

DOMESTIC

EAST AFR. PROT.

C/O  
10357

No 10357

R.C.  
REF 22 4130

Individual.

(Subject.)

1907

Code of Regulations

P. W. Dept

21 March

at previous Paper.

Los copy of - with letter from Mr Ross and minutes  
by Mr Banning. Agrees that Regs are rather premature

(Minutes.)

Mr. Read This is a formidable docu-  
ment. But if the rules are  
good in themselves, & Mr  
Banning & Mr. Pether do not  
urge any special objections to  
them, I think there is no  
harm but good in adopting  
them in a formal code with  
the added authority of the Govt  
approval. The staff of the P.W.D.  
is largely a temporary one  
and it is better for the more

at subsequent Paper

meaning that their duties shd.  
be clearly explained upon them.

If a new D.P.W. is appointed  
the natural course would be  
to let him consider them before  
they are promulgated; but in  
any case I think that some  
General Rules such as those in  
parts 1 & 5 shd be issued in a  
convenient form for the use of  
officers of the P.W.D.

The actual rules submitted by Mr.  
Rogers have undoubtedly required  
correction.

By Part I. § 293 the independence  
of the P.W.D. is too much emphasized  
& 4 officers are roughly given  
free passage on 1st class, not £55  
p. 15 the special leave rule giving  
4 of leave in the case of an  
officer stationed at Kisumu is  
a new idea, & wd if approved  
have to be introduced to the rest  
of the Post. Officers stationed

in that place.

MM 23/5

I think that we had better send this 87c:  
Code to Mr. to the Comm: mark him  
to refer it to the new Comm: (W. for  
the even - & sending it out we might  
suppress opposition & the trouble taken by Mr.  
Russ & making the compilation  
at once.

H. S. R.

4/5

C. O.  
10357  
FIC  
1  
FIC 2 MAR 07

Col. Sadler,

As recorded, I have prepared  
Revised "Public Works Code,"  
Parts I and II are extracted from  
various general Subcontract Regulations,  
in accordance with some slight alterations,  
no necessity for including other  
regulations in - except departmental

Part III, IV and V are of the nature of  
departmental orders or Code Book.  
It is not thought that these departmental  
orders should be codified as a matter of  
history of the P. W. D. - and these  
should be revised by the P. W. D.  
ultimately in the same way  
I will refer Heads of Departmental Code  
and their staff, and attend on

The Departmental Order - with  
"blanketing" or "referral" to be signed  
by each Head of a Dept - his own  
responsibility

CS  
2/3/07

Cancelled at his decision.

It is seen that the burden  
of the I Code is a most elaborate  
work in 4 (or 5) volumes, and  
doubtless in a few years time  
when we have had more practical  
experience we shall be able to have  
an Act of Officers I & II Code or  
similar kind, but I consider it  
premature to issue any of such  
kind now.

I consider it about that all  
that is necessary for the present

The General rules & regulations  
to come under an appendix to  
all Departments together with any  
special orders - general principles.

to send

Will they I repeat - the new form  
be a check of months with the existing  
one - no material change, & I am sure that  
what he has written is not at all  
exaggerated.

The same other matters can be taken  
in connection with the proposed change of the

2/3/07

C. O.  
10357  
REG. 6  
RFGL 22 MAR 07

25 Kings Point  
Gaton  
Birkenhead  
March 13 1907

I have the honor to forward  
herewith for Your Excellency's perusal  
a bound and interleaved typed  
copy of proposals, which I have been  
engaged upon for a considerable time  
past, for the P. W. D. Code referred to  
in my last communication.

I have the honor to request that  
Your Excellency will bring these proposals  
to the notice of the Colonial Office authorities,  
as I believe it will be found that this  
Code provides a definite and adequate  
organization for the Department.

I have the honor to be,  
Dear Sir,  
Yours faithfully,  
The Secretary  
Colonial Office  
London

Your Excellency's obedient servant  
Colonel J. H. Hayes  
Colonial Office  
London

S  
10357

EAD

DRAFT

EAD 21 1035

Comm

MINUTE.

- Mr. Lobb <sup>6</sup>/<sub>5</sub>
- Mr. Peas
- Mr. Antrobus
- Mr. Carr
- Mr. Lucas
- Mr. Gingham
- Mr. M. Ammanay
- Mr. Churchill
- The Earl of Elgin

*[Handwritten scribble]*

*[Handwritten note: "The Box" EAD]*

*[Faint handwritten text, possibly a signature or date]*

The minute book  
 to be handed to you  
 for your use. The  
 accompanying original  
 of a code of  
 for the T.W.D. system  
 EAD which has  
 been compiled by  
 Mr. Wm. Gordon Ross,  
 D.P.W., who is  
 desirous of  
 communication for  
 the time & care  
 which is  
 referred to this

task

2. The Committee  
wishes whose selection  
is now being proceeded  
with. I shall  
send - the Prot -  
and I have to  
request that you

will refer the  
5th Page - question

to L - for his  
conson - It is <sup>possible</sup> ~~done~~

that they will require considerable  
consultant before they can be  
advised



CODE

OF REGULATIONS

FOR THE GUIDANCE OF OFFICERS  
OF THE

PUBLIC WORKS DEPARTMENT

OF THE

EAST AFRICA PROTECTORATE.

ISSUED UNDER THE AUTHORITY  
OF HIS EXCELLENCY THE GOVERNOR.

PROVISIONAL EDITION.

(INTERLEAVED.)

PRINTED AT THE GOVT. PRESS, NAIROBI.

1907.



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1907.

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to be made.

uniforms.

to be made officials.



I - GENERAL RULES

Public Works Department of the East Africa Protectorate

is responsible for, and is required to carry out, the execution of all civil and military works of the Protectorate, and to maintain in good order and repair the works of the staff of the Uganda Railway, and to maintain in good order and repair the works of the staff of the Uganda Railway, and to maintain in good order and repair the works of the staff of the Uganda Railway.

Throughout this "P.W.D. CODE" the words "the Governor" shall mean

His Majesty's Principal Secretary of State for the Colonies;

the Governor" shall mean the Accountant-General of the East Africa Protectorate, or his Excellency the Governor of the East Africa Protectorate, or the Director of Public Works for the East Africa Protectorate.

the Director" shall mean the Chief Accountant and the Director of Public Works for the East Africa Protectorate, or the Director of Public Works for the East Africa Protectorate, or the Director of Public Works for the East Africa Protectorate.

is under the strict control of the Director of Public Works for the East Africa Protectorate, and is answerable to the Governor of the East Africa Protectorate.

the Director of Public Works for the East Africa Protectorate, or the Director of Public Works for the East Africa Protectorate, or the Director of Public Works for the East Africa Protectorate.

Surveyors, Engineers in charge, Accountants, Sub-station



### GENERAL RULES

The Public Works Department of the East Africa Protectorate is responsible for, and empowered to carry out, the execution of all civil and military works of an engineering nature throughout the Protectorate, with the exception of railway work on State lines, which is carried out by the staff of the Uganda Railway, and such minor works in military and police camps as can be carried out by fatigue parties of troopers. Its work therefore comprises the preparation of designs and estimates for Government works of a Civil Engineering nature, the supervision and control of construction and maintenance operations and the necessary disbursement of money therefor, and the rendering of full accounts of all expenditure and revenue. There is not a separate Accounts branch, as the accounts of all the P.W.D. offices, as arranged by Accountants for the Executive Engineers, are submitted by the latter to the head office, whence after ~~ascertainment~~ <sup>scrutiny</sup> by the Chief Accountant and the Director of Public Works, they are passed on to the Treasury Department for check and audit.

The Department is under the sole control of the Director of Public Works who is answerable to the Governor alone. He is assisted in the routine work of the head office by an Assistant Director of Public Works, with the accounts of the Department's revenue and expenditure by a Chief Accountant, and with the design of, and the preparation of working drawings for, Government buildings and works by an Architectural Draughtsman, and also by a Quantity Surveyor. Outside the head office are Executive Engineers in charge of districts, with Assistant Engineers, Accountants, Sub-storerooms, Messengers, Port-

In the composition of this Code of regulations an effort would be made to keep it as brief as possible not to make it as long as possible.

It is not advanced as a counsel of perfection, but as a clear and definite statement of the degree of organization best available in the conditions at present prevailing in the Salt Administration for the utilization of the staff and resources of the various works department in the maximum advantage to the public, allowing no concessions in the detection of any in the future. I shall at any time be glad to amend or extend these regulations if they may be required.

W. McGregor Ross

men and other hands under them. The head store of the department is under the charge of a Chief Storekeeper, who is answerable to the Director for all his transactions with officers of this Department or with other Departments.

All Government buildings and works throughout the Protectorate with the exception of structures built and owned by the Uganda Railway are in the charge of the Public Works Department. The erection of new buildings and the enlargement or alteration of existing buildings, bridges, or public roads by other officers than those of the Public Works Department are prohibited by the Governor, except under special permission to be first obtained from the Director of Public Works.

#### Appointment of Officers.

Officers of and above the grade of Overseer are appointed to the staff of the Department by H.M. Secretary of State for the Colonies. Officers holding such appointments are subject to the Regulations laid down, or which may hereafter be laid down, by the Secretary of State or by the Governor with the approval of the Secretary of State.

All appointments to the Public Works Department of the Protectorate Service are subject to one year's probation from the date of the holder's first arrival in Africa. If, at the expiration of that period, the officer is reported by the Governor or acting Governor to have shown himself unfitted for service in Africa his employment may be terminated without further notice. In any such case the passage home will be paid. This Regulation does not affect the general right of the Secretary of State to terminate the employment of any member of the Protectorate Service whenever he may see fit to do so for the public advantage, or to employ any official on a fixed agreement for a term of years.

All Officers of the Department who are intrusted

with the general management of the Department are requested to make themselves acquainted with the contents of the instructions for the guidance of Assistant Secretaries of the Department. The Secretary will supply them with a copy, but also with the regulations contained in the "Manual" of which the Director will supply them with a copy.

Officers about to start on Overseas proceeding to their posts on first appointment from any place in Europe will be granted a sum of £25 to meet the cost of their passage to Mombasa, which will be issued by the Crown Agents for the Colonies on the signature by the Officers of the usual passage agreement. Officers proceeding to their posts on first appointment from any place outside Europe will be allowed their reasonable travelling expenses fully supported by vouchers. Overseers, foremen of works or other officials of lower grade will be allowed the cost of second class passages to Mombasa. The passage agreement referred to binds the official to refund the sum granted to him for his passage to the country in the event of his resigning his appointment within three years (or longer when ill-health, not brought on by his own misconduct).

Officers on proceeding to their posts, are paid half salary from the date of embarkation and full salary from the date of arrival at the Coast.

All appointments to the Staff of the Department which are made by the Secretary of State are published in "The Official Gazette of the East Africa Protectorate".

\* Application for employment in the Department by persons in the British Isles should be made to "His Majesty's Under Secretary of State for the Colonies, The Colonial Office, Whitehall, S.W." and by persons resident in the East Africa Pro-

Protectorate to "The Director of Public Works, E.A.P.,  
 HAIKON. The latter, upon the occurrence of vacancies upon the staff of the Department will bring such applications to the notice of the Governor.

#### Promotion of Officers.

Promotions in the higher branches of the Department will be made upon the basis of merit. They will be made by H.M. Secretary of State on the Governor's recommendation. Length of service, per se, will not entitle any officer to promotion, though it will be taken into account in so far as it may show a record of faithful work and indicate the possession of valuable local knowledge.

#### Transfer of Officers

Officers of the Department are liable to be transferred from one district of the Protectorate to another at the discretion of the Director.

Applications for transfer will not ordinarily receive much consideration and should not be made except in cases of serious ill-health or other circumstances of a pressing nature.

#### Termination of Employment of Officers.

The Secretary of State retains the right to terminate the employment of any member of the Protectorate service whenever he may see fit to do so for the public advantage.

An officer appointed by the Secretary of State can be dismissed by him, and by him alone.

When an official is employed upon a temporary agreement the decision as to the desirability of his retention in the service in a permanent appointment, or for an extension of a new period of temporary employment, shall be decided by the Secretary of State. The official cannot be retained beyond the period of his original agreement or be obliged to leave,

any extension of service which may be made will ordinarily be on terms mutually agreeable to the Governor and himself.

Any official of the Department is at liberty to resign his office, though if his contract is, at the time, under special investigation on any serious charge, he is to consider himself at liberty to leave the Protectorate without the Governor's written permission to do so. A resignation and any other application for permission to leave the country must, however, be made through the usual official channels.

In the case of an official resigning his appointment or any reason other than ill-health, certified by a medical board and not the result of his own misconduct, his pay, emoluments, and privileges as a Civil Servant cease from the date of his resignation, and he will not be entitled to a free passage from the Protectorate. He will, however, be entitled to the cost of a direct journey from his station to his coast. The Government is entitled at its discretion to consider that circumstances warrant such a step.

Various cases of misconduct or neglect of duty on the part of officials of the Department, which would render them liable to removal from the Service, must be reported to the Governor through the usual official channels. The cases of local and purely temporary appointments, such as those of the clerical staff, artisans, and laborers.

In these cases the Director is empowered to take such necessary action. In other cases where the Governor alone has the power of appointing, he has also the power of dismissing and of arranging for dismissal.

No official should be recommended for dismissal from the Department on the plea of ill-health, unless he is not so able as his superior officers to bear the heat, cold, and travelling allowances.

ought to be, ~~and~~ is persistently displayed  
 careful neglect of opportunities for increasing his  
 efficiency. This order does not refer to the re-  
 oval of artisans, labourers, and others, who are in-  
 efficient in the sense that frequent specific fail-  
 ures in their work have occurred. In the case of all  
 important officials the specific grounds urged  
 for their dismissal should if possible be reduced  
 to writing by the officer making the recommendation  
 and furnished to the person implicated for his an-  
 swer or defence or explanation which should then be  
 forwarded through the usual channel to the <sup>higher</sup> authority  
 empowered to take action in the case.

All officials are enjoined to display caution,  
 brevity and judgment in writing certificates for  
 superior officials who may be leaving their ser-  
 vice. In cases of dismissal, certificates, if  
 given, should state the whole truth as to the reasons  
 for dismissal.

House and Travelling Allowances.

All officials appointed by the Government, unless specifically exempted by a special order of Government, entitled to furnished quarters or an allowance in lieu of same. The Government's liability for such quarters constitutes a charge on the Government and the Government is liable.  
 The scale of allowances is fixed by the Government and is subject to revision by the Government. The Government is liable for the Government's liability for such quarters constitutes a charge on the Government and the Government is liable.  
 The scale of allowances is fixed by the Government and is subject to revision by the Government. The Government is liable for the Government's liability for such quarters constitutes a charge on the Government and the Government is liable.  
 In the case of Government and lower officials the allowance ranges from Rs. 40/- (23.13. 4) to Rs. 10/- per month. These officials are also not allowed to have both house allowance and travelling allowance concurrently.

held strictly responsible in the event of the loss or of any damage that it may sustain other than fair wear and tear, and are required to submit returns as to the allowance they hold, and to allow of its being inspected at intervals by officials of the Public Works Department authorised by an Executive Engineer to do so.

The only camp furniture supplied in officer's tent, groundsheet, camp bed, camp table, camp stool, and servant's tent.

Travelling and other allowances.

In the case of all officials appointed by the Government of Madras the following allowances are made when they are absent from their headquarters upon Government business duly authorised by superior authority:-

Officers above the grade of Overseer, six shillings and eight pence (i.e. five rupees) per night.

Overseers, road and bridge foremen and other officials of the same grade, five shillings and four pence (i.e. four rupees) per night.

Other officials below the grade of Overseer, four shillings (i.e. three rupees per night).

An additional allowance of eight pence per night is made for one servant accompanying an officer, if actually taken on the journey with him.

Claims for travelling allowances are submitted through the usual official channel to the Director by whom they are passed to the Executive Engineer, for payment direct to the officials concerned. All officials of the Department through whose hands such claims have to pass are enjoined to carefully scrutinise them and to suppress any abuse of this privilege such as unnecessary travelling on the part of members of their staff.



Passes.

Officers above the grade of Overseer are entitled to free first class passes when travelling on duty upon the Uganda Railway, together with two third class passes for servants. Overseers and lower European officials are entitled to second class passes with one third class pass for servant. Other officials whose salaries vary from Rs. 120/- to Rs. 200/- per month are entitled to "Intermediate" passes, and all officials drawing salaries less than Rs. 120/- per month travel third class.

Travelling Porters.

When travelling on duty away from the Railway the Director is entitled to eighteen porters for his personal effects, other officers above the rank of Overseer to fifteen porters, and Overseers and lower officials to twelve porters.

Horse Allowance.

Officials in charge of a Government horse or mule, or using a horse or mule of their own, under the Director's authority, on Government business, are entitled to a "provender allowance" varying from Rs. 16 (i.e. sixteen rupees) to Rs. 45 (i.e. forty five rupees) per month according to circumstances and locality. The Director's decision as to the allowance to be granted in any locality is final.

Allowance.

Overseers and Foremen of Works employed by the Railway are provided with an outfit of the value of about Rs. 200.

Home Allowance. An officer who in the absence of duty authorized by superior authority has to live under canvas is allowed, when not travelling, to draw a home allowance of four shillings (i.e. three rupees) per week. An officer is considered to be travelling

if his work does not necessitate his remaining in a standing camp for a longer period than seven clear days. If the exigencies of his work, or the orders of his Departmental superiors, necessitate his changing his locality within a shorter period than seven days, he is considered to be "travelling" and may claim travelling allowance. Except in the case of inspecting officers on tours of inspection, no official may draw house allowance concurrently with travelling or camp allowance and no one may draw travelling allowance concurrently with camp allowance. An allowance for a servant accompanies the grant of camp allowance.

Any officer of the Department may, at the Director's discretion, be posted to do the duties of another officer temporarily absent, on leave or otherwise, but no officer may demand to be posted to the position of any other officer who may be temporarily absent.

When an absent officer is in receipt of full salary the substitute receives no remuneration. When however, any saving is effected upon the full salary of the absent officer, the substitute may receive half the saving effected.

In the event of the duties of an absent officer not depending upon one officer solely, but upon several officials, the saving effected upon the salary of the absent officer will be divided among the officials upon whom his duties or responsibilities devolve, in such proportion as the Director, with the Government's concurrence, may consider equitable.

It is to be understood that the Director may, at his discretion, afford junior officers an opportunity of acting in a post of higher responsibility than that to which they have been gazetted. For instance an Assistant Engineer may be posted to the independent control of a district as an Acting Executive Engineer. Such "acting" promo-

1907

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Officers will not ordinarily carry <sup>ordinarily</sup> increased scale of remuneration, as they will ~~ordinarily~~ be of the nature of an extended probation, and will afford the officers concerned opportunities of displaying professional ability and capacity for organisation which they would not enjoy in their less responsible posts. Apart from this, an officer who obtains an 'acting' promotion retains all the responsibilities and privileges attached to the superior grade to which he is promoted.

Acting promotions are published in 'The Official Gazette of the East African Protectorate'.

Medical Attendance.

All officers of the Department are entitled to free medical attendance during sickness. The cost of an officer's ill-health, and the consequent medical attendance for him, is notified by the Medical Department to the Director.

An officer can claim medical attendance for his wife and family, but he is liable to have to pay charges not exceeding one week's salary within one financial year for the aid of Government medical officers so tendered.

Grade rewards.

Officers of the Department are expected to pass the Service examination (lower grade) in the Swahili language within twelve months of the date of their appointment to a permanent post in the Service. Failure to pass, will, in the absence of satisfactory explanation, be liable to act detrimentally on an officer's prospects of promotion. Conversely, ability to pass the higher grade examination in the Swahili language will be of assistance to an officer's prospects.

A bonus of 250 will be paid to any officer who having passed either of the two above-mentioned examinations, shall pass another examination in Kikuyu, Masai, Somali, Hindustani, Arabic,



Quantity Surveyor, £250 to £450.

Chief Accountant, £500 to £600 in England.

Accountants, £250 to £450.

Chief Storekeeper, £250 by £25 to £450.

Overseers, £200.

Foremen of workmen, artificers, road and bridge foremen, sub-storekeepers, motor and steam roller drivers, &c. various salaries from £120 to £200.

All the increments referred to above are annual increments.

#### Leave.

Officers of the Department above the grade of Overseer, appointed with the Secretary of State's sanction, are entitled, unless specifically debarred by a clause in a written agreement, to the normal leave annually, provided

that the exigencies of the Service permit. They are allowed to accumulate this leave up to six months, that is to say, if they remain at their posts without intermission for twenty months, they are entitled to four months' leave, if for twenty-five months to five months' leave, and if for thirty months to six months' leave. An officer is not entitled to accumulated leave unless he shall have been on duty in East Africa for a minimum period of twenty months.

Leave is reckoned from the date of the officer's leaving the African coast until his return to the coast on his way to resume his duties.

In the event of an Officer proceeding on accumulated leave, he will be paid the full salary of his post for the first three months, and for the remaining period one quarter of his salary will be deducted for the purpose of providing an allowance for his substitute.

In addition to this privileged leave, and to certain public holidays which are, with the Governor's sanction, recognized in the Protectorate, all officials above the grade of Quartermaster may, at the Director's discretion, be allowed casual leave to an extent not exceeding fourteen days in the financial year. The Director is empowered to grant a shorter period of casual leave, or to disallow it in any <sup>certain</sup> cases altogether, if in his judgment the exigencies of the Service render such a course desirable.

Special treatment with respect to leave is accorded to officers of the Department who may be stationed at Kisumu, as follows:

A European officer who is not deterred by a clause in an agreement from qualifying for leave is granted the same to the extent of one quarter of his period of actual service if it is passed at Kisumu, instead of one fifth as would

is the case in any other part of the country. However  
 he qualifies for leave after twelve months' continuous  
 service at Kisumu as compared with twenty months' else-  
 where. For example an officer stationed at Kisumu  
 is granted three months' leave after twelve months' ser-  
 vice, four after sixteen and five after twenty. In the  
 case of an officer who spends only part of his time  
 of service at Kisumu, his period of leave is calculat-  
 ed as one quarter of the time spent at Kisumu plus  
 one fifth of that ~~time spent~~ spent  
 elsewhere, but leave is not available until after at  
 least fifteen months' continuous service there and  
 elsewhere.

10. Pension.  
 An officer in the Protectorate Service shall be  
 allowed to retire on a pension upon attaining  
 the age of fifty.

The amount of pension is calculated as a certain  
 fraction of the official's final salary in the  
 service.

To compute this fraction, the number of years of  
 his service is increased by fifty per cent and the  
 number so obtained is divided by sixty.

E.g. An official with twenty years' service received  
 a pension of thirty sixtieths of his salary i.e. he  
 receives half pay.

For officials below the age of fifty pension is only pay-  
 able in the event of their being allowed to retire from the  
 service on the recommendation of a medical board, and pension  
 in no case payable in respect of a shorter term of service  
 than ten years.

Extensions of leave that an official may be granted during  
 in connection with the Protectorate do not count for pension.

Officials drawing salaries of £99 per annum or less are not pensionable.



P.W.D. CODE.

PART I

[ DUTIES OF DEPARTMENTAL OFFICERS ]

( INTERLEAVED. )

Director of Public Works.  
 Assistant Director of Public Works.  
 Executive Engineers.  
 Assistant Engineers.  
 Chief Accountant.  
 Accountants.  
 Chief Storekeeper.  
 Assistant Storekeeper.  
 Architectural Draughtsman.  
 Sanitary Surveyor.  
 Clerks.  
 Stenographers.  
 Temporary Employees.

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see next two pages.

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The Public Works Department.

Appointment of officers.

Promotion of officers.

Transfer of officers.

Termination of employment of officers.

Houses and mess allowances.

Furniture.

Privileges and other allowances.

Medical attendance.

Leave and gratuity.

Gratuities.

...

...

Correspondence.

Salary bills.

Confidential communications.

Office records.

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Transactions with Government.

Hired and rented buildings.

Transfer of charge.

Stationery.

Telegrams.

List of officers entitled to free official correspondence.

Workshop routine.

Chokidars and watchmen.

Stores.

and...  
 ...  
 Local...  
 ...  
 Live stock...  
 ...  
 ...  
 ...

PERSONAL MATTERS.

Regulations as to the connection of officials with land-holding and speculative speculations in the Protectorate.

- Re Insolvency of officials.
- Boundary delimitations of officials, and those relating to their official duties.
- As distinguished with respect to the duties of public servants.
- Re the submission of memorials, memoranda, &c.
- Re the submission of memorials, testimonials, addresses, &c.
- Re the payment of salaries or other deputations.
- Re Communication to the Press, and the divulging of official information, and of a confidential nature of the
- Re the Military in districts under

Relations with municipal authorities.

Re compensation for loss of equipment, clothing, etc.

Re employment outside the department.

Re improper utilization of Government property.

Re procedure.

Re uniforms.

Re superior officials.

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## II. DUTIES OF DEPARTMENTAL OFFICERS.

### Director of Public Works.

The duties of the Director of Public Works are to control generally the engineering operations of the Department, to exact from the members of his staff a strict performance of the duties assigned to them, to supply Executive Engineers with designs and instructions for all their more important works, to receive reports and communications from Executive Engineers on the professional and financial aspects of their works; to personally inspect, or otherwise inform himself of, the progress & completion of works; to suggest projects and plans suitable for effecting the objects proposed to him by the Governor, or by him to the Governor, to dispose of departmental matters as are left to his own discretion; to bring clearly & fully before the Governor, accompanied by his own remarks, such other subjects as are reserved for the Governor's decision or that of the Colonial Office. He is ultimately responsible for the accounts of the Department's revenue & expenditure and for the regular transmission of the same to the Treasurer. He will carry on whatever direct correspondence is necessary with the heads of other departments such as Medical, Judicial, Police, and Civil Administration, &c., and all such officers will be required to furnish him with whatever information he may require regarding buildings or works connected with their departments. In connection with Military works he will refer Military matters to the Inspector General of the King's African Rifles when the latter is present in the Protectorate, and otherwise to the Commanding Officers of Battalions. The latter will, at the beginning of the financial year, supply him with

Departmental Warrants (Military)\* for the entire sums to be expended from their votes, upon the construction & maintenance of buildings and works connected with their commands. These should be accompanied by any recommendations which they may wish to make with regard to the character, scope, or urgency of the various works. The Director of Public Works is however alone responsible for the character of the designs, and the nature of the instructions issued to the Staff of the Department in the execution of such works.

It is the duty of the Director to submit to the Governor at the beginning of each year a confidential report on each of the officers of the Department of or above the grade of Major of works. Remarks will ordinarily be made on the following heads— 1. Professional, 2. Administrative, 3. Personal, and 4. General, including reference to the officers' proficiency and progress in native languages and subjects. If anything so unfavourable as to affect an officer's prospects of promotion is recorded, the Director may, at his discretion, forward a copy of the report, in whole or in part, to the officer concerned, and any reply which he may make will be filed with the confidential report. Under no circumstances ever can an officer be permitted to officially address the reporting officer on the subject of an unfavourable confidential report, and no officer can claim a reply or remarks which he may be invited or permitted to make on a confidential report.

These confidential reports are submitted to the Governor in original, and copies of them are not retained in the Director's Office.

The Director of Public Works is ultimately responsible for the execution of the works, and the expenditure shall be inserted in accounts of daily

estimated grants. He will however see that the estimated allotments of the year are as fully expended as is possible, having due regard to the avoidance of unnecessary expenditures, incurred simply for the object of working up to budget estimates. He will submit to the Treasurer at the close of each financial year a special report explaining over-expenditure on items, if any, and unexpended balances of unutilized items.

He will prepare annually in consultation with heads of departments in the Protectorate service, a "Schedule of Demands" for Public Works, recurrent and extraordinary, for the financial year next ensuing. This will comprise a list of all the requirements of an engineering nature of the various departments of the Protectorate service (including the Railway Department) together with a preliminary estimate of their respective costs. This will be accompanied by brief remarks on the urgency & importance of various items which will in the first case be submitted to the Treasurer by October 1st of each year. Upon receipt of information to the probable maximum grant for Public Works in the ensuing year he will prepare a second draft of the estimates in such detail as the Treasurer may require, and submit it with his remarks through the Secretary to the Governor.

He will further prepare, when necessary, estimates upon the part of Crown Agents for the Colonies for materials, stores, tools & plant required for the work of the Department. He will sanction purchases in the local market when necessary, preferably calling for tenders for the supply of requirements of any considerable quantity, except in cases of urgency.

He will use his discretion in calling for and accepting tenders for the execution in whole or part



any of the items in the sanctioned estimates, for-  
 mally to the Treasurer an abstract of the terms of con-  
 tract in all cases where payment for work done will ulti-  
 mately be made from the Treasury and not from petty cash  
 at the offices of Executive Engineers.  
 He will arrange terms, and enter into the necessary  
 agreements for renting whatever lands and buildings may  
 be required for the residential and office accommodation  
 of the staff of all the Protectorate departments, other than  
 the Railway and Military.  
 He will also make payment of all duly sanctioned charges  
 for house allowances by all Protectorate officers, other  
 than those of the Railway and Military departments.  
 He is responsible for the design & construction of,  
 and the purchase of, house and office furniture for all  
 Government premises, other than those of the Military  
 and Railway Departments, and for the appointment of the  
 Government's sanctioned "Burdings" vote.  
 He will appoint within sanctioned limits, office  
 clerks, draughtsmen, and office servants, reporting  
 directly to the Governor.  
 He will engage, on a purely temporary basis, what-  
 ever hands are required for the superintendence of  
 work connected with specific items in the sanctioned  
 estimates; he will fix the rates of pay to be allowed  
 to temporary appointments, locally engaged artisans  
 and coolies, and indentured labourers; and will prescribe  
 rates of pay to be given for piece work and for ration,  
 travel, and other allowances throughout the Department.  
 He will post and transfer the officers of the Depart-  
 ment to such head-quarters as may be most suitable for  
 the effective prosecution of work in hand.  
 He may, at his discretion, grant officers of the  
 Department above the rank of Foreman of works, casual

any of the items in the sanctioned estimates, forwarding to the Treasurer an abstract of the terms of contract in all cases where payment for work done will ultimately be made from the Treasury and not from petty cash at the offices of Executive Engineers.

He will arrange terms, and enter into the necessary agreements for renting whatever lands and buildings may be required for the residential and office accommodations of the staff of all the Protectorate departments other than Railway and Military.

He will also make payment of all duly substantiated claims for house allowances by all Protectorate officers, other than those of the Railway and Military departments.

He is responsible for the design & construction of, and the purchase of, house and office furniture for all Government premises, other than those of the Military and Railway Departments, and for the appointment of the Government's sanctioned "Furniture" vote.

He will appoint within sanctioned limits, office clerks, draughtsmen, and office servants, reporting directly to the Governor.

He will engage, on a purely temporary basis, what hands are required for the superintendence of work connected with specific items in the sanctioned estimates; he will fix the rates of pay to be allowed temporary superintendants, locally engaged artisans, coolies, and indentured labourers; and will prescribe rates of pay to be given for piece work and for ration, clothing, and other allowances throughout the Department.

He will post and transfer the officers of the Department to such head-quarters as may be most suitable for the effective prosecution of work in hand.

He may, at his discretion, grant officers of the Department above the rank of Seraman of works, casual

of absence to an extent not exceeding fourteen days  
the financial year.

with a view to encouraging African natives to remain in  
Government service in the capacity of skilled artisans, and  
minor positions of trust such as Junior clerks, time-  
keepers, sub-overseers and headmen of gangs, the Director  
is empowered to grant, at his discretion, casual leave on  
full pay to an extent not exceeding one fortnight in the  
calendar year to such men in the capacities indicated  
displaying punctuality and regularity of attendance at  
their work, and a reasonable degree of interest and efficiency  
in their duties.

He may disallow any person appointed to a non pension-  
able post by himself or any other officer of the Department.

He will at all times be willing to co-operate freely  
personally with the Executive Engineers under his  
charge, and to afford them the benefit of his advice in  
the performance of their duties, and in the study of, and  
their advancement in, their profession.

The Assistant Director of Public Works will, aid

the Director generally in any manner required in con-  
ducting any of the duties which ordinarily devolve

on the latter. In so doing he will sign communications

"A.S., Assistant Director of Public Works". During the

absence from the head office of the Director, on leave or  
within the Protectorate, he will carry on the routine

correspondence and work of the office, signing communications

"A.S., for Director of Public Works". During the Director's

absence from the Protectorate on leave, he will carry out in

all the duties of Director, signing himself "A.S., Acting  
Director of Public Works".

Executive Engineers.

The Protectorate is divided into a certain number of

divisions of Public Works, the limits of which are determined

reference to territorial considerations as to the  
 nature and extent of the works, as they are found most  
 advantageous. The limits are thus liable to alteration  
 with changing conditions.

An Executive Engineer is the officer in immediate charge  
 of a division. He is responsible for the management of public  
 works in his division. He arranges the details of construction,  
 estimates and makes payment for the work done and for the  
 transport of materials, is responsible for the  
 safe custody of cash, stores, and records, for the execution  
 of all duties connected with the Department,  
 and the punctual execution of orders issued by the  
 Director of Public Works.

He is expected to take measures for the efficient  
 maintenance & preservation of all Government buildings  
 and works, other than those of the Railways Department,  
 within the limits of his jurisdiction, and to prevent  
 encroachment on Government lands in his charge.

Executive Engineers in the event of an emergency are expected  
 to report to the Director and to take measures for  
 the protection of, any structure of architectural  
 or historical interest, whether on Government or private  
 property, which appears likely to fall into decay or to  
 be in danger of wilful injury. In the case of structures  
 on private property, it will be for the Director to decide  
 whether he will take any steps other than those of trying  
 to influence the owners.

An Executive Engineer will correspond direct  
 with all officials in his district other than heads of  
 departments. Communications with the latter will normally  
 be made through the Director's office, though this  
 requirement need not be observed in cases of urgency.  
 In such cases however a report as to the communication  
 and its reply should be sent to the head office for  
 information.

An Executive Engineer can receive positive orders only from his own Departmental superiors and from the Governor. The duty of yielding implicit obedience to any positive orders of his superiors must be clearly understood, but in the interpretation of general instructions, an Executive Engineer is not only authorized, but expected, to act upon his own judgment. Where he sees sufficient ground for acting at variance with instructions received, he must invariably report the circumstances of the case in full to the Director, and he should, except in cases of emergency, await the result of such reference before proceeding with the work upon the order issued.

An Executive Engineer is prohibited from any interference with officials of other Departments in the execution of their own separate duties. Should lines of authority become the subject of dispute between him and any official of another department, the circumstances should be reported by him to the Director who will at once apply for a ruling from the Governor. Repeated occurrences of friction with other departments will be liable to operate detrimentally on an engineer's prospects of advancement in the Service. In his dealings with other departments he must never forget that it is his first duty to facilitate the transaction of Government business.

Officials of other departments are likewise prohibited by the Governor from instituting, otherwise than by suggestion to himself or to officers of the Public Works Department, schemes requiring for their due formulation or execution the advice or services of engineers. Officers of the Department thus receiving applications for advice should notify their Departmental superiors of the fact, briefly requesting the advice that they tendered.

Executive Engineers are expected to recommend to the Governor the acquisition of the Department of lands which in their opinion are likely to be required in the future

the various activities of the Department. The Director will use his discretion in applying to the Land Office for such areas, and in the event of a refusal of his application by the Land Office, will briefly report the circumstances to the Governor, his own responsibility in the matter then ending.

Executive Engineers are empowered to enter upon all lands throughout the Protectorate, and to instruct duly qualified assistants to do so, provided the exigencies of the public service necessitate such a step. They may not however cause any visible damage to private property without being themselves personally liable for damages or rendering the Department liable, in the event of such damage being unavoidably caused in the execution of duties duly authorised by superior authority. They are warned moreover that the exercise of this right of entry in such a way as to cause annoyance to private property-holders will be strictly enquired into and severely visited if found to have been carried out in an aggravated form or to an unnecessary extent.

Executive Engineers are not authorised to carry roads or other works upon or across private holdings without obtaining a formal intimation of right of entry from the Land Office, for which right of entry application may be made direct to the Chief Land Office when necessity arises.

#### 4. Labour:

In the event of prisoners not being required for industrial purposes, and being thus available for employment outside the jail, they shall, at all stations where there is an office of the Public Works Department, be employed in such manner as the Executive Engineer (or Assistant Engineer as the case may be) shall direct. The hours for their exit from, and return to, the jail shall be settled by the jail authorities, who alone shall be responsible for the safe custody of the prisoners during the time allowed for their work outside the jail.

Engineer must provide a capable <sup>superior</sup> ~~assistant~~ to explain and direct their work, as such duties cannot be left to, or exercised by, the askari guard in charge of the prisoners.

If so requested by the jail authorities, an Executive Engineer shall, when possible, make arrangements to have prisoners who have been sentenced to terms of imprisonment two years and over, taught a useful trade or handicraft by artisans or other suitable persons who shall periodically visit the prisoners in jail for this purpose. The nature of the work to be done shall be left to the decision of the Engineer, who otherwise shall have responsibility for the prisoners.

An Executive Engineer is authorized to inspect, to appoint another member of his staff to inspect, Government buildings and furniture in use in any part of his district.

Such examination should be carried out so as to cause a minimum of inconvenience to the occupants of said buildings. When any case comes to his notice as an official in charge of such Government property involving or causing, either by act or default, theft, loss, or damage to such property, he shall notify such official of his liability for the value of such lost or stolen property, or as to the value of the damage done, and shall inform the Director of his action in the matter. The Director shall then inform the Treasurer as to the necessity for recovering the costs from the official in question, and the Treasurer will take action, debiting all charges so recovered to "Miscellaneous Revenue".

In cases other than loss or complete destruction of Government belongings, the officer responsible shall be at liberty to contest the Executive Engineer's estimate, and to apply through his departmental channels to the Governor for a board of officers to estimate the damage done. The opinion of the Director

Public Works as to whether a piece of Government  
 furniture is "completely destroyed" in the sense  
 of no further service, is however final.

Officials occupying Government quarters  
 are required to give the Executive Engineer in whose  
 district they reside, at least three days' clear notice  
 of their intention to leave. Unless they hand over the  
 quarters and all Government property therein to a new  
 occupant and obtain his receipt for the said property,  
 they will continue to be held responsible for it.  
 Officials leaving Government quarters on transfer,  
 departure, or leave, and not first handing over to a  
 new occupant, are required to lock up the same and make  
 them secure, to notify the local police authorities,  
 if any, and to hand over the key to the nearest  
 Executive or Assistant Engineer and obtain a receipt  
 for it.

Unauthorized movements of Government furniture  
 from one building to another, by officials or other  
 departments, are expressly prohibited by the Government.

Each Government quarter containing furniture  
 shall be provided with a "custodian board" on which are  
 entered down all the articles of Government furniture  
 retained there. It is the duty of Executive Engineers  
 to arrange that all additions of furniture shall be  
 immediately entered upon the board, and it is the  
 duty of the occupant to send the board to the  
 Executive Engineer's office for attention and return  
 whenever anything is taken away. An officer is responsible  
 for all the items of furniture entered upon his  
 board and should obtain a receipt for them if he leaves  
 the premises and hands over to another occupant. He  
 shall also from time to time provide the  
 Executive Engineer of his district with a written list  
 of Government furniture in his charge, and he must



In any case submit such a list at the end of each financial year.

Every official possessing Government furniture in excess of the sanctioned allowance is required to notify the Executive Engineer of his district of the fact. The latter will then take steps for its removal, and return to store.

In the event of Government buildings remaining unoccupied for any length of time, it is the duty of the Executive Engineer in whose district they are to arrange for their inspection at intervals, which should be shorter than would otherwise be the case, if it is necessary that Government furniture should be left lying in the buildings.

An Executive Engineer is immediately responsible for seeing that the expenditure on any and all of his works does not exceed the amount of the sanctioned estimate. He is strictly prohibited from commencing any work, or expending public funds, prior to the receipt of formal sanction in writing from the head office. Unauthorised expenditure of any sort will be incurred only upon his own immediate and financial responsibility.

An Executive Engineer is responsible for the good quality of all work done under his authority. He is responsible for the tools, plant, stores, and equipment <sup>supplied</sup> ~~procured~~ for it, and is accountable for them to the Director. He must pay particular attention to the health and well-being of his ~~workmen~~ <sup>artisans</sup> and ~~labourers~~ <sup>possibles</sup> labour and must see that their quarters, where supplied by Government are kept in good repair and in the most wholesome and sanitary condition possible. He is bound to take charge of, and is responsible for, cash received from local treasuries for payment of charges incurred in his work. He must see that the issue of pay to artisans or labourers is made except in the presence of an officer. Except in special circumstances,

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officers of and below the rank of Overseer are not to be subjected to the risk of loss by having public money placed in their hands, and under no circumstances are natives to be entrusted with the distribution of public money.

An Executive Engineer must at once report to the head office any case of death or serious injury occurring among the hands employed for his work.

He must make all arrangements possible for members of his staff to obtain medical aid if they apply for it. He must remember that only a Medical officer is empowered to decide whether a man is malingering or not. At the same time an Engineer should satisfy himself, where possible, as to the existence of alleged maladies for which medical aid is claimed. He is also expected to report to the Director any influenza operating in the district under his own observation which, in his opinion, might tend to cause distrust, uneasiness, or hostility among the native population, and so to adversely affect the Department's supply of unskilled labour.

Executive Engineers are reminded that the effective management of aboriginal natives is largely a personal gift, and they are enjoined to watch carefully for manifestations of the possession of this quality by junior officers working under them. It need scarcely be said that the considerations that must finally guide them in their dealings with native workmen are unswerving justice and plain common sense. In the present stage of development of the up-country tribes of the Protectorate, it is better to err on the side of leniency than on severity in inflicting punishments and fines. This must be impressed on all Assistant Engineers, Overseers, and foremen.

Avoidance of the necessity of employing legal processes in the efficient utilization of aboriginal natives as unskilled labourers will be appreciated at the head office.

An Executive Engineer may transfer his Assistant Engineers and lower officials from one locality to another within his district, without previous reference to the head office. All transfers must however be reported quarterly to the Director.

Executive Engineers have power to sanction improvements and repairs, within the assignment made them in their Departmental Warrants, to the extent of Rs. 750 (R.s.750/-) for each work. If expenditure in excess of this figure is regarded as necessary on any work, the circumstances of the case must be made the subject of special reference to the Director before work is started. It must however be recalled that expenditure on "Maintenance and Repair" vote, which is left largely to their own discretion, must be made carefully, judiciously, and in the best interests of the service. Any indications of undue preference having been shown to certain officials or departments in the disposal of such funds will be narrowly enquired into, if substantiated, visited with the severest consequences.

An Executive Engineer is empowered to order from the stores of the Department whatever materials, equipment, and stores are required in the prosecution of sanctioned works. He may not however without previous sanction, in writing or by wire, from the head office make local purchases from firms or other Government departments to a value more than Rs. 750 (R.s.750) in any one day. He is empowered to allow the purchase of material from his store, at a price in advance of the cost as shown in his ledger, plus transport charges that may have been incurred in connection

with it. This permission should however be exercised with the utmost caution, and under no circumstances should the risk be incurred of delaying Government work by parting with stores or materials as "stock sales". The proceeds of such sales from stock must be shown in the monthly returns of revenue under the title, "Miscellaneous Revenue" sale of stores.

Executive Engineers are empowered to enter into minor contracts in connection with sanctioned items of expenditure for construction or transport work to the cost of ₹30. (Rs. 450/-) without previous reference to the head office. Larger contracts than this can only be entered into by the Director of Public Works.

It is the duty of an Executive Engineer to suggest public improvements in his district, and to prepare designs and preliminary estimates for them, as far as he may be able to do so without detriment to the prosecution of work already sanctioned or in hand. He will in addition consider himself to be ex officio the professional adviser of all departments of the Protectorate service, excluding the Railway department, within his charge, upon subjects of an engineering nature.

In arranging the sites, in townships, for buildings intended solely for the residence of officials, the decision as to their position will not be solely with the Executive Engineer but with a sites board consisting of three members, the decision of any two of whom will be final. There will be an officer connected with the Land Office, a Medical Officer, and the Executive Engineer. The usual procedure will be that when a Departmental or Special Warrant for a new building is sent to an Executive Engineer from the head office, the Director of Public Works will write to the Principal Medical Officer and the Commissioner for Land, requesting them to instruct their representatives in the locality in question to

usually arrange with the Executive Engineer for an exchange of view, preferably by an inspection, all together, of available sites, and for a speedy decision. In the event of no two members of the board being in agreement each member will report to his head of department, between whom the matter will then be settled. In the normal course however the three departments will draw up reports in support of their proceedings, which, after signature by all three, will be left with the Executive Engineer for his authority to him to declare the site for construction purposes.

In outstations and remote localities, it may prove impossible for representatives of the three departments in question to visit the locality for the express purpose of selecting a site. In such a case the Engineer who is to superintend the construction will submit to the Director of Public Works a brief description of what he considers the best available site, and this will be forwarded by the Director to the Commissioner for Lands and to the Principal Medical Officer for their remarks, recommendations, and objections if any.

In the case of buildings for special purposes required for the exclusive use of any certain department, as for instance a police station, a hospital, or a veterinary laboratory, the head of department concerned will invariably be invited to express his views, and to present, or to appoint a representative to act in an advisory capacity, at the meeting of the sites board. The views of such a representative should not be disregarded by the members of the sites board except for the weightiest reasons.

At the same time the special views or inclinations of probable first occupants of residential buildings should be considered to any great extent, either as regards sites, construction, or internal arrangement of the buildings.

In the event of a site being selected abutting upon the property of the Uganda Railway, the Executive Engineer should defer the commencement of construction operations until he has reported the case to the Director of Public Works, and heard from him that the Railway Manager has no objections.

An Executive Engineer is not empowered to appoint or dismiss other hands than non-pensionable Asiatic and African sub-overseers, timekeepers, artisans, and labourers. The employment and dismissal of individuals can only be arranged at the head office.

In view of the widely differing local conditions prevailing in various parts of the Protectorate, Executive Engineers are allowed in the employment of unskilled labour a certain degree of latitude in the choice of methods of work to be adopted. Where possible however, labourers should be supplied with labour cards available for one month or less, and initialled daily by a timekeeper. These "labour cards" will then be retained on pay-day by the officer witnessing payment, and forwarded to the head office with confirmation of the voucher referring to the payment.

An Executive Engineer may not grant casual leave to any of the officials working under him. He is expected however to recommend, or otherwise remark on, applications for leave which they may submit to him for submission to the Director, by whom alone casual leave can be granted.

Executive Engineers are expected to afford Assistant Engineers on first joining the Department every possible aid in acquiring professional knowledge, and they should as far as possible arrange their location so that they may have the best opportunities of obtaining valuable experience.

An Executive Engineer may be called upon in November each year to submit to the Director a confidential report

the Assistant Engineers, Overseers, Foremen, as well as other specified Public Works officials working in the Division. This report should be submitted in original manuscript, and a copy of it should be filed in his files. The regulations already cited with regard to confidential reports apply equally to these.

Executive Engineers are responsible for the correctness in all particulars of the accounts and records of work, cash and stores, receipts and expenditures, submitted to the Director, and for seeing that complete vouchers are obtained. The Accountant is responsible to the Executive Engineer for the correct compilation of the accounts from the data supplied to him, and the Sub Storekeeper is responsible to the Executive Engineer for the statement of stock in hand, issues and receipts, and their values. The position of the Accountant to the Executive Engineer in respect to account is analogous to that of the Assistant Engineer to the Executive Engineer in respect to work.

Executive Engineers are always expected to bring to the notice of the Director instances of striking ability, application to duty, energy, or trustworthiness on the part of any of their officials.

At the close of the official year each Executive Engineer will forward to the Director a condensed report, reviewing the operations of the past year in his district.

Executive Engineers should frequently inspect stations in their districts and see that the work carried on by all members of their staff is sound and economical. They should endeavour to spend as little time in their offices as is compatible with the efficient discharge of duties connected with necessary correspondence, office returns, and as much of their time as possible in work actually in progress.



Executive Engineers are instructed to take charge of the material of demolished Government buildings and so, and it is the duty of other officers who may have been in charge of occupation of such structures prior to their demolition, to hand over all material in full to the Executive Engineer, or to notify him that it is so for removal.

Executive Engineers are required to keep the following

To be made up daily:- Cash Book.

Rough official diary.

Muster roll book.

Daily return of arrivals and departures.

Hospital admission book.

Call book.

Correspondence registers IN and OUT.

Delivery book, for local delivery of correspondence and telegrams.

To be made up as required:- Stores Cost Book.

Workshop order book.

Workshop issue note book.

Stock ledger.

Equipment ledger.

Furniture ledger.

File of indents.

File of issue notes.

File of transport way bills.

Office order book.

Receipt books.

Executive Engineers are required to make the following returns to the head office.

Annual report. (Between April 1st and 31st.)

Half-yearly returns (March 31st. Sept 30th)

Actual returns of stores in stock.

Actual count of tools and plant.

Returns of scientific instruments.

Returns of scientific works of reference.

Quarterly returns (April 1st, July 1st, Oct 1st, January 1st.)

Transfers, Promotions, and Removal of Staff.

Monthly returns:- (On or before the seventh of the month.)

Statement of revenue & expenditure.

Certificate of actual cash balance.

Issues and receipts of stores.

Issues and receipts of instruments, tools and plant.

Expenditure by, and balance of, departmental and special warrants.

Returns of salaries and unskilled labour.

Returns of local travelling of staff.

Weekly returns

Progress report of work. (From certain stations.

this is only required monthly)

Assistant Engineers will be placed under the orders of Executive Engineers, to assist them in the performance of their duties, and will have their head-quarters at any place in the division which the Executive Engineer may post them to.

Assistant Engineers will be employed chiefly in attending to the construction of new works and the maintenance and improvement of existing works, in measuring the work or supplies of contractors; also in examining and reporting on any matter upon which the Executive Engineer requires information; in making surveys and in drawing up reports, designs, and estimates for minor works and in paying, when necessary, the wages of employees of the Department.

Assistant Engineers will exercise authority only over other officials of the same or lower grade within their respective districts, and their correspondence, even to that of a subordinate, will be carried on with officials of other Departments without the concurrence of the Executive Engineer.

Assistant Engineers cannot be empowered to hire or employ any labourers, either their own private or those of the Government, and these only with the previous sanction and concurrence of their Executive Engineer. They may not grant any employee an increment of pay, leave of absence accompanied with pay, without previous sanction.

Assistant Engineers are, except under conditions of emergency, not allowed to make local purchases of stores, or to draw for other Government departments, but they may draw on the head store of the Department, or on any other store. All their indents for stores or materials required for the execution of their work must be forwarded to their Executive Engineer for scrutiny and countersignature, before being passed on to a storekeeper.

In localities where cashiers and store-keepers, time-keepers, and correspondence clerks are not posted or appointed, or for any reason may be absent from office, their duties will devolve upon the Assistant Engineer, who is therefore re-

required to be thoroughly conversant with the routine work of all the employees on his professional and clerical establishment.

Assistant Managers are responsible for the accuracy of all particulars, of all accounts and returns that they submit to their Executive Managers. They are responsible for the safe custody, and proper care and use, of all materials, stores, instruments, tools, and plant, that may be entrusted to them for the prosecution of their duties; and they are responsible for the same to their Executive Managers. They are also responsible for seeing that all work done under their supervision is a credit to the department, and that their work is conducted in accordance with their duties, and that all work done under their supervision is a credit to the department.

Assistant Managers are also responsible for the following matters:-

Annual official diary.

Quarterly bill.

Daily labour report.

Correspondence registers, IN and OUT.

Measurement books.

They have also to submit the following returns to their Executive Managers:-

Annual report. (first week in April.)

Half-yearly returns. (March 31st, and September 30th.):-

Actual count of tools and plant.

Actual count of stock.

Return of surveying and mathematical instruments.

Return of scientific works of reference.

Monthly returns. (1st of each month.):-

Full statement of revenue and expenditure supported by vouchers in full.

Certificate of cash balance.

Issues and receipt of stores.

Issues and receipts of tools and plant.



The Chief Accountant will, however, have to check all contract bills to see that all items therein are fully supported by entries in the measurement books of the various engineers concerned, which books the latter will submit with their contract bills, for his attention and records.

The accounts of this department, after being checked by the Chief Accountant's hands, are accumulated and finally passed to the Director, and transmitted by him to the Inspector for incorporation with the general accounts of the Protection.

If the accounts of any Executive Engineer fall into arrears or confusion, the Chief Accountant is expected to take prompt measures towards the correction of the accounts, and if necessary, investigation is considered necessary, he should refer the Director's permission for the Division himself, but if he requires assistance, he should be so advised, he should recommend to the Director such managerial assistance as may be necessary in the Division, and also to be advised.

The Chief Accountant should submit to the Director, a monthly statement of all general matters connected with the Executive Engineer's accounts.

ACCOUNTANTS

There are two classes of Executive Engineer's accounts, viz. the General and the Special, and the Chief Accountant is expected to see that the accounts are properly maintained, and that the accounts are submitted to him in the proper form and in the proper time.

The duties of the Chief Accountant are to check the arithmetical accuracy of all accounts submitted to him by the Executive Engineer, and to see that the accounts are properly maintained, and that the accounts are submitted to him in the proper form and in the proper time.

They are responsible for the correct compilation of

The Chief Accountant will, however, give to each bill  
contract bill, to see that all items therein are fully  
supported by entries in the measurement books of the  
engineers concerned, which books the latter will submit  
with contract bills, for the Chief Accountant's review.

The accounts of the Department, after being reviewed by the  
Chief Accountant's hands, are certified and finally passed  
to the Director, and transmitted by him to the President  
in conformity with the general accounts of the Department.

If the accounts of any Executive Engineer fall into  
disorder or confusion, the Chief Accountant is expected to take  
prompt measures towards the abolition of the disorder, and  
if necessary, investigation is considered necessary, he should, with  
the Director's permission, refer to the Division himself, but  
if he requires assistance, he should be referred to, he should  
recommend to the Director such amount of assistance as may be  
desirable with or in connection as appear to him to be necessary.

The Chief Accountant should report to the Director the  
results of the audit of all general accounts of the Department  
Executive Engineers' orders.

ACCOUNTANTS

There shall be in an Executive Engineer's  
office a Chief Accountant, who shall be responsible for  
the financial accounts of the Department, and shall  
be responsible for the compilation of the accounts of the  
Department, and shall be responsible for the compilation of  
the accounts of the Department.

The duties of a Chief Accountant shall be to  
maintain the arithmetical accuracy of all accounts of the Department  
submitted to him by the Executive Engineer, and of the  
assistants; of all bills and other claims presented by con-  
tractors and others, and of all calculations in the Engineers'  
"measurement books".

They are responsible for the correct compilation of





...ing, and material to the divisional stores  
 ... Executive Engineers, and received the Executive  
 ... report for the year, he will have no further con-  
 ... with it, unless and until it is ... the return  
 ... of the Executive Engineers, the transactions  
 ... Executive Engineer, and the ... accounted for by  
 ... the Chief Accountant and the Director, and not to the  
 ... the latter will, however, ... the Chief Ac-  
 ... the ... in ... on ...  
 ... on the "Receipt" and  
 ... Engineer's in their stores accounts.  
 ... It is ... to ... the Director  
 ... the divisional stores of the ... and ...  
 ... in the instructions of the ...  
 ... to the Chief Accountant of stores, ... and  
 ... the ... of the ... and  
 ... in connection with ... of the  
 ...

Sub-ordinates

... than the stores of a division or ...  
 ... a sub-...  
 ... of them, it will be ...  
 ... all transactions that occur in connection with the stores,  
 ... the same way that Assistant Engineers are ... for the  
 ... of works, and ... for the ...  
 ... of accounts. Procedure in connection with ...  
 ... stores is ... in ...

Work of the ...

The Architectural Department is ...  
 ... of the Department ...  
 ... and works, and in the preparation of sketches,  
 ... estimates for the same.  
 ... will also ... from the Chief  
 ... drawing office materials and articles of ...  
 ... equipments and will ... is instructed  
 ... the various officials of the Department.



men in charge of a work they will keep master rolls of labor, and the accounts of cost of labor and materials.

They will not ordinarily be called upon to measure, or verify, the work of contractors, and will not be empowered to purchase, engage or dismiss employes, or grant leave of absence, or to do any other act, without the sanction of superior authority.

They will, in cases of emergency, correspond directly with officials of other departments without the sanction of their superior authority.

They are held liable for work through an Assistant or Executive Engineer.

Reference to the attendance and responsibilities of various officials in paragraphs.

#### Works and Artisans.

These are retained men employed by the Government for the superintendence of works, or the charge and supervision of any of the department, or for the instruction, assistance and supervision of workmen, and artisans. They are not engaged in independent contracts, or works, and will be subject to the orders of an Assistant or Executive Engineer. They are not to be placed under the orders of contractors. They are not permitted to correspond with officials of other departments, or to be held liable for work through an Assistant or Executive Engineer.

#### Temporary Engagements.

When the authorized establishment of professional or clerical, of the Department in any locality appears to the Director to be inadequate for the efficient prosecution and control of the works, he is empowered by the Governor to engage temporary assistants, if suitable men can be obtained locally. Such temporary assistants will ordinarily be of the class of servants,



...ants may under the circumstances be set from the vote,  
 savings from the ... authorized ... establish-  
 ment of the Department, without the express sanction of the  
 Board. As such engagements are only to be made in the  
 proper preservation of unexpired works, ...  
 in the direction of an augmentation of the ...  
 of the Department, the salaries ...  
 the costs of the ...

... reaches ...  
 ... their ...  
 ... in the ...  
 ... of the Department, those who  
 employed themselves ...  
 ... outside ...

## P. W. D. CODE.

PART III.

(OFFICE ROUTINE.)

(INTERLEAVED)

P. I. D. U. O.

OFFICE ROUTINE.

Correspondence.

Salary bills.

Confidential communications.

Office records.

Cash.

Police guards.

Transactions with Government Treasuries.

Hired and rented buildings.

Transfer of charge.

Stationery.

Telegrams.

List of officers entitled to frank official correspondence.

Workshop routine.

Chowkies and watchmen.

Liveries.

For Contents of the other Parts of the Code

see next two pages.

Promotion of officials.  
 Termination of employment of officials.  
 House and board allowances.  
 Furniture.  
 Travelling and other allowances.  
 Medical attendance.  
 Language training.

SERIES OF DEPARTMENTAL OFFICIALS.

Director of Public Works.  
 Assistant Director of Public Works.  
 Executive Engineers.  
 Assistant Engineers.  
 Chief Accountant.  
 Accountants.  
 Chief Subscribers.  
 Sub-Storekeepers.  
 Architectural Draftsmen.  
 Quantity Surveyor.  
 Overseers.  
 Foremen.  
 Temporary Engagements.



live stock.  
 Indents in various parts of the  
 stock market.

Recovery of the commission of willful acts  
 and the bearing of liabilities in the  
 insolvency of officials.

Re Payment obligations of officials to those subject  
 to their official capacity.

Re Right to such relief, by vindicate their acts as  
 public officers.

Re Liability of such officers, as such, to  
 the public, and the liability of such officers,  
 as such, to the public, in their official capacity.

Re Liability of such officers, as such, to the public,  
 in their official capacity, and the liability of such  
 officers, as such, to the public, in their official capacity.

Re Liability of such officers, as such, to the public,  
 in their official capacity, and the liability of such  
 officers, as such, to the public, in their official capacity.

Re Liability of such officers, as such, to the public,  
 in their official capacity, and the liability of such  
 officers, as such, to the public, in their official capacity.

Re Liability of such officers, as such, to the public,  
 in their official capacity, and the liability of such  
 officers, as such, to the public, in their official capacity.

## P. A. R. T. V. (Continued.)

Re compensation for loss of equipment, clothing, etc.

Re employment outside the Department.

Re improper utilization of Government property.

Re precedence.

Re uniforms.

Re married officials.

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Form 100-1

Resignation

The Department shall conduct  
of these communications in writing and  
shall be in the form of a letter  
to the Director of the Bureau.

Official designation of officer addressed  
subject matter of communication.  
Signature and printed name of officer  
resigning shall be on the left-hand

Considerations in execution of these forms with  
final check at the left-hand side on the front of the  
and a check on the right-hand side on the back

In all communications blank margins must be  
maintained, as the inclusion of a check on the right-hand  
side is required.

Communications to officers of the Bureau shall  
be in the form of a letter, and shall be  
addressed to the Director of the Bureau.  
The communication shall contain the words

I have the honor to  
resignation shall be in the form,  
I have the honor to  
Your obedient servant  
(Signature)  
(Official designation)

The official resignation of the officer addressed shall  
be inserted in the left-hand bottom corner of the first page  
of all formal communications.

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...the person by whom the original reference is made...  
 ...the original will be returned to the person from whom it was received...  
 ...taken care to retain copies of the original communications...  
 and the same shall be made in duplicate.

...the person by whom the original reference is made...  
 ...the original will be returned to the person from whom it was received...  
 ...taken care to retain copies of the original communications...  
 and the same shall be made in duplicate.

...the person by whom the original reference is made...  
 ...the original will be returned to the person from whom it was received...  
 ...taken care to retain copies of the original communications...  
 and the same shall be made in duplicate.

It is possible that important cases to turn up one  
 side or other of a communication will be on the back.  
 Copies however should be made, except in the case of commu-  
 nications of a purely internal nature and of no real in-  
 terest.

It is not to be understood that the original communication  
 from another office should be returned to the sender  
 unless it has been examined by the office of the state  
 and a copy of it made seven days after the date of the state  
 of a communication.

...the person by whom the original reference is made...  
 ...the original will be returned to the person from whom it was received...  
 ...taken care to retain copies of the original communications...  
 and the same shall be made in duplicate.

All communications, except those of an internal  
 nature should be retained in other offices...

CONFIDENTIAL - SECURITY INFORMATION

...the information...  
...the information...  
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...the information...



... shall be held personally responsible for any loss of money...

The Director of the Department of Public Works and Buildings shall be held responsible for any loss of money...

Money should be held in the name of the Government...

Accounting should always be taken at the Department and preferably on the part of the Director...

For the convenience of the work, divisions will generally be subdivided, each subdivision being in the charge of a selected officer of the Department, the disbursement of money as far as possible be made from the Divisional Engineer's office.

If funds for disbursement cannot be supplied to an officer in charge of a subdivision, transfers of cash to exactly the right amount required for the purposes that he is engaged upon may be made, as may in certain cases be allowed to the Divisional Engineer.

An imprest, i.e. a standing advance, is a sum of money given to an officer to enable him to make certain classes of payment for Government. The arrangements for the safe custody of the money rest with the imprest-holder, and he must, at all times, be ready to produce the total amount of his imprest on vouchers or in cash (bank notes, or money orders and cheques). The amount of any Assistant Engineer's imprest was Rs. 250 (Rs. 750). The imprest is accompanied by a full sanctioned bill of exchange, and the imprest-holder must produce the bill of exchange when he returns the imprest.

In no circumstances must private money of any sort be mixed with official cash belonging to the Government.

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An Executive Engineer posted in a district should not be authorized to draw on his branch Treasury office to the extent of 10,000 and then the Assistant Engineer in charge of the branch should certify the amount of sanctioned works under the order. It must be ensured that the amount drawn does not exceed the sanctioned amount. It must be ensured that the amount drawn does not exceed the sanctioned amount.

Only Executive Engineer is authorized to draw money from Treasuries, and Assistant Engineers, Subordinate Engineers and other officers are not allowed to sign cheques in this connection.

It is expected that the Executive Engineer will usually send some responsible member of his staff to withdraw cash at a Treasury. The services of a Police Constable should not be required, except in unusual circumstances.

No officer of the Department may have an account in his public capacity, with any Bank.

Hired and Buildings.

When an officer of the Department is authorized by the Director to hire buildings for the use of Government, he should personally examine them, and notify the Director and the owner of any pronounced defects that are visible.

Bills for the rents of buildings and lands hired by Government are payable at the office of the Executive Engineer of the district, and after the last day of the month to which they refer. He is authorized to make payments to the lessor or any other person duly authorized by the lessor to receive the same.

For this purpose, the Executive Engineer will receive from the head office of Departmental Warrants for such portion of the sanctioned vote for "rents and house allowances" as in the Director's order is fixed to be required for his district.

Receipts for rent or house allowance must be paid in any case for which formal sanction has not been received from the head office. The necessity of arranging for such sanction





one calendar month from the date of transfer, to the notice of the Director for explanation by the relieved officer, but subsequent to the expiration of this one calendar month, he will be considered to incur full responsibility for the division.

The relieved and relieving officers should visit together all works in progress, and the sites of projected works, in the locality, and the former should give the latter all possible information as to local materials, natives, Departmental staff and establishment, and conditions generally, referring especially to any local peculiarities of procedure, and to local difficulties, experienced or apprehended.

WORKSHOP ROUTINE.

A divisional workshop is under the charge of an Executive Engineer to whom the Workshop Foreman will be responsible for all transactions occurring in it.

Workshops are organized and equipped for carrying out the work of this Department, and Executive Engineers are at liberty to refuse to do work for other departments or persons, if in their opinion the interests of this Department would suffer thereby. In localities, however, where no other workmen or artisans than those of this Department are available, work required by other Government Departments should not be declined, but should be taken in hand and finished as soon as circumstances allow. In places where local firms or non-official practitioners undertake work of the sort that is done in the workshops of the Department, Executive Engineers are enjoined not to enter into competition with them by accepting work-orders from private persons or non-official bodies, if they are of opinion that the work required could be sufficiently well carried out by the non-official parties alluded to.

No work should be undertaken in divisional workshops for municipalities or private bodies until an estimate of the

cost, including charges for supervision, customs duty, depreciation of plant, etc., has been submitted, and the whole estimated cost has been paid, or formally guaranteed, to the Executive Engineer. Such deposits are to be held, or placed with a local treasury, in a suspense account from which, on the completion and delivery of the work, all charges incurred will be transferred and credited to the revenue of the Department under the head of "Miscellaneous Revenue". In the event of a balance of the deposit remaining unexpended, it will be returned to the person ordering the work, and in the event of charges being incurred in excess of the estimate, he will be billed by the Executive Engineer for the remainder. In the event of an order for work not being placed after an estimate has been presented, the party for whom the estimate was prepared will be charged with the cost of its preparation. An account of work done, materials used, and charges incurred, will not be rendered in full detail unless such a course is requested when the order is placed. An extra charge will be made for a detailed account of this nature.

No work is to be undertaken in divisional workshops until a "work order" has been entered in the workshop order book, and initialed by the Executive Engineer. Work orders so entered should be dealt with in rotation except in the case of urgent requirements. Other things being equal, the requirements of this Department are to take precedence over everything else.

Work that is being done for parties who can take delivery at once, is delivered on completion direct from the workshop, and an acknowledgment is to be obtained on a delivery Note similar to the Issue Note which is employed in the case of material issued from store. Otherwise when immediate delivery is not intended, it may be passed into store and taken on to the ledger at the total cost of manufacture.

Overtime in workshops and elsewhere should only be

paid for at the local rates prevailing for day labour, and not at an increased rate, except in very unusual cases, and then only with the Director's sanction.

Workshop staff and establishment should, as a matter of general routine, be kept entirely separate from that employed on outside work, or in the divisional stores.

#### STATIONERY

Stationery is supplied, upon receipt of formal indents, from the head office of the Treasury Department.

All indents for stationery from officers of the Department are submitted to the Director for scrutiny before going on to the Treasurer.

Indents from divisional offices must be signed by the Executive Engineer. He must also scrutinize stationery indents that he may receive from his Assistant Engineers and others and send a refused supply if he considers their demands are upon too lavish a scale. In the event of his being unable to supply, from his office, stationery actually required by officers of his staff, he must countersign their indents before passing them on to the Director.

The extravagant use of stationery, or the persistent use of superior quality stationery for unimportant matters for which the cheaper varieties would be suitable, will render an officer liable to a reprimand from the head office.

Items of working office equipment are issued from a store held by the Architectural Department in the Director's office. Such items should therefore not appear on general stationery indents. F.S.S. "labour cards" should also be ordered on a different form from general stationery requirements. They are supplied from the Director's office and not from the Treasury.

When new typewriters are required on account of the expansion of Government business, or to replace old ones, six

months' notice should be given.

Small requirements of unusual items of stationery, or small jobs of printing, required exclusively in connection with particular sanctioned works and not as an item of customary office equipment, may be ordered locally by Executive Engineers, under the regulations cited above with regard to local petty purchases, and should be charged to the works for which they are required.

TELEGRAMS

Telegrams sent upon Government business are classed as "State", denoted by S., "State, urgent" (XS) and "State, very urgent" (XXS). The last mentioned should never be used except under circumstances of a supremely urgent nature. "Urgent" messages should only be sent in cases of real emergency.

All officers are enjoined to avoid the use of the telegraph whenever it is possible to do so without detriment to the Government service. The practice of sending by telegraph communications of a routine nature, or of minor urgency, should not be indulged in, and messages when necessary should be formulated with the utmost brevity consistent with a clear rendering of the meaning.

The following abbreviations should be used in telegraphing upon Departmental business:-

- |                          |        |                 |
|--------------------------|--------|-----------------|
| Director of Public Works |        | D.P.W.          |
| Assistant Director       |        | A.D.P.W.        |
| Chief Accountant         |        | C.A., P.W.D.    |
| Chief Storekeeper,       |        | C.S.K., P.W.D.  |
| Executive Engineer,      |        | E.E., P.W.D.    |
| Assistant Engineer,      |        | A.E., P.W.D.    |
| Mombasa,                 | M.S.A. | Nairobi, N.R.B. |
| Naivasha,                | N.S.A. | Kisumu, K.N.C.  |



For all stations on the Railway, the code abbreviations in vogue in the Railway service should be used.

Only such communications should be sent as "State" messages as without doubt involve the interests of the public service. An officer wiring upon such subjects as his appointment, leave, pay, allowances, or other personal matter will be liable to be called upon to refund the cost of the telegram.

The use of the wire should be avoided if possible between the hours of 11 A.M. and 1 P.M. when the pressure of telegraphic business is ordinarily greatest.

Officers entitled to frank official correspondence for transmission within the Protectorate.

Only the following officers are entitled to frank official correspondence.

- The Director of Public Works,
- Assistant Director,
- Chief Accountant,
- Chief Storekeeper,
- Executive Engineers,
- Assistant Engineers.

Only official correspondence may be franked. In franking a cover, the authorized official's name and designation should be entered at the left hand bottom corner, and the cover should be marked at the top: "S.E.N.E."

CHOWKIDARS & WATCHMEN

Where local circumstances render it advisable, chowkidars and watchmen may be retained for day and night service to safeguard Government property. Their salaries, as also the cost of lamps, oil, blankets, or warm clothing required for night watchmen, should be met from the votes for the works for which they are specially engaged.

Liveries-

Office boys, boatboys, trolly boys and messengers may be allowed an issue of Government clothing twice a year.

Trollyboys are to wear khaki drill sailor jackets, and short knickerbockers not extending below the knee, with dark blue braid edging to collars and cuffs of jackets and down the side seams of the trousers.

Boatboys are to have suits of the same pattern, of white cotton drill, with navy blue edging as above.

Office boys are to have khaki drill tunic and long trousers.

Uniforms - <sup>of a value</sup> not exceeding twelve shillings, ( i.e. nine rupees ) - should be issued, where required, on April 1st. and October 1st. only, and the cost should be debited to "Contingencies". The use of the native vest and "kekei" or loinaleth, with or without the native "kangu" is not regarded with disfavour in the case of native messengers, and a half yearly issue of these articles may amount to a value not exceeding that of the liveries specified above.

END of PART III.

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P. W. D. CODE.

PART IV.

(STORES.)

(INTERLEAVED.)



the Public Works Department.

Appointment of officers.

Promotion of officers.

Transfer of officers.

Termination of employment of officers.

Houses and house allowance.

Furniture.

Travelling and other allowances.

Medical attendance.

Language rewards.

Salaries.

Leaves.

Pensions.

LIST OF DEPARTMENTAL OFFICERS.

Director of Public Works.

Assistant Director of Public Works.

Executive Engineers.

Assistant Engineers.

Chief Inspectors.

Accountants.

Chief Storekeepers.

Sub-storekeepers.

Architectural Draughtsman.

Quantity Surveyor.

Surveyors.

Foreman.

Temporary Engagements.

OFFICE AFFAIRS.

Correspondence.

Salary bills.

Confidential communications.

Office records.

Exp.

Office guides.

Transactions with Government Treasuries.

Hired and rented buildings.

Transfer of charges.

Stationery.

Telegrams.

List of officers entitled to frank official orders, on-workshop routine.

Licenses.

Chowkidars and watchmen.

Liveries.

PART VPERSONAL AFFAIRS.

Regulations as to the connection of officers with land and commercial speculations in the Provinces.

Responsible officers.

The pecuniary obligations of officers to those subject to their official authority.

The extent to which officers may visitant their home public servants.

The submission of complaints, memorials, &amp;c.

The acceptance of presents, testimonials, addresses, &amp;c.

The treatment of public or other speculations.

Communications to the Press, and the divulging of official information, whether of a confidential nature or not.

Relations with the Military in districts under Martial

~~Law and other special conditions.~~

7 (continued).

Re compensation for loss of equipment, clothing, etc.

Re employment outside the Department.

Re the improvement/utilisation of Government property.

Re discipline.

Re uniforms.

Re married allowances.



Without exception, all stores, materials, tools, and plant ordered by the Director for the use of the Department, are to be taken, in the first place, on to the Chief Storekeeper's ledgers in the head store of the Department. This applies even to such cases as that of a steam roller, steam crane, or other heavy machinery, which may never enter the Chief Storekeeper's yard at all, but be transported direct from the wharf to the locality where it is to be used. On receipt of invoice and shipping particulars, the Chief Storekeeper, will, however, take such articles on to his books, and the Director will supply him with a formal indent for them, quoting the vote from which the cost and charges are to be met.

The only stores which need not be entered in the store ledgers of the Department, and subsequently indented for, are petty purchases made by Executive Engineers, under the sanction which they possess for effecting local purchases within authorised limits. When such petty purchases are made for certain specified works in progress, the cost may be charged off, direct, and the transaction recorded on an ordinary payment voucher form. These vouchers are scrutinised for items of "tools and plant" which Executive Engineers may find it necessary to procure. Articles so obtained, and of a readily perishable nature, should be taken on to the Engineer's "tools & plant" return as a receipt and used till no longer serviceable, when they should be condemned by a board of officers and written off. If it is found necessary to make repeated purchases of certain articles or materials, the Chief Storekeeper should be notified so that he may take steps to obtain the articles in bulk, and supply <sup>them</sup> on indent to Executive Engineer's stores. This practice of petty purchase should only be looked upon as receiving temporary sanction from considerations of



expediency, and should be exercised as sparingly as possible when the Department becomes possessed of such staff and such store premises as allow of this permission's being rescinded, instructions will be issued that all transactions in stores, however minute and however numerous, shall be recorded in the store ledgers of the Department.

HEAD STORES.

On account of the remoteness of the Protectorate from reliable and satisfactory markets, it is necessary, in order to avoid incessant delays and interruptions to work, to hold at the head store of the Department a large supply of stores for the general purposes of the Department. As the cost of these cannot be debited at once to any specific work, it being generally not known on what work the stores may be used, they are dealt with in a suspense account of stock, and are termed "Unallocated Stores". They are taken on to the store ledgers at the purchased price, or the cost of manufacture, with additional small increments of cost for carriage, wastage, etc., and when they are used, the votes for the works concerned are debited to the same extent.

With the aim of arriving at, and recording, the final cost of articles received into Store, the Chief Storekeeper will keep a "Stores Cost Book" in which are recorded in different columns the prime cost of all stores, and the additional charges incurred on account of sea freight, landing charges, portorage, Railway freight, handling, stacking, wastage, supervision, etc. He will thus eventually be able to specify, roughly, a percentage increase on prime cost in the case of different articles of stock which will cover all these incidental expenses. In issuing stores to Executive Engineers, or to other Government departments, this total is the cost which will be notified to them on the formal Issue Note.

The Chief Storekeeper is not a purchasing officer.

except in so far as he may, without reference to the head office, order locally such items on indents submitted to him, as he is unable to supply from his stock, to the same value as is permitted in the case of Executive Engineers, namely five pounds (i.e. Rs. 75/-) in any one day. All such purchases must however be taken on to his store ledgers. Requirements for stores in excess of this value must be notified to the Director, who will place orders or invite tenders accordingly.

The Chief Storekeeper upon receipt of information as to the arrival of stores from England, or elsewhere, will make arrangements for landing them and distributing them as directed, accepting and making full use of any assistance which officers of the Transport Department may be able to offer him.

Every separate truck-load, lorry load, cartload, or other batch of assorted stores sent into his yard will be accompanied by a tally note on the prescribed form, duly filled in by the assistant, or other officer, who is superintending the checking and handling of the stores on landing.

When sending stores away by rail, the Chief Storekeeper will have them packed and will make the necessary arrangements with the Railway authorities for the supply of the necessary rolling-stock, or will deliver and load the stores, making use of any assistance which officers of the Transport Department may offer him. He will himself consign the goods to their destination, using the way bill form in current use on the Railway, and notifying the indenting officer of their despatch and value by forwarding without delay an Issue Note on the prescribed form. If, for any reason, it is, at the time, impossible to specify the cost of the stores in the column provided for the purpose, the form should be sent with an endorsement "Price to follow".

The Chief Storekeeper will correspond direct with

officials of other departments, other than the heads, and with non-official parties, upon questions that come within his jurisdiction. The exception as to his corresponding with heads of other departments does not however extend to the case of way-bills, issue notes, returned indents, and necessary endorsements thereon.

The Chief Storekeeper is empowered to refuse compliance with orders from their Government departments in which the vote to which the cost of stores is to be debited is not clearly entered in the columns headed "Chargeable to" on the prescribed indent form.

The Chief Storekeeper is instructed not to comply with telegraphic indents, or with indents which are not submitted upon the proper form, without previous reference to the Director. In the event of any officer finding himself under the necessity of sending a telegraphic indent, he must forward to the Chief Storekeeper at the first subsequent opportunity a duplicate indent made out on the prescribed form.

Although all handling and portage charges on stores are ordinarily to be entered into the Stores Cost Book and brought to account in the form of an enhanced price for stores, this procedure will only apply in the case of stores in transit from depot to depot. When stores leave a depot in order to be used on works, the cost of carriage will be met from the vote for the works concerned.

The Chief Storekeeper is liable to have his store visited and his stock, books, and papers, examined at any time, without notice, by the Local Auditor or his Assistant Auditors. It is his duty to give a visiting Auditor all possible assistance in the investigation of stores and of transactions relating thereto. The store ledgers and books are not however to be removed from the Chief Storekeeper's office without the permission of the Director.

the following:

- Stores Got book.
- Store Ledger, showing receipts, issues and balance book, with their values.
- Issue note book.
- File of invoices.
- File of indents.
- File of tally notes.
- File of local bills.
- File of railway way-bills.
- File of road-transport way-bills.
- Local purchase order book.
- Indent book (for requirements from other depots).

Stores and how register, and  
 Stores ledger.

The Chief Storekeeper will submit to the Director a monthly statement of receipts and issues of stores, and will be called upon every month to check the statement of issue of stores accounts submitted by Executive Engineers to the Director. He will also submit a full balance sheet of stores on hand on September 30th and March 31st, showing issued receipts in each of the preceding six months, resulting balance as appearing on his books, the actual balance found upon counting, with an explanation of discrepancies, if any.

Executive Engineers' Stores

Divisional stores under the charge of Executive Engineers will be conducted in accordance with the same book-keeping, and other lines on the same lines as the head stores, and will be subject to inspection at any time, without notice, by the Chief Storekeeper, Chief Accountant, and the Travelling Assistant.

Executive engineers will make their own arrangements connected with the receipt, unloading, transport, and stacking of stores, forwarded to them by the Chief Storekeeper, and will similarly make all arrangements when stores have to be sent to members of their staff, or to other depots, for the

... of the ... and ...  
... of the ... and ...  
... of the ... and ...

not exceeding \$50 for the transport of material  
other than by the railway. In all other transport work

... of the ... and ...  
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(1) brought again or to the store ledgers  
at a reduced rate, or at no value.

(2) sold, in certain cases, but only with  
the Director's permission.

(3) transferred to some other work in  
conjunction with the main store.

In the event of the public sale of material, the proceeds  
will be accounted for as Miscellaneous Revenue, and  
a return to be made as a deduction of charges against the  
work of building from which the materials were obtained.

Towards the end of each financial year, Executive  
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... the Director, ... the public ser- ... the Governor's consideration, ... the ... call for ... contract for ... in ... months. ... upon ... the ... upon ... as ... of ... 110 ... of ... to the ... will be ... on behalf of ... the ... the ... of the ... a ... to enable ... to ...

... taking ... already ... events, ... notice ... position ... local ... have a ... of the ...

Tools and Plants.

... articles of tools and plants ... materials and ... from the ... as an item of ... they are ... "tools" ... of the ...

... the Director ... return of ... of tools and plants ... a half-yearly balance return as in the case of ... They should ... and ... returns from all ... who have tools of ... in their ...





Reference to the Exchequer and Audit Department is necessary upon the point raised in this regulation.

W. M. R.

Reference to the Exchequer and Audit Department is necessary upon this point also. I should be glad to be allowed to mention J. S. Stephenson on the subject.

at first being the same.

Live Stock.

Live stock are classed as "plant" and will ordinarily be purchased from the pools and plant vendors. However, no purchase of live stock however can be made or bought without the sanction of the Director, and if they cannot be inspected and valued by an officer of the Veterinary Department prior to purchase, they should only be accepted subject to their being passed as such by the nearest Government Veterinary Surgeon, if they are known to be sound without such delay.

The live-stock return is made on the same form as was used for plant returns, but it should also include a list of the animals.

When a live stock animal dies, the Department's stock should be reported to the Director, and to the nearest Veterinary Officer to whom a full account, when possible, of the cause of death or the symptoms of disease should be given.

Inventory of <sup>including</sup> ~~Stock~~ of ~~Supplies~~.

In the event of the Chief Storekeeper receiving an inventory which contains, among the items also which he can provide for his stores, any items for work or repairs which in operation require special working, or the Department will make out a requisition for the work to be performed and forward it to the Executive Engineer in charge of the administration of the works.

The Chief Storekeeper will delete such items from his list from the inventory he holds, but on a bill issued as not to debit him, and will endorse upon the indent, for ready reference, the number and list of his ~~communications~~ communications to the Executive Engineer. He will then at once comply with the remaining items on the indent, forwarding an Issue Note to the stores officer, and endorsing it "Remaining items on

incident, ordered from workshops. The original indent will remain upon the Chief Storekeepers file of indents.

In the event of his receiving an indent of which all the items must be manufactured in the workshops, he may pass the same on direct to the Executive Engineer, as well, recording its passage in his H. and O. correspondence register.

The Executive Engineer upon receipt of a work order for work will make a work order in his workshop order book. In the entry of the number and date of the communication or indent in which it is ordered upon completion of work, the receipt for a repaired article will be prepared and forwarded to the Executive Engineer to the constable with a Delivery note bearing reference to the number and date of the communication's original indent, and containing, for the constable's information, a statement of the charge incurred for the work done. Finally, in the monthly account of expenditure incurred in his workshop, the Executive Engineer will allocate all charges in connection with such work to the vote specified in the original indent, and will forward the receipt of these accounts from the Director's office to the Comptroller accordingly.

Stock Sales.

In accordance with the above, the sale of articles or materials from the head and divisional stores of the Department for the private use of Government officials and others is permitted to a limited extent, and at the discretion of the officer responsible for the stores. It must be borne in mind that this concession is laborious in view of the difficulty or impossibility of obtaining supplies in an undeveloped country, and of the classes of stock and material which the Government stores contain, and which frequently may be directly required by officials and others for their private use. It is therefore that officers in charge of stores should act as general dealers for the supply of goods at a price below that prevailing in local markets, and officers of the Department are at liberty to disallow the sale of such articles as they know

can be obtained elsewhere locally. In every case, the  
 commodity which is of paramount importance is the  
 necessity of providing for the requirements of the Depart-  
 ment. Stores should never be sold, if it appears likely  
 that the person in charge of the store, that they may be  
 used for Departmental use before a fresh consignment of the  
 commodity can be obtained. In no case are stores to be sold  
 for more than 25% (Rs. 75%) above the market value.

In view to lessening the chances of stores being ask-  
 ed for at irregular stores on account of the fact that they  
 are selling them in the local markets, and to ensure that they  
 are instructed to increase the price of stores listed as "stock  
 sales" by 20% (twenty per cent) of the price paid as shown  
 in their ledgers, and to add transport charges in addition  
 of the twenty per cent increase in price, one-half is for ad-  
 vance of Customs duty, from which stores imported for Govern-  
 ment purposes are exempt, and the other half is for supervi-  
 sion and establishment charges. In the case of private sales  
 money must always be paid before the stores, accompanied by  
 a formal Issue Note, are handed over to the purchaser.

The proceeds of all stock sales are shown as "Miscella-  
 neous Revenue: sale of stores".

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END OF PART

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P. W. D. CODE.

PART V.

[ PERSONAL MATTERS, ETC. ]

( INTERLEAVED. )

PERSONAL MATTERS.

Regulations as to the connection of officials with land-holding, and commercial speculations in the Protector-

Re insolvency of officials.

Re financial obligations of officers to those subject to their official authority.

Re extent to which officers may vindicate their acts as public servants.

Re the submission of complaints, memorials, &c.

Re the acceptance of presents, testimonials, addresses, &c.

Re the treatment of public or other deputations.

Re communications to the Press, and the divulging of official information, whether of a confidential nature or not.

Re relations with the Militia, in districts under Martial Law.

Re relations with municipal authorities.

Re compensation for loss of equipage, clothing, &c.

Re employment outside the Department.

Re the improper utilisation of Government property.

Re precedence.

Re uniforms.

Re married officials.

For contents of the other parts of the Code see the next section.

PERSONNEL MATTERS.

Regulations as to the connection of officials with land-holding, and commercial speculations in the Protectorates.

Re insolvency of officials.

Re secondary obligations of officers to those subject to their official authority.

Re extent to which officers may vindicate their acts as public servants.

Re the submission of complaints, memorials, &c.

Re the mode of making of presents, testimonials, addresses, &c.

Re the treatment of public or other regulations.

Re communications to the Press, and the divulging of official information, whether of a confidential nature or not.

Re relations with the official authorities under Martial Law.

Re relations with municipal authorities.

Re compensation for loss of equipment, clothing, &c.

Re employment outside the Department.

Re the improper utilisation of Government property.

Re precedence.

Re uniforms.

Re married officials.

For contents of the other parts of the Code see the next section.

The Pacific Service Department  
 Commission of the Army  
 Examination of Employment of Officers.  
 Bounties and House Allowances.  
 Furniture.  
 Travelling and other allowances.  
 Medical Allowances.  
 Language Courses.  
 Salaries.  
 Leave.  
 Rations.

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Director of Public Works.  
 Assistant Director of Public Works.  
 Chief Accountant.  
 Accountants.  
 Chief Clerk.  
 Sub-clerks.  
 Architectural Draftsman.  
 Quantity Surveyor.  
 Foreman.  
 Temporary Engagements.



Correspondence.

Files, etc.

Confidential accounts, etc.

Electricity.

Cash.

Police guards.

Transactions with Government treasuries.

Hired and rented buildings.

Transfer of charges.

Stationery.

Telegrams.

List of officers entitled to frank official correspondence.

Workshop routine.

(also.)

Chowkijars and watchmen.

Liveries.

Head stores.

Executive Engineers' stores.

Field stores.

Local purchases.

Fuels and Plant.

Live stock.

Expenditures involving work and repairs.

Stock sales.

V. PERSONAL MATTERS.

Regulations as to the connection of officials with land-holding and commercial speculations in the Protectorate.

Officers appointed to the Department by the Secretary of State are expressly forbidden to acquire or hold land in the Protectorate other than small areas occupied merely by buildings for residences and their usual appurtenances.

In the interpretation of this regulation, the term "small area" shall be held to signify an area not exceeding five acres if situated within a "township area", and not exceeding ten acres if situated outside any officially-defined township area. The larger area when referred to from the towns, is sanctioned in view of the fact that residents at a distance from urban communities have to be self-supporting, as for instance in growing their own crops for fuel supplies, and in the provision of other commodities readily obtainable by residents in the towns.

Nothing in the above regulation shall be taken to prevent an official holding a ten-acre plot to part with any portion of "his holding" to the Secretary of State if the township area has been previously established to include his holding, if this was not the case at the time he applied for it.

Proof that any officer has allowed himself to be unduly influenced in any of his official acts by considerations connected with the ownership of such lands, or the holding of other lands by any of his relatives or friends, will justify the Governor in suspending the official and recommending him to the Secretary of State for removal from the Service.

Apart from the above investment, officials of all grades in the Department are expected to entirely abstain from any investment, though in itself unobjectionable, if it would interest them privately in any way.

Regulations regarding disciplinary proceedings in  
offices are subject to the official authority

*Notes*

Officers of the Department are employed as public servants and are subject to the discipline of the Department. They are not to be considered as private citizens when they are in the discharge of their official duties. Any act of an officer which is a reflection on the honor or credit of the Department or which is a violation of the laws of the State or of the United States is subject to disciplinary action.

Discipline shall be extended to which officers  
of the Department are employed as public servants.

An officer's official position is in the charge of the Department. It is for the local residence of the officer to decide in each case whether the institution of legal proceedings in Court, or official proceedings in the office, is necessary or expedient to vindicate the public acts of conduct or discipline, attacks, or

An officer of the Department shall be held liable for the transaction of his official duties as

...and ... in the ... for ... however ... of ... in this character, ... attention.

The above rule does not affect an officer's private dealings or behavior in any way that ... on this point also ... disfavor.



...of his address and the nature of the charges alleged against him.

...no anonymous communication regarding the conduct of any officer of the Department is asked upon. With these exceptions, every complaint by or against any person in the Department should be received and entered into by his superior officer.

Regulations concerning the acceptance of presents, testimonials, addresses, &c., by officers of the Department.

Officers of the Department are forbidden to accept presents of any sort from natives of, residents in, or persons connected with, the territories, where the offer of such presents might be construed as being made to them because of, or in connection with, their official position in the Service. This prohibition does not extend to the receipt of flowers, fruit, or refreshment upon occasions of occasion, although the offer even of such trifling presents should be consistently refused.

Officers are likewise prohibited, without special permission of the Governor, from receiving complimentary or complimentary addresses in any form for public testimonials of any kind, and from attending public dinners or complimentary entertainments of a formal or public character organized in recognition of their acts or attitude as Government servants. In this direction it is only permissible for an officer to receive, through the Governor or the head of the Department, a formal resolution from any local public body which collectively wish to record a vote of thanks to him for help or advice rendered during his official connection with a particular district.

Regulations as to the treatment of public or other

depositions,

Officers are authorized to take the testimony of witnesses in respect to the investigation of cases, insofar as to their own work or knowledge, of the instructions, policy, or procedure of the Federal authorities, in relation to the investigation of cases.

In the event of any deposition, witnesses shall be always at liberty to listen to whatever representations or exhibits may be made, so long as their own testimony is not prejudiced thereby. But they are enjoined to ask no reply other than a general formal acknowledgment, unless they have received previous written notice of the intentions of the deponent to appear, and of the inquiries or representations to be made, and unless the time of meeting has been fixed by themselves. In the latter case such notice shall be served by registered mail, or by other means, on the deponent and the witnesses to be called, and the witnesses shall be notified and the deponent shall be notified of such action as is directed by superior authority, should be adopted at the meeting with the deponent.

Regulations as to the disclosure of information of a confidential nature or not.

Officers are forbidden to make communications to the press or to the public in any manner, or to disclose any information of a confidential nature or not.

Regulations governing the relations of officers of the Department with the Military in localities officially proclaimed as under Martial Law.

When martial law has been formally declared in a district where an officer of the Department is situated, and when it has been formally notified of the fact in writing, the Military officer in charge of operations in the district may officially call upon him to render assistance with any Government stores or materials at his command. It is open to him to refuse such assistance if he is personally convinced that it is not necessary, but he must be prepared to justify his refusal to the satisfaction of the Governor.

In cases of emergency, however, and in the absence of the Military officer in charge of operations is alone considered able to judge, the latter may serve upon an Engineer in charge of property belonging to the Department, a written receipt for Government cash, materials, tools, plant, or other stores he may have in hand. The Engineer is not entitled to refuse such a demand, and the possession of a written receipt from the Military officer commanding operations, or from another officer or European non-commissioned officer when he is ordered to take delivery of the property will relieve the Engineer of all further responsibility for the cash and stores. A receipt in full shall be referred to and be submitted to the Engineer before the property is removed. The contents of such a transaction must be notified by the Engineer to the Director as soon as possible.

Executive Engineers are ex officio "town engineers" or "municipal engineers" for townships or municipalities within their districts, unless they are expressly relieved of such responsibilities by the Governor's instructions, in which case they have no further concern with the municipal engineering or sanitary engineering problems of the township or municipality, or unless a local "township committee" or some such body, either by itself or by the aid of a local engineer of their own with his necessary technical and clerical staff and other equipment.

In the latter case, it is expected that the Executive Engineer will, at all times, be willing to extend, when requested, whatever professional assistance he can to the town engineer, but he will otherwise have no responsibility for any engineering works, other than State measures, within the limits of the township area.

During the appointment of such a town engineer, the position of the Executive Engineer with regard to other officials, single or collective, of the township or municipality is precisely the same as his relation, already defined, to officials of other departments. That is to say,

he can only receive definite instructions from his own Departmental superiors;

he is responsible to his Departmental superiors alone for the design and execution of works of an engineering nature in the township, and

he is alone entitled to originate, or permit the origination, or execution of, works of construction or of an engineering nature.

This last proviso shall not, however, debar other officials connected with the township or municipality from suggesting schemes for local development and improvements to the Governor, the Director of Public Works or the Executive Engineer, nor from instituting and carrying on conservancy operations sanctioned or demanded by duly authorised officials.



of the Divisional Department.

The powers and responsibilities of Executive Engineers with regard to non-official activities in their own or in their municipalities shall be exercised only in the directions, and within the limits, prescribed in local bye-laws duly authorized by the Governor, and published in the "Gazette".

In the event of a township where an Engineer of the Department has acted in the capacity of "town engineer" being appointed full powers of local municipal government, the Executive Engineer shall hand over to the town engineer upon his appointment such maps, plans, records, etc., as may be necessary for the proper conduct of the work of the township, and shall not be held responsible for works or problems of an engineering nature within the township limits, except in the case of State roads. All tools, plant, premises and equipment previously used by the Executive Engineer, occasionally or entirely, in connection with the work which he carried on in and for the township or municipalities, are retained by him as the property of the Department and not handed over to the newly-appointed town engineer, except in so far as the Governor may specifically direct otherwise.

Regulations as to the compensation of officials for loss of equipment, clothing, &c.

If an official is injured or disabled in the discharge of his official duties in the course of his duties, and if such injury or disability is caused by the use of any property, and if such property should be unavailable for use, the Director may, if he is satisfied as to the bona fides of the application, recommend to the Governor that compensation should be afforded to the owner from the funds of

... for the lost or loss of articles. It shall be for  
 the Director to decide whether the compensation shall be the  
 form of a refund of the cash value of the articles, or whether  
 also his decision shall be final, or whether the articles, if  
 not damaged, can and shall be affectually replaced.  
 Compensation cannot be claimed for the loss of articles  
 incident or separate official, but it remains to be seen  
 whether his at any time received an amount, or if not, whether  
 for example, he refused to be claimed for the loss of a pri-  
 vately-owned house, or a wife's death, or if he was in  
 the service of a Government, or a nurse, or a soldier, or a sailor.

In all cases will any compensation be paid for the loss  
 of articles or such other articles, or out of the assets of  
 the persons concerned, or the Government.  
 Apart from the particular circumstances detailed above,  
 an officer is entitled to compensation for loss of property  
 as a result of an accident of any kind, or any such accident  
 which occurred to him while he was engaged in the service of  
 the State.

Officers to be appointed by the Director of Public Works only

Officers employed by the State, or by any other authority,  
 shall not be appointed by the Director of Public Works,  
 unless it is another authority, with the consent of the Director.  
 The officers appointed by the Director of State are forbidden  
 to accept employment or engagement from any person or asso-  
 ciation whatever without the sanction of the Director, or such  
 other authority as may be appointed by the Director. This  
 regulation applies equally whether the officer is in the  
 service or is on leave.

Nothing is to prevent an officer of this Department  
 seeking employment in another, and an officer will not be  
 considered as disabled for endeavouring to obtain an appointment  
 in another. Such endeavour should, however, be by application  
 through the Director of Public Works.

Officers may, under special circumstances, with their own  
 consent, and that of the Director, and with the Governor's con-  
 currence, be seconded from the Department for temporary service

Officers may in the course of a long term of service  
 at a station - particularly in the less important stations,  
 become acquainted with a large quantity of local materials  
 and acquire an intimate knowledge of the local conditions for service  
 in such cases the professional nature of the profes-  
 sional qualifications, whenever the granting of such advice  
 is not at all in contravention of the obligation with which the  
 officers are bound as to other professional and in-  
 dividual duties in their districts. But there are many cases  
 in which no such local knowledge or construction as that  
 stated above exists, and upon such occasions there is no objection  
 to an officers' accompanying local residents with professional  
 advice or assistance, provided that they do not on their spare  
 time, without authority, in the nature of remuneration, and with-  
 out assent to the efficient prosecution of their official  
 duties.

Regulation concerning the improper utilization of  
 Government property.

Officers of this Department are reminded that the nature  
 of their work leads to their having larger quantities of govern-  
 ment materials and stores pass through their hands than in  
 the case with officers of most other departments.

They are expressly prohibited from turning this circum-  
 stance to their own comfort or advantage in the slightest  
 particular. This prohibition is to be held to extend to even  
 the most unimportant of their departmental activities,  
 and to include such cases as the use of official stationery  
 for purely semi-private uses, or even the utilization of  
 superior and expensive equipment to assist their inferior  
 and cheap equipment could be equally applicable. A regu-  
 lation for extravagance or wastefulness in methods of work  
 will operate seriously against an officer's prospects of ad-  
 vancement.

Officers may in the course of a long term of service  
 at a station - particularly in the less important stations,  
 become acquainted with a large proportion of local residents,  
 and urged to inventories of connections for advice  
 in their own cases of a professional nature, and  
 personal requirements, whenever the granting of such advice  
 or assistance might be a natural consequence with an  
 officer of the business or social, or other professional and in  
 private practice in their districts. Such visits are not such  
 as to be in any way a hindrance to the construction as the  
 officers above said, and upon which, if there is no objection  
 to an officers' accustomed local residents still receive the  
 service of assistance, provided that this is done in their own  
 time, without any cost, in the nature of remuneration, and with  
 no detriment to the efficient prosecution of their official  
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 and to include such cases as the use of official stationery  
 exclusively for semi-private uses, or even the utilization of  
 superior and expensive equipment for cases where inferior  
 and cheaper equipment would be equally serviceable. A regu-  
 lation for extravagance or wastefulness in methods of work  
 will operate seriously against an officer's prospects of ad-  
 vancement.

In the case of all officials of the Protectorate  
 Service, under the Secretary of State, an insurance  
 policy of Government against the risk of their dissemi-  
 nating public funds or property entrusted to them. The pre-  
 mium for such insurance, amounting to not more than twenty  
 pounds per annum in any one case, is recovered from the  
 salary of the officer concerned.  
 In lieu of this part of their regular salaries, officers are  
 furnished suitable quarters, and the full civil and  
 medical allowances of their offices.

Precedence.

All officials of the Department above the grade of Over-  
 seer will take precedence in the East African Service in  
 accordance with the table of precedence laid down in the  
 Protectorate. This is liable to revision from time to time  
 as a basis is required or new departments evolved. The  
 present position of this Department is as defined below.

- Director of Public Works, 1st on the table.
- Assistant Director of Public Works, 2nd on the table.
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- Assistant Director of Public Works, 100th on the table.



the Department.

An officer of the Department who may wish to get married is not prohibited from doing so. He should, however, give notice of his intention to the Director, who will report the fact to the Governor.

He is however reminded that he will not be provided with free passages for his wife and family, when joining his service, or when travelling on leave, nor will free passage be given on the Uganda Railway.

Married officers are allowed a specified allowance, when travelling from the Railway, for their wives with extra tents or shelter, and when travelling beyond the specified allowance, when housed in Government quarters.

He must therefore arrange to meet all charges incurred in respect of his wife in connection with any of the above contingencies.

He will, however, whenever possible, be provided with quarters suitable for the accommodation of a married couple. The decision of the Governor as to the suitability of other quarters is final.

Married officers are not to be transferred to works or localities where it is considered that the fact of his marriage will be a serious consideration at all, and he is not permitted to get married while on leave. He is not permitted to get married while on leave with a view to avoiding any of the above instructions which may be issued to him, subject to the above.

In the event of a married officer being transferred to a locality to which he cannot, or does not wish to, take his wife, he must make private arrangements for her accommodation while he is away, as she cannot be allowed to remain in the country in sole occupation of Government quarters previously occupied by both of them.

... does not of course apply to the case of officers  
... from their homes on inspection of  
other duties.

Officers in receipt of a "house allowance" are not  
entitled to any extra allowances on account of the fact that  
they are married.

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END OF PART 2

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