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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.

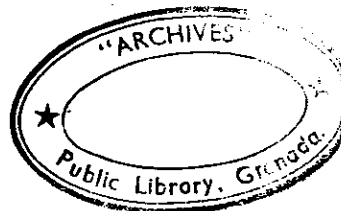
5. Public officers are required to make themselves acquainted with all Government notifications and orders, whether published in the *Gazette* or conveyed by circular or any other means of communication, and Heads of Departments are required to ensure that this is done. Notification of Orders.

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 confidential 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.

Engagement 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 proceedings 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 proceedings 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