$2544 x 120—3504. Salary scale.

56. The following rules shall apply when an officer is promoted in the ordinary course to an office carrying salary on an incremental scale:— Salary payable on promotion.

(i) The term "salary" in this order shall include any personal or other allowance which is payable in money and which ranks as a pensionable emolument.

(ii) Every officer on promotion shall receive an immediate increase of emoluments which is not less than the value of an increment of the higher office.

(iii) If immediately prior to his promotion the salary of the officer was less than the minimum of that of the new office, he shall, subject to paragraph (iv) of this Order, receive the minimum.

(iv) If his salary (fixed salary) was not less than the minimum of that of the new office or his salary was in a scale which touches or overlaps the salary scale of the new office, unless his benefits under paragraph (i) of this Order will be greater, an amount equivalent to the value of an increment of the new scale shall immediately be added to his salary. This consolidated sum in money he shall receive until by length of service at his new incremental rate he has earned such an amount of increment as will bring him to the next higher incremental step in his new scale; but, if he was qualifying for an increment in his former office, the date of increment in his new scale, shall, subject to paragraph (iii) of this Order, be advanced proportionately even though it may mean the immediate grant of one increment and the advancement of the normal date for a further increment.

- Effective date of promotion.** 57. An officer who is promoted in the ordinary course in the Public Service shall be eligible to receive salary in the scale of his new grade or office as from the date of his appointment, even if he is on leave of absence at the date in question. Appointment to a newly created office, however, will take effect only from the date on which the officer enters upon his new duties.
- Confirmation of acting officer.** 58. If the appointment of an officer who is acting in a vacant office is confirmed, he shall receive the full salary of the office from the date on which he entered on the duties, but from the date from which he receives such full salary he shall not be entitled to salary on account of any other office which he may have held at the same time.
- Retention of services of promoted officer in former department.** 59. When an officer is promoted to another department, arrangements should normally be made whereby he can assume his new duties on the date of his appointment. If, however, exceptional circumstances necessitate his retention in his old department beyond his promotion date, he shall be regarded as holding his new office as from the date of his appointment and seconded to his old department. In any such case of retention the authority of the Chief Personnel Officer must be obtained. The officer's salary at the new rate should be borne by the department to which he is seconded and the cost of any extra staff, made necessary by the delay in his assumption of duty, by his new department.
- Acting allowance.** 60.—(1) An officer duly appointed to act in a higher office than his own shall, if required to act in such higher office for a continuous period exceeding 28 days (subject to paragraph (2) of this Order), be granted, in addition to his own substantive salary, an acting allowance calculated on the following basis:—
- (i) if the salary of the higher office is not incremental, at a rate equal to the difference between his own substantive salary and the salary of the higher office;
 - (ii) if the salary of the higher office is incremental, at a rate equal to the difference between the officer's own substantive salary and the minimum salary of the higher office;
 - (iii) where the salary scale of the lower office touches or overlaps the salary scale of the higher office—
 - (a) if the actual salary drawn by the officer in respect of his substantive post is less than the minimum of the higher office he should be paid at a rate equivalent to the difference or at a rate equivalent to the amount of one increment in the higher scale, whichever is the greater;

- (b) if the actual salary drawn by the officer in respect of his own substantive post is equal to or greater than the minimum of the higher office, at a rate equivalent to the amount of one increment in the higher scale.

Notwithstanding the provisions of sub-paragraphs (ii) and (iii) above, every officer on acting appointment shall receive an acting allowance which is not less than the value of one increment of the higher office.

(2) When an officer discharges the duties of another office, in addition to his own, for a continuous period exceeding 28 days the following rules shall apply:—

- (i) if the two offices are distinct and separate offices in different departments, the officer shall be eligible for an acting allowance, on the approval of the Permanent Secretary (Finance), in addition to his own substantive salary, not exceeding half the minimum salary of the office in which he is acting.
- (ii) if the two offices are distinct and separate offices in the same department but do not stand to one another in any immediate relation of superiority or subordination, the officer shall be eligible for an acting allowance, at the discretion of the Permanent Secretary (Finance), in addition to his own substantive salary, not exceeding half the minimum salary of the office in which he is acting;
- (iii) if the two offices are distinct and separate offices in the same department, but stand to one another in immediate relation of superiority or subordination, the officer shall not be eligible for an acting allowance, unless the office in which he is acting is higher than his own, in which event he shall receive an acting allowance calculated as if his case fell under paragraph (1) of this order.
- (3) When a duty allowance is attached to any office, an officer appointed to act in that office shall, in the absence of any special arrangements, draw the duty allowance while so acting, in addition to any acting allowance as provided in this order.
- (4) The fees, if any, of a vacant office may be paid to the acting officer.

For the purposes of this order:—

- (i) an officer's own substantive salary comprises the whole of that officer's receipts from public funds in virtue of his occupation of his substantive office (including personal allowance, if any) but does not include duty

allowance, house allowance, fees or allowances in lieu of fees or allowance for out-of-pocket expenses;

(ii) "the salary of an office" means the salary attached to the office exclusive of fees or allowances of any kind;

(iii) "higher office than own", except in the cases referred to in sub-paragraph (ii) of paragraph (3) hereof, means—

(a) an office the fixed salary of which exceeds the officer's own substantive salary; or

(a) an officer the minimum or maximum salary of which is greater than the officer's own substantive salary;

(iv) "distinct and separate offices" include offices which are of similar designation either in the same or different departments.

Payment of
acting
allowance.

61. An acting allowance will be payable in respect of periods during which the officer, while holding the acting appointment, is absent on periods of sick or departmental leave not exceeding 28 days at any one time.

Duty
allowance.

62. A duty allowance may only be paid to the officer who actually performs the duties in respect of which the allowance is granted, subject to the qualification that such allowance may be paid to the substantive holder of the office during any period of departmental leave or sick leave not exceeding 28 days at any one time, in which case the acting officer will not receive the duty allowance.

Duty allowance may not be drawn by the substantive officer while on vacation leave during which period the acting officer will be paid the allowance.

Entertain-
ment
allowance.

63.—(1) The Minister of Finance may authorise the payment of an entertainment allowance to certain categories of public officers, the nature of whose duties make them particularly liable to substantial expenditure in respect of the entertainment of private individuals or the representatives of other Government having business with the Government.

(2) Such allowances should be regarded as covering—

(a) all entertainment in the officer's home;

(b) all entertainment of persons not visitors to the Island;

(c) entertainment of visitors to the Island at small luncheon, cocktail or dinner party. As a general guide, a small party is considered to be one where the number of guests (who would not necessarily be all visitors) does not exceed four persons.

Entertainment allowance should continue to be paid during any period of leave which does not exceed 28 days. Where leave in excess of 28 days is granted, the allowance should be paid to the substantive holder of the post for the first 28 days only. If an acting appointment is made in place of the officer on leave, the acting officer will draw the allowance for the duration of the acting appointment if the continuous period of acting exceeds 28 days.

64. The categories of public officers who should wear uniforms, the types and items of apparel involved and the conditions applicable to the wearing of such uniforms, shall be determined from time to time by the Minister of Finance.

Uniforms

65. Public officers who are not entitled to free quarters and who occupy Government quarters are required to pay such rental as may be fixed from time to time by monthly instalments.

Official quarters.

66. Public officers who are required by the nature of their duties to reside in some particular location shall occupy such Government quarters as are available. Refusal by an officer to occupy such quarters when called upon to do so may render him liable to disciplinary proceedings.

67. Public officers in respect of house or rent allowances may be called upon to occupy such Government quarters as become available, and failure to do so may result in withdrawal of such allowance.

68. The question of whether officers provided with official quarters should be permitted to continue in occupation of such quarters during leave of absence will be dealt with on the following basis:—

Occupation of official quarters during leave of absence.

- (i) subject to sub-paragraph (v), no officer will normally be required to vacate official quarters during periods of departmental leave or leave on the ground of ill health;
- (ii) officers provided with free quarters will not be obliged to vacate such quarters during any period of vacation or other type of leave;
- (iii) officers provided with quarters on payment of subsidised rental as a condition of appointment to a grade or class may be permitted to retain such quarters during any period of vacation or other type of leave; provided that rental therefor will continue to be paid, whether or not the officer himself and his family remain in actual occupation;

(iv) officers provided with quarters at subsidised rental to enable them to live in or nearby to an institution or station will normally be expected to vacate such quarters immediately upon proceeding on vacation leave in excess of 28 days so as to render them available for occupation by the relieving officers;

(v) officers other than those referred to at (ii), (iii) and (iv) above may be permitted to remain in occupation of official quarters for the first 28 days of any period of vacation leave or any other type of leave which exceeds 28 days in duration—e.g. study leave; provided that in any case of hardship the Permanent Secretary, Finance, may approve of the continued occupation of the quarters for a period in excess of 28 days

Transfer of
officers
occupying
official
quarters.

69. When an officer occupying official quarters is transferred at less than one month's notice, the Head of his Department may at his discretion, authorise the continued occupation of the quarters by the officer's family for a period not exceeding one month from the date on which the officer received the notification of his transfer.

House
allowances.

70.—(1) Public officers eligible to be provided with official quarters as a condition of their appointment but for whom no quarters are available may be paid a house or rent allowance in lieu thereof at such rates as may be determined by the Minister of Finance.

(2) House or Rent allowances should continue to be paid during any period of leave which does not exceed 28 days. Where leave in excess of 28 days is granted, the question of whether the allowance should continue to be paid should be determined on the basis which would have been applicable had the officer been provided with official quarters.

(3) House or rent allowance if any payable in respect of the office in which the officer is acting, shall, if the period exceeds 28 days, be paid to him if there is no house or rent allowance payable in his substantive office or if the house or rent allowance in the post in which he is acting is at a higher rate than the house or rent allowance payable in respect of his substantive office. The latter shall, in that event, lapse or accrue to the person if any appointed to act in the lower office. In no case may a person receive house or rent allowance in respect of more than one office.

Payment of
other
allowances
during
leave.

71. An officer who is granted vacation in excess of 28 days will not be eligible for the payment of uniform, fuel or similar allowances. These allowances may, however, be paid during vacation leave which does not exceed 28 days, as well as during the first 28 days of leave on the ground of illness and any period

of departmental leave. In cases, however, of leave prior to retirement or separation from the Public Service, the allowances will not be payable during such leave.

72. In all cases where an officer suffers injury of a nature which is likely to lead to a claim for a special award under the Pensions Law or to any other claim against Government, a Medical Board should be appointed without delay by the Head of the Department concerned to enquire fully into the circumstances and report whether in its opinion the injury was sustained in the actual discharge of the officer's duty and through no fault of his and was specifically attributable to the nature of his duty. The Board's report together with the notes of evidence taken and the statements of all witnesses should be submitted to the Permanent Secretary (Finance) as early as possible.

Injury
sustained
on duty.

73. Public Officers who may be injured in the course of their official duties will be afforded free medical treatment.

74. An officer may, with the sanction of the Permanent Secretary (Finance) receive advances from public funds for the purposes and on conditions set forth in Staff Orders below. Where such an advance to an officer is not specifically provided for in these Staff Orders, it will be made only in exceptional circumstances and will require the prior sanction of the Minister of Finance who will specify the conditions of security, interest and repayment in each particular special case approved, except that advances for the purchase of furniture only up to a maximum of \$1,000 may be authorised by the Permanent Secretary (Finance), who will specify conditions, interest, repayment etc. in each case.

Advances
General.

75. An officer may receive from Government an advance to enable him to purchase a motor vehicle or other means of transport for use in the State. Such advances are subject to the following conditions:—

Means of
Transport
Advances.

(a) Officers who may receive advance
Advance may be made only to officers—

- (i) who are substantively on the permanent pensionable establishment, or on an agreement which has not less than two years to run; and
- (ii) who have to undertake travelling in the course of their official duties which can be most advantageously and economically done by means of personally owned transport.

(b) Amount that may be advanced—

No advance shall exceed \$5,000. An officer to whom an advance has been granted for the purchase of a motor vehicle shall be eligible for an advance to pay comprehensive insurance premiums in respect of that vehicle in each year during which the advance or any part thereof is outstanding.

(c) Frequency of advances—No advances may be made to an officer—

- (i) while any portion of a prior advance to him for this purpose remains outstanding unrepaid; or
- (ii) within a period of four years of the grant of a previous similar advance to him.

(d) Disposal of Amount Advanced—The means of transport must be purchased outright by the officer and the amount advanced will be limited strictly to the actual amount required for the purchase of such transport, plus insurance premium. The Permanent Secretary (Finance), will pay the advances to the vendor and to the insurance company.**(e) Security for Advance—**The advance will be as follows:—**(i) Agreement—**The officer shall enter into an agreement with the Permanent Secretary (Finance) on the appropriate form.**(ii) Insurance—**The officer shall insure the means of transport for a sum not less than the amount from time to time advanced in respect of the following risks: accident, theft, fire, third party insurance (unlimited), and shall assign the policy to the Permanent Secretary (Finance). In the event that such comprehensive insurance on motor cycles is not obtainable the officer may be allowed to insure his motor cycle against third party risks only; provided a Bill of Sale signed by a surety, acceptable by the Permanent Secretary (Finance), is given.**(iii) Valuation—**In the case of a second-hand vehicle a certificate must be furnished from the officer in charge of the Public Works Department as to the present condition and market value of the vehicle to be purchased and as to its suitability for the particular use intended for it.**(iv) Non-disposal of Asset—**An officer who has received an advance for the purchase of a means of transport shall not, except with the express permission of the Permanent Secretary (Finance), sell, dispose of, or remove from the territory,

Security for
advance.

such means of transport until the whole advance has been repaid. If permission for sale is granted, the proceeds of the sale, or such part thereof as may be necessary, must immediately be paid to Government in settlement of the advance.

(f) Advances will be repaid in equal successive monthly instalments:

Terms of
repayment.

(i) in the case of a permanent pensionable officer, not exceeding 48 in number.

(ii) in the case of an officer on contract, during the currency of the contract, not exceeding four years.

The first repayment will be recovered from the officer's salary for the month next after that in which the advance is made.

(g) *Interest on Advances*—Repayment of the advance shall be without interest.

(h) *Applications*—Applications for advances should be addressed to the Permanent Secretary (Finance) through the officer's Head of Department.

(i) *Purchase in the United Kingdom*—An officer who desires to purchase a vehicle while in the United Kingdom may, after prior reference to the Permanent Secretary (Finance), obtain an advance on the conditions set out elsewhere in this Staff Order from the Crown Agents for Oversea Governments and Administrations for the purpose of purchasing a means of transport to be imported into the Territory subject to his entering into an agreement with the Crown Agents on the appropriate form. Applications for this advance should normally be submitted before the officer proceeds on leave.

76. Any applications for loans for any purpose which may be received from civil servants should be regarded in the same light as applications for advances and should be dealt with in accordance with the procedure laid down for General Advances.

Applications
for loans.

ADVANCES OTHER THAN TRAVELLING AND SUBSISTENCE

77 An advance on salary may be made to an officer on the permanent pensionable establishment proceeding on not less than 54 days' full pay leave to be spent out of the Territory. Such advance to be free of interest and to be subject to the following provisos:—

Vacation
leave
advances.
expenses

(a) In the case of leave to be spent in the West Indies, such advance shall not exceed one month's personal emoluments

of the officer, and shall be recoverable in not less than six equal successive monthly instalments commencing not later than the end of the month following that in which the officer returns from leave.

- (b) In the case of leave to be spent outside the West Indies, such advance shall not exceed three months' personal emoluments and shall be recoverable in not more than eighteen equal successive monthly instalments commencing not later than the end of the month following that in which the officer returns from leave.
- (c) In the case of advances under (b) the officer may be required to furnish adequate security to the satisfaction of the Permanent Secretary (Finance), provided that no security will be required in respect of officers with 8 years service.

Medical
treatment
expenses
advances
(outside the
State).

78.—(a) *Treatment outside the State*—If an officer or his immediate family (which expression shall mean his wife and children, if any, who have not yet attained the age of 18 years) requires medical, dental or ophthalmic treatment which is not available in the Territory, or a change of climate for reasons of health, and has not sufficient private means to meet the necessary expenditure, he may be granted an advance from public funds without interest. He may be required to furnish adequate security to the satisfaction of the Permanent Secretary (Finance), and subject to the following conditions:—

- (i) A medical certificate must be obtained from a Government medical officer certifying the need for a change of climate or the necessity for treatment that is not available in the Territory.
- (ii) Except in special circumstances, the amount of the advance will be limited to four months' emoluments of the officer. The advance will also be restricted to expenditure actually necessary in connection with the proposed journey and/or treatment.
- (iii) The advance must be repaid by not more than eighteen equal successive monthly instalments commencing not later than the end of the month following that in which the officer returns from leave in the case of the officer and at the end of the month following that in which the advance was received in the case of a member of his family.

Treatment
within the
State.

(b) *Treatment within the State*—If an officer or his immediate family (which expression shall mean his wife and children, if any, who have not yet attained the age of 18 years) requires medical, dental or ophthalmic treatment which is obtainable within the Territory he may be granted an advance from public funds without interest on furnishing adequate security to the

satisfaction of the Permanent Secretary, Ministry of Finance, and subject to the following conditions:—

- (i) A medical certificate must be obtained from a Government medical officer stating the nature of the treatment required and certifying that it is necessary.
- (ii) The officer must satisfy Government that he has not sufficient means to meet at one time the cash outlay involved.
- (iii) The advance must be limited to an amount of two months' salary.
- (iv) The officer must produce to the Permanent Secretary (Finance) receipts for the expenditure of the amount advanced.
- (v) The advance must be repaid in equal and successive monthly instalments not exceeding six in number, the first repayment to be recovered from the officer's salary for the month after that in which the advance is made.

79. An officer travelling on duty to another Territory will be allowed to draw an advance in anticipation of subsistence allowance. Such advance may not exceed the total amount that would be drawn by that officer at the authorised rate payable to him for the period he is expected to be out of the Territory and, in any case, may not exceed subsistence allowance for the period of one month. The advance is recoverable in full immediately the officer returns to the Territory, and no such advance may be drawn while any portion of a previous similar advance is outstanding or any balance thereof remains unpaid. No interest is chargeable on such an advance. This order will apply also to officers travelling on duty to or from the Grenadines.

Advances to
officers
travelling
on duty.

80. An advance may be made to an officer to enable him to pursue an approved course of study within the Territory. In such a case an advance may also be made to enable the officer to purchase necessary books. The total of advances made under this order must not exceed three months' emoluments of the officer or the actual cost of the fees, books, etc. of the course. The advance will be interest-free and recoverable in not more than eighteen successive monthly instalments commencing in the month next after that in which the advance is made. In the case of officers both on the pensionable and non-pensionable establishment, collateral security must be provided to the satisfaction of the Permanent Secretary (Finance).

Local study
expenses
advances.

81. An officer undertaking an approved course of study overseas may be granted an advance on the conditions as for local study advances laid down in Order 80, except that the limit to the advance

Overseas
study
expenses
advances.

will be \$5,000 and the limit to the period of repayment will be 36 months, repayment to commence in the month following his return to duty.

General
limitation to
total of
personal
advances.

82. The total advances made to any one officer must be limited to an amount such that the monthly repayments of capital do not exceed one-third of his monthly emoluments.

LOANS

Applica-
tions for
loans.

83. Any application for loans for any purpose which may be received from civil servants should be regarded in the same light as applications for advances and should be dealt with in accordance with the procedure laid down for general advances.

For educa-
tional or
other
purposes.

84. Any application which may be addressed to Government by an officer of the Public Service for a grant of money for educational or other purposes should first be referred to the Ministry of Finance.

CHAPTER IV

LEAVE OF ABSENCE

85. Subject to the exigencies of the Service and to the provisions of these Orders, Public Officers and Employees (Orders) shall be granted leave as set out in this Chapter.

86. Authority for the grant of leave to individual officers and employees is vested in the Chief Personnel Officer acting on behalf of the Minister of Finance. Heads of Departments may grant leave subject to the limitations set out in these Orders, without reference to the Chief Personnel Officer. In exercising this power, however, a Head of Department is required to conform with any instructions which he may receive from the Chief Personnel Officer.

Authority
for grant
of leave

Heads of Departments must obtain the approval of the Permanent Secretary of their Ministry for the grant of leave to themselves. Permanent Secretaries will consult their Ministers before seeking the approval of the Chief Personnel Officer for the grant of leave to themselves.

87. Leave other than departmental leave will normally count from the working day after an officer or employee has handed over his duties until the working day preceding that on which he resumes duty (both dates inclusive).

Period re-
graded as
leave

88. Any leave granted under these Orders may be cancelled if it is desirable that an officer or employee should return to duty before the expiry of the leave granted; provided that in such cases the unexpired portion may be added to his maximum leave accummable for his grade.

Cancellation
of
leave

89. An officer or employee on leave of absence seeking an extension of such leave must, in the absence of exceptional circumstances, apply in sufficient time to allow of a reply being received before the expiration of the original period of leave granted.

Extension
of leave

90. An officer or employee who has been granted leave under these Orders may be required on public grounds to remain on leave after the expiration of the original period of leave.

Officer may
be required
to remain on
leave

91. As a general rule, Heads of Departments are expected to arrange for the performance of an officer's duties, while on Departmental leave, without extra cost to Government, and temporary personnel should only be employed on account of the grant of leave to an officer where this is unavoidable, with the approval of the Minister of Finance.

Leave not
to entail
extra staff

Form of
leave
particulars.

92. Applications for leave of absence which need to be referred to the Chief Personnel Officer should be accompanied by leave particulars in the prescribed form.

Leave on
the ground
of urgent
private
affairs.

93. Officers applying for leave on the ground of urgent private affairs must satisfy the person authorised to grant such leave that the indulgence is indispensable. This may be done confidentially if necessary.

Overseas
leave.

94. The specific authority of the Chief Personnel Officer is required for officers and employees to spend leave of absence overseas. Heads of Departments should therefore ensure that application for such authority is submitted well in advance of the date on which the leave will commence. The Ministry of Finance should be informed in all cases of leave granted to officers and employees with permission to proceed outside Grenada. The External Affairs Division of the Premier's Office should be advised in cases where the leave is granted to—

(a) a Head of Department ; and

(b) an officer whose salary is not less than \$7,500 a year.

Leave and
Last Pay
Certificate

95. In every case where leave for more than one month will be spent abroad, a leave and last pay certificate in the prescribed form should be submitted, in quintuplicate, to the Accountant General to enable particulars of the officer's leave and salary to be communicated to the Agents of the Government of Grenada in the country where the officer proposes to spend his leave.

The Permanent Secretary (Finance), the Accountant General and the Director of Audit should be notified of any variation in the original period of leave granted.

Addresses
while on
leave.

96. Officers and employees proceeding on leave, where such leave is to be spent away from their normal place of residence in the State, should report their new address and any changes to the Head of their Department. If the leave is spent overseas, the agents for the Government of Grenada in the particular country should also be informed of any changes of address.

Resump-
tion of
duty.

97. An officer or employee will be required to embark for Grenada by aircraft leaving the country where he is spending his leave not later than the date on which his leave of absence expires. No pay will be allowed for any days which may elapse between the expiration of his leave and the departure of the aircraft until a satisfactory explanation is furnished to the Permanent Secretary (Finance), of his failure to embark on an earlier aircraft.

Leave
prior to
retirement.

98. Notwithstanding anything to the contrary contained in these Orders, an officer who is being retired from the Public Service may be granted, immediately prior to the effective date of his

retirement on pension or gratuity, the vacation leave on full salary for which he is eligible, together with—

(a) the additional full pay leave earned in accordance with the Staff Order 110 ;

(b) any deferred leave which he may have brought forward from another territory in accordance with Staff Order 111 ;

provided, however, that in no case shall an officer be granted a total period of more than 12 months' leave prior to his retirement.

99. An officer or employee whose services have been satisfactory and who resigns voluntarily from the Public Service (in circumstances other than retirement on pension or termination of agreement on contract) shall be granted immediately prior to resignation the vacation leave for which he is eligible; provided he has completed the minimum period of service prescribed in Staff Order 104. If the services of the officer or employee were not satisfactory, the question of whether any vacation leave should be granted prior to resignation will be determined by the Public Service Commission.

Leave prior to resignation.

100. No officer or employee who is being dismissed from the Service for dishonest reasons shall have any claim for leave of absence prior to his dismissal.

No leave to be granted prior to dismissal.

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

Retirement payment while on leave.

102. The rates of vacation leave for which the various grades of officers and employees are eligible, and the extent to which the leave may be accumulated, are set out in the Schedule at the end of this Chapter. Officers and employees who accumulate leave should clearly understand that there can be no guarantee that when the maximum leave is accumulated such leave will be granted as from the date it is requested.

Vacation leave rates.

Accumulation beyond the maximum will only be allowed in the circumstances described in Staff Order 110.

Officers and employees will not be allowed to earn vacation leave during periods of sick leave exceeding 14 days and vacation leave.

103. No officer or employee shall be granted vacation leave before he has completed 12 consecutive months of resident service from the date of first appointment, except on the grounds of urgent private affairs or serious indisposition.

Minimum service for vacation leave.

No specific period need elapse between grants of vacation leave.

Basis of calculation where officer or employee promoted.

104. It is not necessary that any specific period should elapse between two successive grants of vacation leave.

105. If an officer or employee who is not on the permanent and pensionable establishment is appointed to a post on the permanent and pensionable establishment, or if an officer or employee is promoted to a post carrying a higher leave rate than that of his former post, then the whole period of his service will be taken into account in calculating the leave for which he is eligible; provided that the leave for which he is eligible, in respect of service in his former post, will be calculated at the leave rate covering such service.

Arrangements for grant of vacation leave.

106. Subject to the exigencies of the Service, Heads of Departments should arrange—

- (a) that officers and employees who are permitted to accumulate vacation leave do not go without leave for periods longer than it takes them to accumulate the maximum vacation leave for their particular grade;
- (b) that other officers and employees do not forfeit any of their vacation leave.

Officers and employees may be required to take leave.

107. In pursuance of Staff Order 106, the Chief Personnel Officer may require an officer or employee to take vacation leave at any time, and if the officer or employee declines to take leave when called upon to do so, without reasonable excuse to the satisfaction of the Public Service Commission, he shall have no claim to the additional full-pay leave referred to in Staff Order 106 in the event of his failing to obtain leave when he next applies for it.

Accumulation beyond the maximum.

108. If an officer or employee on the permanent and pensionable establishment who is in receipt of salary of \$4,704 a year and over, and who has completed the period of service necessary to enable him to accumulate the maximum vacation leave in respect of his grade without having been granted such leave, should apply in writing for the vacation leave for which he is eligible or some portion thereof, but is not granted such leave owing to the exigencies of the Service, such officer or employee shall be eligible for additional full-pay leave beyond the maximum accumulable for his grade. In such cases, however, the amount of additional leave which may be so accumulated shall be limited to leave in respect of service for a further period of one year only.

Defense case.

109. (i) Where an officer is transferred from another Commonwealth territory and at the date of his transfer was eligible for vacation leave earned in respect of his service with that territory, he

will retain eligibility for the period of leave involved, not exceeding 42 days. This will be known as Deferred Leave.

(2) Where an officer is credited with Deferred Leave of not more than 42 days, he will be allowed to accumulate vacation leave in addition to deferred leave, subject to the maximum of the grade being accumulable in respect of both deferred and vacation leave.

(3) Deferred Leave shall be granted to the officer at the first convenient opportunity with full salary at the rate which the officer is drawing at the time.

110. Where officers and employees who have completed two or more years' service on the permanent and pensionable establishment spend their leave in some place other than Grenada, the time necessarily taken on the journey to and from such place (not exceeding three days each way) shall be regarded as Travel Time in respect of which full salary will be payable, and will not count as part of the leave granted; provided that—

- (i) a period of at least two years' resident service must be completed between successive grants of the Travel Time concession; and
- (ii) the concession shall not be granted to officers and employees proceeding on leave prior to retirement or resignation.

111. An officer or employee who falls ill and requires medical attention while on leave of absence abroad, and remains ill, must report the fact to the Agents of the Government of Grenada in the country in which he is spending his leave, and he shall, if required, send at his own expense periodical reports from his medical attendant so long as he remains under medical care.

112.—(1) Officers and employees will be eligible for Annual Vacation Leave on full salary at the rates set out in the Schedule at the end of this chapter to enable them to attend to private affairs, and to cover periods of absence from duty due to indisposition in the circumstances referred to in Staff Order 112. Sundays and Public Holidays will not count in the grant of Annual Vacation Leave except in the case of officers and employees who in terms of their service are normally required to be on duty on such days.

(2) Annual Vacation Leave will not normally be granted to run consecutively with vacation leave or vice versa except when such leave is granted on medical grounds or for urgent private affairs.

113. The following procedure should be adopted in connection with applications for leave on the ground of ill-health—

- (1) Sick leave to cover absence from duty owing to illness may be granted by Heads of Departments up to a

Travel time.

Illness while on leave.

Annual Vacation Leave.

Leave on the ground of ill health.

limit of twenty-eight (28) days in any one calendar year on full pay without affecting Annual Vacation Leave. This leave may be taken in short periods or all at one time; provided that absence for more than two days on any one occasion should be supported by a medical certificate. If the officer is entitled by the terms of his appointment to free medical attendance, he should obtain the certificate from a Government medical practitioner ;

- (2) Officers requiring leave on the ground of illness should submit their applications not later than the first day of absence from duty or from the date on which they failed to report;
- (3) Where a medical certificate is submitted to cover the absence of an officer or employee from duty on medical grounds, the certificate should be regarded as being effective from the date of its issue unless the medical practitioner specifies that the leave should commence on a particular date ;

In either case, the leave recommended in the Medical Certificate should be regarded as being additional to any period on the ground of ill-health which the officer or employee may have already taken on that occasion and which is not covered by such certificate, due regard being given to the provisions at sub-paragraphs (1), (3), (4) and (5) of this Order ;

- (4) If the officer or employee has already exhausted his sick leave for a particular year and requires further leave on the ground of ill-health, he will be required to utilise his Annual Vacation Leave for the required period if it be available ;
- (5) If the amount of sick and Annual Vacation Leave at credit is insufficient to cover the amount of sick leave required, the officer or employee will utilise vacation leave not exceeding 50% of such leave for which he was eligible on the date of commencement of the sick leave ;
- (6) Should the illness of the officer or employee necessitate his continuous absence beyond his normal full pay leave eligibility on the basis of sub-paragraphs (4) and (5) above, consideration may be given by the Chief Personnel Officer to the grant of special sick leave, subject to the approval of the Minister of Finance.
- (7) Where Annual Vacation leave has to be utilised in accordance with sub-paragraph (4) above, the provisions as Staff Order 112 will apply, although those days would be reckoned as part of the number of days recommended in the medical certificate. Where vacation leave has to be utilised in accordance with sub-paragraph

- (5) above Saturdays, Sundays and Public Holidays included in the period of the officer's absence from duty will be charged as vacation leave ;
- (8) If the officer or employee requires an extension of leave which will make his continuous absence on account of illness more than 90 days, or if the original period of leave required is more than 90 days, the Chief Personnel Officer should immediately ask the Chief Medical Officer to consider the appointment of a Medical Board to examine the officer or employee, and the Chief Medical Officer shall forthwith appoint the Board ;
- (9) An officer or employee may at any time be required by the Chief Personnel Officer to submit himself to examination by a Medical Board appointed by the Chief Medical Officer ;
- (10) The Chief Personnel Officer may, if he thinks fit, require the officer or employee to forward, under confidential cover, to the Chief Medical Officer a further medical certificate stating the nature of the illness of the officer or employee. The Chief Medical Officer will forward his recommendation, after examination of this certificate, to the Chief Personnel Officer without indicating the nature of the illness ;
- (11) When asking that a Medical Board be convened to examine an officer or employee, the Chief Personnel Officer should inform the Chief Medical Officer which of the following reasons has prompted the request for the Medical Board :—
- (a) the question of the fitness of the officer or employee for further service ;
 - (b) his disability ;
 - (c) leave on medical grounds.
- (12) In cases of fitness for further service, reasons should be given and any special circumstances explained. Any unusual traits or peculiar behaviour on the part of the officer or employee while on duty should be stated.
- (13) In the case of disability, its nature, when and how incurred, and all relevant circumstances, should be stated. Medical certificates, if any, whether from private practitioners or otherwise, should be attached ; in cases of mental disorder, a report should be furnished by the Head of Department indicating the amount of sick leave taken by the officer or employee and the effect of his illness on his efficiency.

114. The Chief Personnel Officer may grant sick leave to run consecutively with vacation leave or vice versa on the production of satisfactory medical evidence as to the need for leave on medical grounds.

Special
leave.

115. Special leave on full salary may be granted by the Chief Personnel Officer in the following circumstances :—

- (a) to enable officers who are selected by the proper authorities to represent Grenada or the West Indies in international sporting events ;
- (b) to enable officers who belong to the Boy Scouts, Boys' Brigade, Civil Service Association and similar organisations, and are selected by the proper authorities, to attend gatherings of a world-wide or international character connected with such organisations.

PENSIONABLE OFFICERS

Half-pay
cave.

116.—(i) Leave of absence on half-pay may be granted to pensionable officers by the Chief Personnel Officer after four years' resident service from first appointment; provided that such leave together with any full-pay vacation leave granted shall not, except as provided for in the case of study leave or on the grounds of urgent private affairs or serious indisposition, exceed 126 days at any one time. Half-pay leave may be granted after a less duration of service than four years in cases of serious indisposition, or urgent private affairs. In no case, however, shall half-pay leave exceed by more than 126 days one-fourth of the officer's resident service in the Public Service, and no officer shall be allowed to receive half-pay continuously for more than twelve months. Any further leave granted will be without pay.

OTHER OFFICERS

(ii) Officers and employees not on the pensionable establishment may be granted by the Chief Personnel Officer leave of absence on half pay to cover absences from duty on the grounds of urgent private affairs or serious indisposition in cases where the full-pay leave which would normally be granted has been exhausted. The amount of half-pay leave which may be granted under this Order shall be computed on the basis of seven days for each completed year of continuous service and shall be limited to 28 days at any one time.

Personal
allowance.

117. When an officer or employee receives, in addition to the salary of his appointment, an allowance granted to himself personally, and not permanently attached to his office, he may, when absent on half-pay leave, draw only half of such personal allowance, the remaining moiety being left undrawn and lapsing.

No private
arrangement
in respect of
half-pay leave.

118. When an officer or employee is granted leave on half-pay no private arrangement made with the object of securing to him more than half-pay will be allowed.

119. Secondary school teachers if permitted to be absent from the Territory during any vacation will not be regarded as on leave under these Orders. They may, however, be granted vacation leave at intervals of not less than four years, calculated in accordance with the Schedule, and any part of the school vacation during which their absence from the Territory is continuous with absence during leave so granted will constitute leave under the Schedule. Officers will be required to arrange that leave applied for under this Order shall as far as possible include the school vacation.

SCHEDULE

Rates of Vacation Leave

Officers on fixed establishment	Annual Vacation Leave	Annual Departmental Leave
(a) Officers in receipt of salary of \$7,500 p.a. and over	42 days accumulative to 126 days	14 working days
(b) Officers in receipt of salary of \$4,704 p.a. and over but less than \$7,500	30 days accumulative to 78 days	14 working days
(c) Officers in receipt of salary of less than \$4,704 p.a.	24 days accumulative to 54 days	14 working days

CHAPTER V

LEAVE PASSAGES

Interpre-
tations.

120. In the following Orders governing leave passages, which apply only to officers on the permanent and pensionable establishment, unless the context otherwise requires—

“children” means

(a) the legitimate children of an officer, and

(b) the legally adopted children or the step-children of a male married officer, or his wife, who are below the age of 18 years, unmarried and dependant upon him ;

“free passage” means a return passage, by air economy class or by a route approved as a normal route between Grenada and such other country within the Caribbean in which the officer elects to spend his leave, provided by and at the expense of the Government for an officer, his wife and children; in such manner, the cost to the Government shall not exceed three adult passages.

“Government” means the Government of Grenada.

“tour” means a period of service in the Public Service in respect of which an officer may be considered eligible for the grant of a free passage (or a portion thereof), and for the purposes of this definition—

“period of service” includes any period of leave which was not the occasion of the grant of a free passage (or any portion thereof) under these Orders.

Who are
eligible.

121. The following shall be eligible for free passages under these Orders :—

(i) Officers domiciled in Grenada who at the date of application for free passage were in receipt of a salary of not less than \$4,704 per annum ;

(ii) Officers recruited or transferred from a territory outside Grenada who are not Grenadians or ordinarily domiciled in Grenada; provided that only such officers in receipt of a salary of not less than \$4,704 per annum will be eligible for passages to countries other than the ones in which they are ordinarily domiciled.

Minimum
tours.

122. Subject to Staff Order 127, before becoming eligible for a free passage, an officer who satisfies the requirements of Staff Order 124 shall have served a minimum tour of not less than four years.

123.— Eligible officers who have served the necessary minimum tour which qualifies for passage may be granted a free passage on the distinct understanding that they will spend a period of not less than 21 days outside Grenada (inclusive of travel time).

Number of days to be spent outside Grenada.

124. Where an officer is granted vacation leave not earlier than six months prior to the completion of the appropriate tour to suit the convenience of Government or on the ground of public interest, he shall nevertheless be granted a free passage; provided that his next tour shall be lengthened by the period by which the preceding tour was shortened.

Passage granted to suit the convenience of the Government.

125. The wife or child of an officer, or both, may travel either in advance of or after the officer; provided that—

Family may travel in advance of or after the officer.

- (a) if they travel in advance of the officer on the outward journey, not more than one year will elapse between the date of their departure from Grenada and the departure of the officer himself ;
- (b) if they travel after the officer on the return journey, not more than one year will elapse between the date of their departure for Grenada and the departure of the officer himself.

126. Where vacation leave is desired on grounds of ill health, urgent private affairs or for purposes of study, an officer who has not completed the appropriate prescribed minimum tour may be granted such proportion of the cost of a free passage as the period of his service which might be taken into account in computing his minimum tour bears to the appropriate minimum tour. A similar facility may be granted where the passage is required on grounds other than ill health, urgent private affairs, or for study purposes; provided that the officer has served for at least one-half of a minimum tour since he began a new tour of duty.

Passages before completion of tour.

127. An officer who is eligible for a free passage under these Orders may be granted such free passage to enable him to proceed abroad on leave prior to retirement on pension. If he has not, at the commencement of his leave, completed the appropriate minimum tour, he may be granted such proportion of the cost of a free passage as the period of his service which might be taken into account in computing his minimum tour bears to the appropriate minimum

Passages prior to retirement.

tour; provided, however, that the officer has served for at least one-half of a minimum tour since he began a new tour of duty.

A free passage will be granted only if the officer concerned leaves the Island before the date on which his retirement takes effect. An officer will not be paid the cash equivalent of his leave passage entitlement in lieu of leave passage.

Passages for
married
female
officers.

128.—(1) The wife of an officer eligible for a free passage, who is herself an officer eligible for a free passage under these Orders, may, if she so desires, be treated as a single person for the purpose of these Orders.

(2) Where the wife of an officer eligible for a free passage who is herself eligible for a free passage is granted a passage in her capacity as a wife and desires at a subsequent date to avail herself of another passage as an officer in her own right, she will be required to complete a period of service commencing from the date of her last resumption of duty equivalent to the minimum tour appropriate in her case. Similarly, if she again desires at a subsequent date to receive a passage as the wife of an officer, her husband may, if he is otherwise qualified, be granted a free passage for her only if she completed a period of service commencing from her last resumption of duty equivalent to the minimum tour which is applicable to her in her capacity as an officer.

(3) A married female officer who is eligible for a free passage under these Orders will not be granted passages in respect of her husband and children; provided, however, that a female officer who is a widow or a divorcee and the sole support of any legitimate children of her former marriage may be granted a leave passage to include such children within the limits prescribed in these Orders.

Commencing
dates of new
tour.

129. An officer who is granted a free passage under these Orders will begin a new tour on his resumption from leave; provided that the Permanent Secretary, (Finance), may, in any special case, direct that a new tour may be deemed to have begun on some other date.

CHAPTER V

TRAINING COURSES

130. The approval of training programmes and the administration of training schemes for the Public Service are the responsibility of the Minister of Finance.

Authority for the grant of training awards.

131. The selection of a candidate to attend any course of training may be dependent upon his passing a medical examination as to his physical fitness.

Medical fitness.

132—(1) When an officer is required or selected by Government to undertake any course of study (including any training course or refresher course), he will be required to utilise for this purpose one-half the vacation leave for which he is eligible, in respect of courses covering a period of two years and over, and $\frac{1}{3}$ in respect of courses covering periods of less than two years. The remainder of the time spent on the course will be regarded as study leave which will be on full pay. On the completion of the course, the officer may take the balance of his vacation leave, or, if he is required to return to duty, the balance of such leave shall be carried forward as deferred leave.

Leave to attend training courses.

(2) When an officer, with the approval of the Chief Personnel Officer after consultation with the Ministry of Finance, undertakes of his own accord any course of study (including any training course or refresher course) in the interest of the public service, he will be required to utilise for this purpose, in the first instance, one-half, or the whole, if he so wishes, of the vacation leave for which he is eligible, and he may, if necessary, be granted additional study leave with full pay up to a maximum of six months to enable him to complete the course. Should the combined periods of vacation leave devoted to the course and the study leave prove insufficient to enable the officer to complete the course of study, he may be granted a further period of study leave with half-pay not exceeding twelve months.

(3) Where an officer who wishes to undertake a course of study, not necessarily in the interest of the public service, of his own accord, such officer will be granted the vacation leave for which he is eligible on full pay. Any other periods of leave which may be required to complete his studies may be granted as leave without pay.

(4) In cases where the course of training is attended for a part of each day only and the officer performs his normal duties during the remainder of the day, he will be treated as being on duty or the full day, and the grant of leave will not be necessary.

133. The Minister of Finance shall prescribe, from time to time, the expenses which may be paid from public funds in connection with the training of personnel for the public service.

Training expenses.

134. Where the course of training is sponsored by Government held outside of Grenada, the entire cost of passages by a normal

Passages.

route to and from the country in which the training is to be undertaken will be met from public funds for the officer himself.

Trainees to execute agreements to return to Grenada.

135. Persons selected for training at Government expense shall be required to enter into an agreement undertaking to resume duty, or take up employment in the Government Service on the completion of their studies for a period of not less than two and up to five years, at the discretion of the Permanent Secretary (Finance). Such agreement may take the form of a bond in default of which the officer would be liable to pay to the Government such sum as may be prescribed therein or such lesser amount as may be determined by the Minister of Finance.

Obligations of the trainee while on course

136. Persons to whom awards have been made to enable them to attend a course of training will be required:—

- (a) to devote their whole time to following the course in respect of which the award was made;
- (b) to sit for any examination which may be set or to write such papers or reports as may be required by the training authorities;
- (c) to resume duty or take up employment in the Government Service without undue delay, after the completion of the course of study, unless an extension of leave is granted.

Training awards may be suspended or terminated.

137. A scholarship or other training award may be suspended or terminated if—

- (a) reports on the officer's work or conduct on the course are unsatisfactory;
- (b) the officer, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he may be attending;
- (c) the officer engages in any occupation which is detrimental to his progress in the course of studies prescribed for him;
- (d) the officer becomes unfit to complete his studies owing to illness or is absent from his studies for more than six months, owing to illness;
- (e) in the case of a female officer, she marries, without permission, someone who is not ordinarily resident in Grenada, or who is obligated to work in a country other than Grenada

CHAPTER VII
PENSIONS, GRATUITIES AND OTHER RETIRING
ALLOWANCES

138. All claims to pensions, gratuities and other retiring allowances should be made in the prescribed form and should be submitted to the Accountant General as soon as the question of an officer's retirement has been settled. The form should be properly and correctly prepared with all the necessary supporting documents attached thereto, and must be certified by the Head of the officer's Department to the effect that all the particulars contained therein are correct.

How pensions etc. claims to be made out.

139. Submission of pension papers should not await the arrival of the date on which retirement is due to take effect. When the date of retirement has been reached, the Ministry or Department concerned should immediately advise the Accountant General in the form of a last-pay certificate whether or not there have been any changes in particulars submitted in the original application. A copy of such certificate should be forwarded to the Director of Audit.

Submission of pension papers.

140. If there is any doubt whatever on any point which is likely to affect the computation and award of the officer's retiring benefits, the Accountant General should be consulted as early as possible with a view to ensuring correctness of the particulars prior to submission.

In cases of doubt.

141. In cases where it is not possible to locate the necessary records in relation to an officer's service, a statutory declaration or statutory declarations should be submitted by one or more reliable persons attesting to the continuity of such service. The status of the declarant should be stated, and he should also be able to give the source of his knowledge of the facts contained in the declaration.

In cases where records of service not available.

142. In cases of retirement on the ground of ill-health, a medical report from a Government Medical Board comprising not less than two medical officers should be submitted in the prescribed form. The report should state clearly that the officer is incapable by reason of an infirmity of mind or body of discharging the duties of his office efficiently, and that such infirmity is likely to be permanent.

Retirement on grounds of ill-health.

143. The officer's birth certificate should always be furnished as satisfactory evidence of his age. Where, however, this is not possible, a statutory declaration by the officer himself or any other reliable person or persons may be submitted. In cases where the officer's name does not appear on the birth certificate or when the name on the certificate differs from that by which the officer is generally known a statutory declaration in support of the birth certificate should be furnished by the officer himself or any other reliable person.

Birth certificates.

- Application for death gratuities. 144. In cases of application for death gratuities the death certificate as well as the birth certificate of the deceased should be submitted.
- Period of service form. 145. A copy of the officer's Period of Service Form certified by the Head of Department should accompany the Pensions Form.
- Service under one or more employing body. 146. In cases where an officer had service under one or more employing body his pensionable emoluments in respect of his service with each employing body should be forwarded to the Accountant General. In preparing the statement of aggregate pensionable emoluments it should be noted that —
- (i) during any period when the officer is on leave other than leave on full salary he should be deemed to be on duty on full salary in respect of his substantive appointment;
 - (ii) during any period that he is acting in a higher office his aggregate emoluments shall be related to the salary payable in respect of his substantive office; and
 - (iii) during any period of secondment his emoluments shall be those payable in respect of his substantive office and shall be reflected in the statement of the leading employing body.
- Officers concerned with computation of pension particulars. 147. All officers who are in any way connected with the preparation of pension particulars, the computation, award and payment of pensions and other retiring benefits, should ensure that the preceding instructions are complied with, as failure to do so may lead to disciplinary action.
- Retirement before reaching retiring age. 148. An officer may retire with the award of pension and/or gratuity before reaching the normal retiring age, in the following circumstances:—
- (i) ill-health, where the officer is certified to be incapable by reasons of infirmity of mind or body of discharging the duties of his office and the disability is likely to be permanent;
 - (ii) abolition of office, where an officer's post is no longer required, or if his services are dispensed with in order to facilitate improvements in the organisation of his department, or on grounds of financial stringency;
 - (iii) in the public interest, having regard to the conditions of the public service, the usefulness of the officer thereto, and all the other circumstances of the case.
- Option to take reduced pension and gratuity. 149. An option, as of right, to take on retirement a reduced pension and gratuity is given to the above-mentioned officers with the exception of Prison Officers.
- Gratuity and reduced pension. 150. The option to take a gratuity and reduced pension shall be exercisable, and if it has been exercised, may be revoked not later than the day immediately preceding the date of such officer's retire-

ment: Provided that the Governor may allow an officer to exercise the option or revoke any option previously exercised at any time between that date and the actual date of award.

153. Service under the age of twenty years does not count for pension. Minimum age to count.

154. As soon as an officer is appointed to a pensionable post, the Head of the Department concerned should draw his attention to the provisions of the Pensions Regulations covering the exercise of an option for a gratuity and reduced pension. Action on entry.

155. In the event of an officer dying in the Public Service, his Head of Department is responsible for seeing that prompt application is made for any pension or gratuity which may be due. Death.

156. Every public officer entitled to pension is required to submit six months before he attains the age of retirement the usual paper of particulars for pension with a view to the question of his retirement being considered. Paper of particulars.

157. When an officer dies during an extension of leave granted on medical grounds prior to retirement, that leave may be cancelled if the adoption of such a course would result in the payment of a larger gratuity to the legal representatives of the deceased officer. Cancellation of extension of leave.

158. Pensions, gratuities and other retiring allowances including non-pensionable service may be granted by the Cabinet, in accordance with the Regulations contained in the First Schedule to the Pensions Ordinance, to officers who have been in the service of the State. Non-pensionable officers.

159.—(1) Where it appears to a Permanent Secretary or Head of Department that pursuant to section 6 of the Pensions Ordinance an officer in his Ministry or Department who has attained the age of fifty-five years ought to be called upon to retire from the public service, the Permanent Secretary or Head of Department shall advise the officer accordingly and report the matter together with his reasons therefor for consideration by the Commission, and the Commission shall determine whether or not that officer ought to be called upon to retire. Premature retirement.

(2) Any such officer shall be afforded an opportunity of submitting to the Commission any representations he may wish to make regarding his proposed retirement.

(3) Any officer may at any time after he attains the age of fifty years apply to the Commission for permission to retire pursuant to paragraph (a) of section 6 of the Pensions Ordinance and shall in his application state the grounds on which it is based.

(4) The Commission shall determine whether or not an application under paragraph (3) of this Order ought to be granted.

CHAPTER VIII

TRANSPORT AND SUBSISTENCE ALLOWANCES

GENERAL

160. Travelling Expenses are divided into two categories, viz: Transport and Subsistence. In construing these Orders which deal with the reimbursement of expenses to officers who travel on duty, it is understood that:

- (a) no officer shall be out of pocket as the result of having to travel on duty; and
- (b) no officer shall derive any pecuniary benefit in connection with travel on duty.

Variation of allowances.

161. Any allowance under these Orders may be discontinued or varied at any time without compensation to the officer to whom it may be payable.

162 Any contingency not provided for in these Orders shall be dealt with by the Ministry of Finance in its discretion.

Form of voucher.

163. All claims for subsistence allowance and travelling expenses shall be made out in the form from time to time approved by the Permanent Secretary (Finance), and shall be supported by receipts where possible. The certificate to be given on the form shall be regarded, in every particular, as an honour certificate that the whole expenditure has been necessarily incurred in the interest of the public service, and that the various items of travelling or transportation expenses have been actually disbursed.

Certificate of Head of Department.

164. The certificate of the Head of the Department on the payment voucher shall imply that he has personally satisfied himself that the claim is reasonable and the claimant was travelling on duty during the time specified. The certificate shall be in the form prescribed in the First Schedule to these Orders.

Prompt rendering of accounts.

165. —(1) All claims for subsistence allowances and travelling expenses must be rendered and paid as promptly as possible. Any case of unnecessary delay in submitting a claim will render the claim liable to be rejected.

(2) Claims for travelling allowance must be prepared and submitted in time for payment on the day assigned for payment of salaries.

(3) If a claim is delayed for a period exceeding 30 days for a valid reason, a certified explanation for the delay must be endorsed on the voucher by the Head of Department.

166. Government vehicles shall only be used in the performance of public duties. The unauthorised use of a Government vehicle is strictly forbidden.

Government
vehicles.

167. When an officer is permitted to hire means of transport instead of owning the same, he shall draw such allowance for a period not exceeding 14 days, under such conditions as the Permanent Secretary (Finance), may approve. Any extension of the period aforesaid may only be granted by the Permanent Secretary (Finance), with the approval of the Minister of Finance.

Hire of
transport.

168. An officer who has received assistance from Government towards the purchase of a motor vehicle shall be expected to use such vehicle when travelling in the course of duty.

Assistance
by Govern-
ment.

169.—(1) If an officer who has been required to keep a motor vehicle for the performance of his duties is temporarily assigned duties for a period not exceeding six months in a station where the use of such motor vehicle is not possible or necessary, he may be allowed to draw for such period the basic travelling allowance of his substantive post; provided that the motor vehicle remains in his ownership in the Territory.

Standing
charges or
basic allow-
ances.

(2) An officer required to keep a motor vehicle for the performance of his duties who proceeds on vacation leave or study for a period of one month or more may be allowed to draw the basic portion of his travelling allowance for a period not exceeding six months; provided that the officer is not proceeding on leave prior to retirement and provided further that the vehicle remains in his ownership in the Territory.

(3) An officer who has been granted a basic allowance under paragraphs (1) and (2) of these Orders shall not on resumption of duty in an office in which he is required to travel be permitted to dispose of the vehicle in respect of which he was in receipt of basic allowance shall only be eligible, except in special circumstances.

170. If an officer who is in receipt of a travelling allowance is assigned other duties either permanently or temporarily within or without his station, requiring additional travelling, or is called upon occasionally so to travel, he may receive such additional travelling allowance as the Permanent Secretary (Finance), may consider reasonable.

Additional
Travelling.

TRANSPORT

Travelling allowance.

171.—(1) When it is considered essential for the proper performance of the duties of an office that the holder thereof should possess his own means of transport, the officer shall be designated a travelling officer and shall be granted an allowance for the upkeep of the vehicle and in addition a commuted allowance in respect of actual travelling performed. In practice such allowance will be granted only to officers who are required to travel extensively on duty or whose duties necessitate their constantly moving about in their districts.

(2) In cases where it is expedient and desirable, though not essential, that the officer should possess his own means of transport the officer may be granted a contribution towards the upkeep and running expenses of such means of transport in the form of a commuted travelling allowance.

(3) The granting of upkeep and commuted allowance shall be the responsibility of the Permanent Secretary (Finance), acting on behalf of the Minister of Finance.

Rates of allowances.

172. The rates or allowances payable shall be determined by the Ministry of Finance, after collaboration with the appropriate Service Organisation.

SUBSISTENCE

Subsistence allowances.

173. Subject to Order No. 164 of these Regulations—

(a) Officers travelling on duty in the Territory outside their stations, unless otherwise specially provided for, shall be paid, in addition to their travelling expenses, subsistence allowance at the rates set out in the Second Schedule to the appropriate S.R.O., No. 26 of 1967.

(b) Officers travelling on duty to any place outside the Territory shall be paid over and above their travelling expenses subsistence allowances at the rates set out in the Third Schedule to the appropriate S.R.O., No. 26 of 1967.

Limitation of allowance.

174.—(1) The rates mentioned in the Second and Third Schedules of the S.R.O. shall be paid to officers absent on duty for a period not exceeding 28 days.

(2) For a period exceeding 28 days officers shall receive full rate for the first 28 days; two-thirds of full rate for the next 56 days and thereafter one-third of the full rate.

175.—(1) When the duty whereon an officer may be engaged in travelling allows of his return to his station within twenty-four hours but more than twelve hours after the commencement of the performance of such duty he shall, if such duty necessitates his remaining for a night away from his station, be allowed to receive the appropriate rate fixed for twenty-four hours for each hour of his absence.

Method of calculating periods of absence.

(2) Where an officer's absence in travelling exceeds twenty-four hours, and is continuous, he shall be allowed the proportionate part of the rate of twenty-four hours for each hour of his absence in excess of the first twenty-four hours.

(3) An officer shall only be eligible for payment of subsistence allowances if he is absent from his station for a period of six consecutive hours or more.

(4) For the purpose of this Regulation, the expression "night" means the period between the hours of six o'clock in the evening and six o'clock in the morning.

176.—(1) The actual reasonable out-of-pocket expenses of an officer who is removed from one station to another, whether on promotion or otherwise, unless the removal is due to misconduct on his part or to his own request, shall be paid by the Government.

Removal expenses

(2) The above expenses shall include the transport expenses of an officer's wife and children, if any, and the transport of furniture and other reasonable household effects.

FIRST SCHEDULE

Form of certificate to be furnished under Regulation 165

I hereby certify that

was travelling on duty on the days specified, and I am satisfied that the amount claimed, in respect of such duties is, fair and reasonable, and that the mileage covered was entirely onofficial duties.

.....
Head of Department.
.....

CHAPTER IX

MISCELLANEOUS

Communi-
cations
from Public
Officers
Procedure.

177. Every officer who wishes to make representations relating to his conditions of service or any other matter of a public nature to any person or authority outside his department other than the appropriate representative body should forward the relative communication through the Head of his Department.

Memorials etc.
how dealt
with.

178. Every memorial or petition by any Public Officer, whatever his grade, or by any member of the public, should be acknowledged without delay by the Head of the Department concerned, with an intimation, if the memorial or petition is in order and couched in proper terms, that it is receiving attention.

Correspon-
dence from
Public
Officers.

179. Where the Head of Department is specifically requested by a Public Officer in his Department to forward a communication which is addressed to any person or authority outside his Department, he should do so without undue delay, and advise the officer when this has been done. In every such case the Head of Department should embody in a separate memorandum his own views on the representations made and, where appropriate, should make a definite recommendation as to the terms of the reply that should be sent to the writer.

Postage
facilities.

180.—(1) Instructions as to the persons and authorities who may send and/or receive correspondence through the post, or by telegram, free of charge, are issued from time to time by the Ministry of Communications and Works responsible for the subjects which may also prescribe rules relating to the exercise of this privilege.

(2) Public officers are required to make themselves acquainted with the list of persons and authorities entitled to this facility, and Heads of Departments and Postmasters are especially required to exercise vigilance to prevent any abuse of the privilege of free postage (including the use of registered post), and any departure from the rules dealing with the matter should be reported with full particulars to the Ministry responsible for the subjects of Communications and Works through the Head of Department.

Official
seals.

181. Impressions of official seals must not be supplied to private persons.

Franking
stamps.

182. No public officer will be permitted to make use of any stamp for franking letters, or to frank letters, without the authority of the Head of his Department.

183. The franking of envelopes or other covers by means of a franking stamp is strictly forbidden, unless the covers contain at the time of franking the official correspondence or matter to be transmitted through the post, subject to the following exception, namely:—

Franking of envelopes.

That any written or printed matter properly issued in a franked envelope or covering for circulation among members of a board or any body of individuals, and for ultimate return to the officer of issue may be passed from one member of such board or body to another in an envelope or cover provided for the purpose and duly franked in advance by a duly authorised officer.

184. Officers in possession of franking stamps are required to keep them under lock except when actually required for use.

Franking Stamps to be kept under lock.

185. Heads of Departments are held responsible for the issue of routine orders to be followed by their respective staffs in the event of a serious earthquake, hurricane or a fire.

Earthquakes fires and hurricanes.

As a precaution against hurricanes Heads of Departments should see that all public buildings under their charge are, as far as practicable, made hurricane-proof i.e. that all doors, windows and other openings can be readily closed and made secure on receipt of a hurricane warning.

186. Public buildings will be equipped where necessary with fire extinguishers free of charge by the Public Works Department of the Ministry responsible for the subjects of Communications and Works. The Chief Fire Officer will periodically examine such equipment, supply refills and effect repairs where necessary. Heads of Departments are responsible for the safe custody of such equipment in their possession.

Public buildings.

187. No officer shall be entitled to claim compensation in respect of loss or of damage to private property incurred through fire, theft, riot or otherwise in the course of his service; but in special cases, the grant of compensation may be considered as an act of grace. No such concession shall be made in respect of any loss which may be due to negligence for which the officer was responsible or which could reasonably have been covered by insurance.

Loss of Private Property.

188. Any books produced by Public officers as part of the work for which they are engaged should result in the copyright in respect of such books being vested in the Government. All the units required for the use of the Public Service of Grenada should produce no financial benefits to the author, but the author may be allowed the royalties that might arise from sale of units outside of the Public Service or outside of Grenada.

Copy-right and royalties.

