

REGULATIONS REGARDING COMMISSIONED OFFICERS, CLERKS AND SERVANTS.

- 21.** An officer, clerk or servant requiring medical advice, may at the discretion of the officer in charge of the district be brought at the Company's expense to the depot or place where the nearest doctor resides, and receive such advice there at the Company's expense provided not more than £50 be spent in fees and travelling expenses in any one year by one district. Medical advice for officers, &c.
- 22.** A commissioned officer in charge of a district shall not leave his district without permission of the Commissioner, except when the business is urgent or of such a nature as to prevent obtaining leave. Commissioned officers in charge of districts not to absent themselves without leave of Commissioner.
- 23.** Temporary leave of absence to commissioned officers may or may not, at the discretion of the Commissioner, be considered as part of the furlough. Temporary leave of absence to commissioned officers.
- 24.** Each officer or clerk in charge of a post where a Company's mess is kept shall be allowed one cook or domestic servant, and each officer in charge of a district where a Company's mess is kept shall be allowed one cook and one mess waiter or domestic servant. Number of domestic servants to be kept.
- 25.** Horses, cattle or dogs shall not be possessed or kept by officers in charge of posts, clerks, postmasters and servants, who have not commuted their board allowances, without the permission of the officer in charge of the district. A statement of all such permits given to be sent annually by the officer in charge of the district to the Commissioner. Horses, cattle and dogs not to be kept without permission.
- 26.** Discretion should be exercised in the entertainment of travellers by officers and clerks in charge. Where officers and clerks who have not commuted their board allowances, have private friends staying with them for a period of more than one week, the actual cost of entertainment shall be charged to their private accounts. Entertainment of guests by officers and clerks where a Company's mess is kept.
- 27.** Cash advanced to officers, clerks or servants shall be charged to their private accounts, and if used for the business of the Company's service shall be accounted for. Cash advanced to officers and servants to be charged their private accounts.
- 28.** In addition to their board allowances or commutation, commissioned officers may take in the country cash or goods to the amount of one half of the minimum guarantee of £200 per share. For amounts beyond this, drafts on the Governor and Committee, London, at sixty days after sight must be drawn, provided the officer has funds there to meet such drafts. Proportion of remuneration to be drawn in the country by commissioned officers.
- 29.** Transfers in accounts shall not be made between servants and commissioned officers or clerks in the district accounts. Such transfers, however, at the written request of the debtor may be made at the department office on full information being furnished. Transfers between servants and commissioned officers or clerks forbidden.