

Inspecting
Officers

1.32 a. From time to time, an officer of the Department will visit each consular office for purposes of inspection. He is to be afforded every assistance and given access to all records. He will be furnished with a letter of authority for the purpose.

b. The duty of the Inspecting Officer is twofold. He is responsible for checking the accounts of the office and is also to offer suggestions for the improvement of office routine. He is available to the officers of the post for consultation and advice on all consular matters.

c. The Inspecting Officer makes a report to the Under-Secretary with respect to each post inspected. This report contains recommendations for the improvement of the efficiency of the post and for the assistance of the personnel stationed there.

1.33 - Spare

Extra-
Official
Employment

1.34 Consular officers of career, may not engage in trading or other business in the country to which they are appointed without the permission of the Department.

Favours

1.35 Consular officers and their families must not accept favours or gifts from the government or individuals of the country to which they are appointed.

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1.37) - Spares
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Record
Book

1.39 At each consular office a record book shall be kept in which will be entered any instructions specially affecting the post, as well as notes relating to local procedure, the deposit or surrender of documents, the destruction of archives, and any other information not otherwise recorded in easily accessible form, which is likely to be of interest or practical use to subsequent officers at that post.

1.40 - Spare

Returns

1.41 Where annual returns are required, these will ordinarily be rendered on 1st January. Where quarterly returns are required these will ordinarily be rendered on the first days of April, July, October and January.

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1.43) - Spares
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