

*Part III.—Appointments and Promotion.*

13. Every person entering the Civil Service of this Colony as a subordinate of the fifth class shall be of the full age of seventeen years and not more than twenty-two years and shall be subject to the probation herein directed and shall be conditionally appointed at the minimum salary of that class and every candidate for admission into the Civil Service shall as a condition precedent to his nomination as a probationer produce such evidence as the Governor may think sufficient as to his age health and moral character and every candidate for admission into the Civil Service shall further pass before a Board of Examiners appointed by the Governor such examination but without competition as the Governor may from time to time direct. Conditions precedent to entering service.

14. When any person has been conditionally appointed upon probation in any office in the Civil Service at the expiration of six months from the date of such appointment if the head of the Department in which the probationer has served shall have recommended him in writing as a suitable person to become an officer of the Civil Service the Governor may make such appointment absolute and if the probationer be not so recommended his appointment shall lapse. Appointment.

15. When in the Civil Service any vacancy occurs in any class except the first class the Governor shall whenever he can do so without detriment to the efficiency of the public service promote to such vacancy that officer being qualified to fill such vacancy who shall stand next in rotation on the classified list of the service and when a vacancy occurs in the first class it shall be lawful for the Governor to refer to the Board as hereinbefore constituted for a recommendation of the officers of the second class qualified to fill the same and thereon to act as he shall think fit. Promotion.

16. Whenever it is expedient to secure for the public on the occurrence of any vacancy the services of some person of known ability and to place such person immediately in some of the higher classes of the Civil Service although such person may not have been previously engaged in the Civil Service of this Colony and if there be not in the lower classes of the service officers fully competent to perform the duties of the vacant office the Governor in Council anything in this Act to the contrary notwithstanding may provisionally appoint such person accordingly. Special appointment.

17. When any such provisional appointment is made a statement thereof and of the reasons for which it has been made shall forthwith be submitted by the Governor to the General Assembly if then in session and if not in session then within one week of the commencement of the session next ensuing and such appointment shall not be confirmed by the Governor until after the termination of such session. Confirmation of.

18. Notwithstanding anything herein contained any person who at any time has been or shall hereafter be employed in any office in the Civil Service and who has not been dismissed or called on to resign for improper conduct may be appointed to any class in the same manner as if he had never left such service and such service (excluding the period when not in service) shall be taken to be continuous. Re-appointment.

*Part IV.—Discipline and Leave of Absence.*

19. The Governor may from time to time make and publish in the *Government Gazette* regulations and repeal or vary the same concerning the duties to be performed by officers of the Civil Service and the discipline to be observed in the performance of such duties and by such regulations may authorize in certain cases the suspension of officers and may affix to breaches of such regulations according to the nature of the offence the penalties therein set forth Provided always that no such regulations shall in any manner alter or affect duties which by any Act now or hereafter to be in force are or shall be required to be performed and if any officer shall become inefficient or be guilty of any breach of such regulations the Governor in Council may according to the nature of the offence upon proof thereof as hereinafter directed dismiss him from the service or reduce him to a lower rank therein or to a lower salary within his class or deprive him of such future annual increment as he would otherwise have been entitled to receive or of any part thereof or of his leave of absence during such time as the Governor in Council thinks fit. Regulation. Dismissal or reduction of officer

20. If any officer be convicted of any felony or infamous offence or become bankrupt or apply to take the benefit of any Act now or hereafter to be in force for the relief of insolvent debtors or by any deed or other writing compound with his creditors or make an assignment of his salary for their benefit he shall be deemed to have forfeited his office. Forfeiture of office.

21. When any such officer has forfeited his office by reason of any such pecuniary embarrassment as aforesaid if he prove to the satisfaction of the Governor in Council that such embarrassment has not been caused or attended by any fraud extravagance or dishonorable conduct the Governor in Council may reinstate such officer in his former position in the service. Reinstatement.

22. Where any officer is guilty of any conduct which in the opinion of the Governor in Council renders him unfit to continue in the Civil Service such officer upon proof thereof as hereinafter directed may be dismissed from the service. Dismissal.

23. When any officer is negligent or careless in the discharge of his duties if the first class officer in charge of the Department wherein such first mentioned officer is engaged be of opinion that the offence is not of so serious a nature that a report thereof should in the course of his duty be made to the Governor in Council such officer in charge may for every such case of misconduct order to be deducted by way of fine from the salary of such other officer such amount as shall be fixed by the regulations aforesaid or if not so fixed a sum not exceeding five pounds and the Responsible Minister of the Department may if the officer so punished appeal to him confirm or disallow such penalty and his decision shall be final and without appeal. Misconduct.

24. The Treasurer on receiving notice of any pecuniary penalty imposed under the authority of this Act shall deduct the amount thereof from the salary or next payment made by him on account of salary to the officer incurring such penalty. Penalty.

25. When any officer is accused of inefficiency offence or breach of his duty or of any conduct rendering it unfit that he should remain in the Civil Service if he deny the truth of such accusation and if the Governor in Council nevertheless think that sufficient cause has been shown for further Inquiry.