

Powers of
Head or of
Deputy in his
absence as to
suspensions,
&c.

48. The Head of a Department, and in his absence the Deputy Head, shall have power,—

(a) To suspend from the performance of his duties any officer or servant, who shall be guilty of misconduct or negligence in the performance of his duty ;

(b) To remove such suspension, and allow the person so suspended to return to duty ; but no person shall receive any salary or pay for the time during which he was under suspension ; and—

Fines for
misconduct.

(c) In cases of neglect of duty or misconduct, to impose a fine, not in any case to exceed one day's pay, upon any officer or servant and to deduct such fine from his salary :

Report in
such cases.

2. All cases of suspension or fine by the Deputy Head of the Department shall be reported by him to the Head of the Department.

No extra pay
allowed
unless voted.

49. No extra salary or additional remuneration of any kind whatsoever shall be paid to any Deputy Head, officer or servant in the Civil Service of the Dominion unless such sum shall have been placed for that special purpose in the Estimates submitted to and voted by Parliament :

Allowance
when duties
of a superior
are continu-
ously per-
formed by an
inferior
officer.

2. When the duties of any superior officer or clerk are continuously performed by an officer or clerk of an inferior class or junior rank, during a period of more than three months, the officer or clerk performing such duties may, on the recommendation of the Deputy Head, concurred in by the Head of the Department, and provided that funds are available under parliamentary vote for such payment, receive in addition to his ordinary pay, the difference between such ordinary pay and the pay of the officer or clerk whose duties he has performed for the time he has performed such duties ; and—

Deduction of
allowance
from pay of
superior ;
except in case
of sickness,
&c

3. When the absence of the superior or senior officer is not occasioned by his employment on other duties by the Government, by leave of absence or on account of illness certified by an authorized medical practitioner, the sum paid as herein authorized to his subordinate or junior officer or clerk shall be deducted from the salary of such superior or senior officer.

Attendance
book to be
kept.

50. There shall be kept in each Department, and in the office of the Auditor General at the seat of Government, and in each office of the Second Division, a book or books to be called the Attendance Book, which shall be in such form as may be determined by the Governor in Council, in which