



**POST OFFICE
ENGINEERING DEPARTMENT**

ENGINEERING INSTRUCTIONS.

RG 40

R. PUGH
1577
SWI
SHREWSBURY

POST OFFICE ENGINEERING DEPARTMENT.

RULES FOR WORKMEN.

Rg 40

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POST OFFICE ENGINEERING DEPARTMENT.

Rules for Workmen.

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POST OFFICE ENGINEERING DEPARTMENT.

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LIST OF ABBREVIATIONS USED.

The following abbreviations are used in these Rules and have in each case the meanings shown against them below :—

Dept.	—	Department.
D.M.	—	District Manager.
E.I.	—	Engineering Instructions.
E.-in-C.	—	Engineer-in-Chief.
E.in.C.O.	—	Engineer-in-Chief's Office.
Engr.	—	Engineer.
hqrs.	—	headquarters (i.e., local headquarters. Where "Headquarters" is printed in full the Dept.'s Chief Offices in London are referred to).
Inspr.	—	Inspector.
M.O.	—	Medical Officer.
P.M.G.	—	Postmaster General.
Pmr.	—	Postmaster.
P.O.	—	Post Office.
Rly.	—	Railway.
S.E.	—	Superintending Engineer.
S.W.I or II.	—	Skilled Workman, Class I or II.
T.I.	—	Technical Instructions.
U.S.W.	—	Unestablished Skilled Workman.
Youth	—	Youth-in-Training.

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END

GENERAL

★1.—(a) These Rules are intended for the use and guidance of workmen, including Tradesmen, Overseer Photographers, Photographers, Asst. Photographers, Foremen Photoprinters, Asst. Foremen Photoprinters, Photoprinters and Asst. Photoprinters in the Engineering Dept. of the P.O.

It is the duty of every workman to make himself thoroughly acquainted with these rules and with such parts of E.I.s as deal with the practical execution of his work. He is expected to seek guidance when he has difficulty in understanding or giving effect to any of the rules. A breach of rules cannot, therefore, be excused on the plea of ignorance.

The rules do not attempt to provide for all the various duties and responsibilities of a workman, and therefore it should be understood that the absence of a rule to meet a particular duty or responsibility does not absolve the workman if he fails to discharge the duty properly or to seek any necessary guidance before undertaking it.

(b) Amendment is effected by the issue of reprinted pages on which the amended matter is indicated by a star—thus ★. A reissued page bears an advanced issue number (e.g. issue 2 replaces issue 1) and, on receipt, should replace the earlier issue which should be destroyed. When a complete Section is reissued, the issue number is one in advance of the highest number recorded on any individual page. New rules bear indexing instructions. The Index will be reprinted when necessary.

(c) A General Statement of the P.M.G.'s Statutory Powers is included in Section P for the information and guidance of workmen.

2. On entering the service, a workman is required to sign form P13G regarding the treatment of letters, telegrams or telephone messages which may come into his custody or to his knowledge in the course of his employment in the P.O. He is also required to sign P10W regarding the terms of employment. Boy Messengers on entry into the Engineering Dept. as Youths will not be called upon to sign P10W.

DIVULGENCE OF OFFICIAL INFORMATION

3.—(a) A workman is strictly forbidden to divulge information of any description obtained or obtainable by him in his official capacity. He must not make use of his official position to further his private interests or act in any way which may give rise to the suspicion that he has made use of information available to him in his official capacity for private purposes.

(b) A workman may not, without permission, make official documents or a letter from the public or any other document which may come into his hands officially, the subject of legal proceedings.

4. A workman must not make public in the newspaper press or in any other way any official communication which he may receive or information which may come into his possession, unless directed under proper authority to do so. This prohibition is directed against the unauthorized disclosure not only of matters still under discussion, but also of matters finally decided on; any breach of the official confidence inculcated by this Rule will be regarded as a most grave offence.

Workmen are prohibited from corresponding with newspapers on official matters.

5. Workmen are expected to reside within a reasonable distance of the place at which they are employed, and the locality of residence cannot in any circumstances be accepted as an excuse for irregularity of attendance or as a sufficient reason for applying for preferential hours of attendance. Every workman must notify his Engr. of his private address and give immediate notice of any change thereof. A workman employed on maintenance duties must not leave his home for as long a period as a week-end without notifying his Engr.

6.—(a) A workman employed in P.O.s or required to visit subscribers' premises should be clean and of smart appearance; he must not smoke when on duty in a building, must treat with uniform courtesy and civility all members of the public with whom he may be brought into contact, and generally must behave in such a manner as to maintain the credit of the public service.

(b) A workman in visiting a P.O. must make the purpose of his visit known to the Officer-in-Charge and he must not go behind the counter or into the sorting office, or into any part of the building except so far as his duty necessitates. All proper respect must be paid to Pmrs. or their representatives and all reasonable requests attended to. Any requirements contrary to recognized arrangements must be reported.

7. Pass cards will be issued to workmen who have occasion to visit P.O. and subscribers' or other premises in the course of their duties. Workmen should be prepared to produce the pass card for inspection voluntarily at the slightest sign of difficulty or diffidence on the part of a subscriber, and not wait for a specific request for production of the card. The cards must also be shown to the Engr. on the occasion of a tool check and at other times when required by him. The greatest possible care must be taken of pass cards, and if lost the matter must be reported at once. A money fine will be imposed when the pass card is lost.

8. Keys providing admittance to U.A.X. premises may be issued to workmen employed on maintenance duties which entail visits to such premises. It is important that a workman in possession of a key should take all precautions to safeguard it against loss or possible misuse. The loss of a key must be reported at once. A money fine will be imposed if a U.A.X. key is lost.

9. Everything possible must be done to obtain the goodwill of the owners or occupiers of property and of the officials having charge of roads and streets, water, gas, sewage, electricity, and other public services. Rly. or private property must not be entered upon without permission. If, for any reason, prosecution is threatened, the fact should be reported immediately to the Engr.

10. Workmen are not allowed to wear private badges while on duty. Navy, Army and Air Force Medals, National Reserve Badges and Medal ribbons may, however, be worn at all times, as well as Medals and Badges of the Royal Humane Society, the National Safety First Association, and of the St. John and St. Andrew's Ambulance Associations. The Temperance Blue Ribbon may also be worn, and the prohibition does not extend to the badge of the Trade Union to which an officer belongs.

The length of the medal ribbon, which varies according to the number of clasps, should be such that one inch

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shows above the medal or top clasp, as the case may be. The wearing of "Roses" on "Alexandra Day" and the various badges sold on "Flag" days in support of an organized collection for some charitable object, is not objected to provided that the badges are not unduly ostentatious and are worn in a suitable manner.

11.—(a) Meetings of the staff of an office for the purpose of discussing matters relating to their official position are not prohibited; but it must be clearly understood that officers who propose and second resolutions at such meetings, and also the officers who preside, will be held strictly responsible for their actions. Every officer will be held responsible for the language he uses at such meetings. Permission must be obtained before any such meeting is held on official premises.

(b) Notices may not be exhibited or distributed by workmen in any part of P.O. engineering premises without the previous written sanction of the Engr. or his representative. In those parts of the office premises in which the official duties are carried on, only notices or publications issued officially may be exhibited or distributed. Permission will be given for the exhibition or distribution in retiring rooms of notices of dates of meetings of all recognized associations and clubs with which officers, as servants of the P.O., are connected, provided that the notices are confined to a statement of the time and place of the meeting, the names of speakers, and the object or objects of the meeting expressed in non-controversial terms. Applications from unrecognized Staff Associations for permission to exhibit or distribute notices cannot be entertained. Permission will also be given, as a rule, for the exhibition or distribution of any simple notice of general interest to the staff, provided that it contains nothing of a controversial nature and is not open to objection from a disciplinary point of view. The distribution to officers on duty or on official premises of literature relating to any Staff Association not officially recognized by the P.M.G. is prohibited.

12.—(a) The term "Post Office," or any other term suggesting direct connexion with the P.O., should not be used as part of the name of a Society or Association of P.O. Servants unless permission has first been obtained.

(b) The use of an official address in any private correspondence with business firms is strictly forbidden.

13. A workman must not write to or interview members of the public regarding official matters without the permission or instructions of his superior officer. He should, however, make careful notes of any suggestions, complaints, or comments made to him by members of the public on matters relating to the Telephone Service and forward them to his Insp. for treatment.

14.—(a) The use of official stationery for private purposes is forbidden.

(b) An official form must not be used in any circumstances to obtain a receipt for privately incurred expenditure even though it may be recoverable in whole or in part from the Dept., e.g. subsistence, travelling, medical and removal expenses.

15. Trunk calls made by workmen will be limited to the Engr.'s Section. A passcard should be produced when evidence of identity is required. Particulars of each call should be entered on the working report or in the diary for certification by the Engr. Workmen, whose time is shown on TE 616, should advise the Maintenance Control Centre of all Trunk Calls made by them.

Workmen should always use the public trunk service, regardless of distance, to report completion and apparatus particulars to Maintenance Control Centres situated outside the limits of the local exchange area. As far as possible, the calls should be avoided during the trunk peak load period, i.e. between 10 a.m. and 12 noon. Connexion to the required Maintenance Control should be sought by name, e.g. a workman completing a service for a subscriber on Castleford Exchange should request the operator to connect to "Wakefield" Maintenance Control and should state that the call is for service purposes.

In originating test or service calls from a manual subscriber's premises, workmen must clearly indicate that the calls are for service purposes, so that the subscriber will not be charged for them. In making calls from an automatic subscriber's telephone or "Telex" installation for test or service purposes, care should be taken to differentiate between calls on which registration is effected and calls on which registration is not effected. Registration is effected automatically on:—

(a) calls effected by dialling any subscriber on a manual or automatic exchange within the local area without the intervention of an operator,

(b) calls to service numbers in the subscribers' numerical series, except Faultsmen's lines to the test desk which are sometimes given final selector numbers,

(c) calls, in Director Areas, to the service P.B.X.

After making a call to a number on which registration is effected, the workman should dial O (Director Areas) or 91 (Non-director Areas) and advise the operator, so that the subscriber's account may be credited with the call. If requested by the operator, the workman should state his name, rank and Dept. for reference should the necessity arise.

CORRESPONDENCE, RECORDS, BOOKS

16.—(a) Letters and forms dispatched on official business may be sent through the post unpaid, provided:—

(i) that they bear or are enclosed in covers which bear the printed legend "Official Paid"; or

(ii) that they are certified by an impression of the certifying stamp of an S.E. and are posted within the limits of his District; or

(iii) that they are addressed to an S.E., a P.O. Surveyor, or a D.M. (within the limits of their respective Districts), or to a Chief Official at a Metropolitan Government Office; or

(iv) that they are enclosed in P.O. covers or bear P.O. labels, e.g. TE 97, 206 and 640, supplied for the purpose, wholly or partially addressed in print to an officer of the P.O.; or

(v) that they are P.O. printed forms of communication addressed either in print or manuscript sent open, and containing nothing irrelevant to the purpose for which they are intended to be used.

(b) As regards (i), it should be noted that alterations should not be made in the printed matter on the front of a cover or form bearing the "Official Paid" legend, as any such alteration renders the letter or form liable to charge. The same rule applies to forms or covers with wholly or partly printed address referred to under (iv) and (v). A manuscript addition may, however, be made for the purpose of completing the address when a partial address only is printed.

" Official Paid " covers and forms must be sent through the post entire, and must not be used as labels or wrappers for packets.

Private correspondence between officers, and other letters which are not on the public service, must in no circumstances be sent as official.

17. Engineering and other Instructions and Circulars must be carefully filed. Alterations to these as well as to diagrams, diagram books, etc., should be made as soon as the corrections are received, that is, when a new Instruction or diagram does not replace an old one. Schedules of Construction and Maintenance items, etc. (Rg. 71), must be produced on the occasion of a tool check.

18. On completion of a new circuit, whether open or underground, or after any alterations, the workman responsible for records should bring them up to date.

19. Any maintenance workman working to a Fault Control Centre, who observes departmental plant in a condition needing attention should report at once by telephone to the Fault Control Officer, who will, if the general state of the work in hand and the nature of the particular defect permits, give instructions to the reporting officer to carry out the necessary repairs or renovation at once. Plant conditions needing attention which come to the notice of a maintenance workman in a detached area (i.e., an area not controlled from a Fault Control Centre), should be dealt with at the time, whenever possible, or be recorded in the book kept for the purpose and given attention as early as conditions permit. If, however, the defect requires the services of a gang, the matter should be reported the same day to the Fault Recording Centre on TE 496. All other workmen should, if possible, attend at once to any defective conditions observed; alternatively, they should report forthwith to the responsible Insp. on TE 496. The foregoing applies equally to appearance and efficiency of the plant, and to public safety and convenience. Examples are :—

- (a) Poles. Deflected, considered dangerous or requiring stays.
- (b) Overhead wires. Out of regulation, entangled by kite strings or branches of trees, endangered by power or other wires.
- (c) Manholes or joint boxes. Covers broken, projecting, rocking, or needing repair.
- (d) Cables needing support or repair.
- (e) Apparatus or external or internal wiring needing refixing or renewal.
- (f) Kiosks needing redecoration.

20. Building operations.—The works of gas, water and other undertakers, re-paving, re-kerbing and road widening works frequently necessitate alterations to P.O. plant or involve risk of damage thereto. When such works are observed in streets in which there is P.O. plant, and there is reason to think that the P.O. Engr. may not be aware of them a report should be made to him. If the officer observing the work knows the precise course and position of any underground P.O. plant likely to be affected, he should indicate them to the official-in-charge of the work, but otherwise he

should merely state that there is underground P.O. plant in the vicinity. (See also Rule M. 65 and Notes on TE 1030 and in Progress Report Book.)

Fault Control Officers should enter on TE 616 any information received by telephone from workmen in regard to works observed to be in progress.

SUGGESTIONS BY MEMBERS OF THE STAFF

21. Workmen may submit suggestions of any kind through the " Official Channel," i.e., through their immediate superior officer, or alternatively, for suggestions of certain types they may proceed under the Awards Scheme, particulars of which may be obtained on application (preferably by postcard) to The Secretary, Awards Committee, G.P.O., London, E.C.1.

PATENTS

★22. Under the general regulations applicable to all servants of the Crown, every officer of the P.O. is required as a condition of his employment (infringement of which renders him liable to dismissal) to obtain written permission from Headquarters before sending to the Patent Office a Final Specification of any invention which he has made, or conveying to another person any rights in the invention.

He is permitted to send to the Patent Office (without waiting for authority from the Dept.) a Provisional Specification of his invention, on condition that, at the same time, he submits a copy through the Secretary, Awards Committee (Patents), G.P.O., E.C.1, for consideration of Headquarters. The Dept. much prefers that he should avail himself of this method of securing the earliest possible date of application for a patent.

As soon as possible after the receipt of his application, the inventor will be informed in writing on what conditions, if any, he may proceed with the filing of a Final Specification at the Patent Office and the disposal of his rights in the invention.

Further information for the guidance of officers desiring to obtain Patent Protection for their inventions is contained in Memorandum K738, which embodies the concessions to inventors recommended in the Report (1930) of the Patents Committee of the Civil Service National Whitley Council. A copy of this memorandum may be obtained on application to the Secretary, Awards Committee (Patents), G.P.O., E.C.1.

All communications on the subject of any invention or improvement will be treated as strictly confidential.

23. P.O. Servants desirous of joining or rejoining the Territorial, Auxiliary or Reserve Forces, or any Naval, Military or Air Force organization, should obtain permission from their superior officers before enlistment.

24. If a fire breaks out or an alarm is raised on P.O. premises, all members of the staff should seek the guidance of the senior officer on duty.

25. The greatest care must always be exercised by every workman in the use of light, water and fuel in P.O. buildings.

END

SCALES OF PAY

1.—(a) The classes and scales of pay of S.W.s and Labourers, 21 years of age and over, are as follows. Civil Service war bonus is paid in addition :—

Class	† London	Provinces
S.W. I	76s. 6d. by 2s. 6d. to 84s. then by 3s. to 90s.	73s. 6d. by 2s. 6d. to 81s. then by 3s. to 87s.
S.W. II and U.S.W.		
At 21 yrs. ..	52s. 6d.	49s. 6d.
At 22 yrs. ..	55s.	52s.
At 23 yrs. ..	57s. 6d.	54s. 6d.
At 24 yrs. ..	60s.	57s.
At 25 yrs. ..	62s. 6d.*	59s. 6d.*
Then by annual increments as follows:—		
	65s.	62s.
	67s. 6d.	64s. 6d.
	70s.	67s.
	72s. 6d.	69s. 6d.
	75s.	72s.

*Minimum for Skilled Workmen Class II.

Class	† London	Provinces
Labourers.		
At 21 yrs. ..	50s.	47s.
At 22 yrs. ..	52s. 6d.	49s. 6d.
At 23 yrs. ..	55s.	52s.
At 24 yrs. ..	57s. 6d.	54s. 6d.
At 25 or over ..	60s.	57s.
On completion of 2 yrs. service after the age of 25 yrs.	62s. 6d.	59s. 6d.

(b) The rates of pay of S.W.s and Labourers under 21 yrs. of age, and of Youths-in-Training, Female Assistants and Boys, etc., are :—

Class	† London	Provinces
U.S.W.		
At 20 yrs. not less than	47s. 6d.	44s. 6d.
Labourers.		
At 20 yrs. ..	43s. 6d.	40s. 6d.
Youths-in-Training.		
At 16 yrs. ..	23s. 6d.	20s. 6d.
At 16½ yrs. ..	25s.	22s.
At 17 yrs. ..	26s. 6d.	23s. 6d.
At 17½ yrs. ..	28s.	25s.
At 18 yrs. ..	31s.	28s.
At 18½ yrs. ..	34s. 6d.	31s. 6d.
At 19 yrs. ..	37s. 6d.	34s. 6d.
At 19½ yrs. ..	40s. 6d.	37s. 6d.
At 20 yrs. ..	43s. 6d.	40s. 6d.

Grade I

	† London	Provinces
On employment	52s.	49s.
After 1 yrs. service	54s.	51s.
After 2 yrs. service	55s.	52s.
Tradesmen ..	Ordinary trade rate only, or ordinary trade rates less 2½ per cent, but with P.O. privileges.	
Boys	† London	Provinces
Under 15 yrs. ..	14s.	12s. 6d.
At 15 yrs. ..	17s.	15s. 6d.
At 15½ yrs. ..	19s.	17s. 6d.
At 16 yrs. ..	23s. 6d.	20s. 6d.
At 16½ yrs. ..	25s.	22s.
At 17 yrs. ..	26s. 6d.	23s. 6d.
At 17½ yrs. ..	28s.	25s.
At 18 yrs. ..	31s.	28s.

DUTIES PROPER TO S.W.I.s.

2.—(A.1) A workman in charge of one or more public automatic telephone exchanges and/or U.A.X.s with a minimum aggregate fitted capacity of 300 lines, or full-time employment in charge of one or more P.A.B.X.s.

(Additional Class I posts will be authorized to ensure that there will not be periods without a Class I man in attendance when the total number of workmen on duty is four or more, in one or more exchanges in the same building.)

(A.2) A workman in charge of a manual exchange of 1,200 working exchange lines or over, whether responsibility for the maintenance of subscribers' apparatus and P.B.X.s is included or not. When maintenance of subscribers' apparatus and P.B.X.s is included the qualifying number of working exchange lines will be 800. ("Exchange lines" embrace subscribers' direct lines, junction lines and order wires.)

(A.3) A workman responsible, with or without assistance, for the maintenance of a group of public or private exchanges and the stations connected thereto, provided that the minimum number of stations is 1,200 and that there are included either one, two or three exchanges which together aggregate a minimum number of 800 stations. If the maintenance of lines is included the corresponding minimum numbers of stations are 900 and 600 respectively. (The word "lines" includes internal and external extensions.)

(A.4) The leading workman of any group of at least four workmen employed in an exchange.

(A.5)—(a) A workman in charge of A.N. and/or Works Order distribution.

(b) A workman employed full time on the closing of A.N.s and Minor Works Authorities including subscriber's installation inquiries.

YOUTHS-IN-TRAINING REGRADED AS U.S.W. BETWEEN THE AGES OF 18 AND 20 YEARS.

Age at time of regrading	Starting Pay on regrading		Pay on first increase after date of regrading		Pay on second increase after date of regrading		Pay at 21 years of age	
	† London	Provinces	† London	Provinces	† London	Provinces	† London	Provinces
18 ..	47s. 6d.	44s. 6d.	49s.	46s.	50s. 6d.	47s. 6d.	52s. 6d.	49s. 6d.
18½ ..	47s. 6d.	44s. 6d.	49s.	46s.	50s. 6d.	47s. 6d.	52s. 6d.	49s. 6d.
19 ..	47s. 6d.	44s. 6d.	49s.	46s.	—	—	52s. 6d.	49s. 6d.
19½ ..	47s. 6d.	44s. 6d.	49s.	46s.	—	—	52s. 6d.	49s. 6d.
20 ..	47s. 6d.	44s. 6d.	—	—	—	—	52s. 6d.	49s. 6d.

Grade II	London	Provinces
Under 21 yrs. ..	39s.	36s.
At 21 yrs. ..	43s.	40s.
At 22 yrs. ..	45s.	42s.
At 23 yrs. ..	47s.	44s.
At 24 yrs.* ..	49s.	46s.

(A.6) A workman fully qualified in test desk and control work, and employed full time on control duties at a Maintenance Control centre or Line Fault Distribution centre, such centres not being established normally unless five or more outdoor maintenance men are controlled from the

† London rates of pay are applicable only to staff who are actually stationed within the boundary of the London Postal Area.

*Subject to 2 yrs. service

centre. (Whilst a Class I post is not normally justified at centres from which less than five men are controlled, one may be allowed exceptionally in cases where unusual local conditions merit it.)

(A.7)—(a) A workman in charge and employed full time at a trunk exchange which may include voice-frequency telegraph terminal equipment and/or teleprinter private-wire equipment. (A second Class I post will be granted where more than six men, including the S.W.I are employed on trunk exchange maintenance.)

(b) A workman in charge and employed full time at a telephone repeater room which may include voice-frequency telegraph terminal equipment and/or teleprinter private-wire equipment.

(c) A workman in charge of an important fire-alarm system.

(d) A workman employed full time on trunk-line testing duties.

(e) A workman employed full time on the maintenance of 2-V.F. signalling and dialling equipment and on test duties involving responsibility for investigating and rectifying irregularities which show up in the routine test.

(f) A workman employed full time at a D.T.N. Station on the maintenance of telephone repeater apparatus, V.F. terminal equipment, and teleprinter apparatus and on test duties involving responsibility for investigating and rectifying irregularities.

(A.8) A workman employed at a telephone repeater station on the maintenance of telephone repeater apparatus and on test duties involving responsibility for investigating and rectifying irregularities which show up in the routine test, i.e., generally the workman in charge of a shift. (An additional S.W.I may be required to co-ordinate rota duties and to handle minor correspondence and accounting vouchers.)

(A.9) A workman in control at a centre where at least three other workmen are stationed. (Control may be only for disciplinary purposes.)

(A.10) A workman in an isolated position in charge of an important length including telegraph offices, telephone exchanges, and main lines. (The telegraph offices may be worked by telephone.)

(A.11) A proportion depending on circumstances, but in the neighbourhood of 50 per cent of foremen of gangs employed upon outdoor construction and maintenance works. Allowances are granted to the extent necessary to ensure that the starting pay of a S.W.I acting as gang foreman is not below the maximum of the Class II scale plus the allowance of 12s. prescribed in STAFF, Establishment, E0021. (Normally the number of posts justified should be calculated in January each year and should be based upon the average number of gangs in the Area during the preceding twelve months.)

(A.12)—(i) A workman in control of one of the following groups, with not less than three other workmen in the group:—

a) day-to-day line maintenance and/or apparatus maintenance workmen

(b) workmen maintaining external radio plant

(c) apparatus fitters

(d) jointers ✓

(e) workmen employed in Section Stock Stores, or

(ii) a workman, with or without assistance, employed upon and responsible for higher-grade installation work such as automatic routiners and automatic traffic recorders, trunk demand working, U.A.X. fitting, amplifying equipment on toll junctions and chargeable-time indicators.

(iii) a workman employed on investigation of maintenance work.

(A.13) A workman in charge of a Section Stores handling not less than 1,000 stores transactions per month. (For the method of counting "transactions" see STAFF, Establishment, E0011.)

(A.14) A workman in charge of a permanent Works Order Stores where two or more assistants are normally employed.

(A.15) A workman in charge of the operation of all the power plant in a building in which, one or more automatic exchanges of 9,000 lines designed capacity or two or more manual exchanges of 9,000 lines designed capacity are located.

(A.16) A workman in charge of the power plant at a telephone repeater station where two oil or gas engines are installed each of which is of 70 or more brake horse power. (Claims for Class I grading in respect of power duties which do not meet the foregoing conditions will be considered on their merits in relation to comparable loads in telephone exchanges.)

(A.17) A workman acting as a foreman in a local mechanic's workshop where not less than three other workmen are employed. (An allowance of 6s. 6d. is payable to the S.W.I in charge of a mechanic's shop where an Insp. is not stationed and where the staff consists of more than one Class I man and not less than four men in all.)

(A.18) A workman engaged for more than 40 per cent. of his time upon the repair and adjustment of "machine" telegraph or other intricate apparatus.

(A.19) A workman employed as a works supervisor on external work or as clerk of works on internal work carried out by contractors. A workman employed watching major operations carried out by authorities such as Water, Gas or Electric Light Companies which involve extensive alterations or safeguarding measures to Post Office plant, or which are considered likely to endanger important Post Office plant because of the nature of the operations.

(A.20) A workman employed in the Central Training School, Regional Training Schools, or Circuit Laboratory on the higher technical duties such as preparation of explanatory diagrams and facility schedules, demonstrating and teaching adjustment of automatic plant, carrying out tests of new circuits and/or contractors' samples.

(A.21) A workman employed on the construction of special apparatus or on a technical process requiring special knowledge or skill at the P.O. Research Station.

(A.22) The leading workman in charge of transmitter or receiver equipment at a radio station.

(A.23) A workman employed on "routing and records" in an A.N. and/or M.W. Control office and responsible for the allocation of wires, arranging for surveys, wayleaves, etc., in connexion with A.N. and/or M.W. where the number of Survey Officers and others assisting on the record duty is not less than three.

(A.24) A workman engaged full time on, and responsible, with or without assistance, for the elimination of interference with reception of radio broadcasting services and/or wireless licence investigations.

(A.25) A workman normally employed on wayleave work and/or surveys for A.N. work.

(A.26) A workman in charge of ENG duties where such duties require the attendance of at least four workmen together at some period of the day during any five days in a week.

(A.27) A workman in charge, at a stores-carrying motor transport control centre, of a fleet of five or more motor vehicles (excluding utility vehicles and motor-cycle combinations) garaged in the control area.

(A.28) A workman trained in cable balancing and testing who is required to measure unbalances and is responsible for the recording of the results in the field (see para. 33, LINES, Underground, G1060).

(A.29) A workman employed on (a) higher-grade local line development work or (b) higher-grade work associated with the preparation of specifications or estimates for internal equipment (see Tables I and 2, STAFF, Establishment, E0011).

NOTE.—(i) *At Insp.'s hqrs. S.W.Is may assist Insps. on minor duties and may act as relief.* (ii) *The word "workmen" in the phrase "three other workmen," etc. includes labourers or youths.*

Test Section.—(T.S.1) A workman employed as a testing officer in the testing and examination of priorities and samples.

(T.S.2) A workman employed as a testing officer for more than 50 per cent. of his time in the acceptance, test and examination of certain complicated types of apparatus, such as Wheatstone apparatus, wireless apparatus, automatic telephone apparatus, C.B. and C.B.S. telephone switchboards, coin-collecting boxes, fire-alarm apparatus, and other complex telegraph and telephone apparatus; and of certain other difficult or important types of stores and tools, such as measuring instruments, watches and clocks, primary and secondary cells, tungar rectifiers, dynamos and motors, stamp-cancelling and stamp-selling machines, telephone cabinets and kiosks, wood arms, desiccators, carts, ladders, safety belts and pole climbers.

(T.S.3) A workman employed as a testing officer in carrying out the following:—

- A.C. bridge tests
- Carrying and fusing tests of fuses and heat coils
- Photometric tests
- Mechanical tests of G.P. and balata
- Special tests arising out of complaints
- Voice/ear balance tests (assisted by not more than two officers of lower grade)
- High-tension tests (preparation of).

(T.S.4) A workman employed as a testing officer in the maintenance of testing plant at the Test Sections.

(T.S.5) A workman employed as a testing officer in the selection or re-examination of patterns.

(T.S.6) A workman who is the sole or senior representative of the Dept. at a contractor's works.

Electric Light and Power Staff.—(E.L.1) A workman employed in charge of a shift and responsible, with or without assistance, for the maintenance of the plant installed in the building or buildings for lighting, heating, lifts, pneumatics, fans, stamp-cancelling machines, etc.

(E.L.2) A workman engaged in the operation of extra-high-tension switch-gear.

(E.L.3)—(a) A workman employed whole time as an electrical fitter on both electrical and mechanical work involved in the construction and maintenance of electrical power plant.

(b) A workman employed whole time as a general fitter on construction and maintenance of steam boiler plant, steam engines, pumps, lifts, conveyors, air-compressors, stamp-cancelling and other mechanical labour-saving machines.

(c) Whole time employment as a hot-water fitter on construction and maintenance of heating installations of all types. (Hot-water fitters will be eligible after 12 months' service and the passing of a trade test to be graded S.W.I provided the volume of work justifies the creation of permanent posts.)

(E.L.4) Thirty per cent of the workmen employed as electric light and power wiremen on construction, installation and maintenance duties, including plugging and ordinary cutting away, cutting, screwing and fixing conduit; drawing-in and jointing cables, and completing the installation up to the lamps or motors as the case may be.

DUTY ALLOWANCES

3. Duties carrying 12s. allowance per week to S.W.IIs and U.S.W.s.

(B.1) A foreman of a gang employed on overhead or underground construction work, and exceptionally on overhead or underground maintenance work. (A gang consists of a working foreman and at least two other men.)

Duties carrying 6s. 6d. allowance per week to S.W.IIs and U.S.W.s.

(C.1) A workman employed on the maintenance of automatic telephone exchange switching apparatus, including U.A.X.s or maintaining P.A.B.X.s for at least 50 per cent.

of his time, or rotating between such duties and test desk duties. Any workman performing test desk or ENG duties at an automatic exchange who is qualified to maintain the switching apparatus will be regarded as liable to be called on for such work at any time and will, therefore, receive the allowance.

A workman employed on automatic exchange construction work and/or acceptance testing provided he is fully qualified for the maintenance of automatic exchange switching apparatus or fully qualified upon adjusting and testing of automatic switching equipment.

A workman in receipt of a C.1 intermittent allowance may be paid the allowance on a regular basis when he has completed a total of two years actual employment on these duties. In aggregating periods towards these two years any periods during which he has been employed on construction work and received the C.2, C.3, or C.7 duty allowance, may be included.

(C.2) A workman maintaining C.C.I. equipment at a manual exchange for the whole or part of his time; or a workman employed on construction work in connexion with C.C.I. equipment at a manual exchange provided he is fully qualified for the maintenance or for adjusting and testing of such equipment.

(C.3) A workman maintaining telephone repeater apparatus and/or teleprinter private-wire panel equipment and/or multi-channel voice-frequency telegraph terminals; or a workman employed upon construction duties at repeater stations, provided that he is fully qualified on repeater maintenance.

(C.4) A workman on important main line testing duties at recognized engineering trunk testing centres (not merely on record duties). (A man to be entitled to the allowance if engaged on the duty for not less than 50 per cent of his time.)

(C.5) A workman acting as instructor of practical classes (without other special remuneration).

(C.6) A workman maintaining and/or operating radio equipment or employed on experimental work in connexion with the radio service or a workman employed in the P.O. Research Station on experimental work necessitating some knowledge of electrical principles, or on the construction and/or testing of experimental apparatus.

(C.7) A workman employed on the maintenance of trunk demand apparatus at a group or zone centre; or a workman employed upon construction work in connexion with trunk demand apparatus at these centres, provided he is fully qualified to maintain the apparatus. (The former duty will include the maintenance of voice-frequency signalling apparatus where such apparatus is installed, and if the load allows, the automatic switching apparatus at the dependent U.A.X.)

(C.8) A workman engaged on teleprinter maintenance for not less than 40 per cent of his time.

(C.9) A workman engaged in the maintenance of switching apparatus in the Pneumatic Tube Switch Room at the C.T.O.

(C.10) A workman employed full time on maintenance of straightforward junction apparatus at centres having distribution facilities (applies at present to London Toll "A" and Glasgow Central exchanges only).

Duties carrying 4s. allowance per week to S.W.IIs and U.S.W.s.

(D.1) A workman not eligible for a higher duty allowance, who is employed indoors for at least 25 per cent. of his time on the construction, fitting, testing or maintenance of internal telegraph, telephone or other electrical or mechanical apparatus involving a knowledge of technical diagrams and elementary electrical or mechanical principles. This definition covers:—

(a) workmen engaged on the construction, fitting, testing or maintenance of Magneto or C.B., etc., exchanges; "A" or "B" boards; test desk; P.B.X.s; P.A.B.X.s; subscribers' apparatus; coil-winding; fire alarms; power plant; electric lifts, conveyors, etc.; electric lighting and power plant; (b) fitters attached to gangs and fitters at radio stations or at Dollis Hill Radio Workshops; (c) engine or turbine drivers

or stokers of steam pressure boilers; (d) fitters other than those provided for in Schedule Duty E. L.3 (see STAFF, Establishment, E0011); (e) electric light and power wiremen. In the case of (a) and (b) the allowance is not payable until a qualifying period of two years has been served and a certificate of proficiency obtained.

(D.2) A workman in an isolated position in charge of a "length" including telegraph offices or telephone exchanges, and lines. (Refers to positions not important enough to justify Class I grading under Rule 2 (A.10).

(D.3) A workman employed on submarine cable work carried out locally.

(D.4)—(a) A workman in charge of a Section Stock Store handling less than 1,000 store transactions per month; or (b) a recognized deputy of the S.W.I in charge of a Section Store (Schedule Duty A.13) where a total of at least six workmen are employed.

(D.5) A workman, full time, in charge of a permanent Works Order Store not justifying a Class I post.

(D.6) A workman employed as jointer-plumber, i.e. in both jointing lead-covered cables and making wiped joints, including jointer-plumbers employed as jointers who are liable to be called upon to make wiped joints, and general maintenance men who are required both to joint cables and to wipe joints as part of their normal duties.

(D.7) The leading hand of a group of two men employed on A.N. and other small external construction works, or the leading hand of a Maintenance party employed on comparable maintenance.

(D.8) A workman engaged full time on signwriting on apparatus in telephone exchanges and/or at subscribers' premises.

(D.9) A workman assisting on the elimination of interference with reception of radio broadcasting services and/or wireless licence investigations who is regarded as qualified after a course of training at the Training School.

(D.10) A workman employed on routing and record duties.

(D.11) A workman employed in collecting or compiling information required for the preparation of estimates for internal equipment, local line development work, or in preparing the associated jointing schedules or card records (see A.29).

Special allowances of 4s. 6d. per week to Labourers.—

(E.1) Boiler cleaning where at least 50 per cent of the labourer's time is so employed.

(E.2) Coal trimming in boiler houses.

(E.3) A wireman's mate (London only) with at least two years' service as a mate, and subject to a certificate of proficiency.

(E.4) Lift-greasing duties, where employment on such duties is full time.

Duty allowance of 5s. payable to S.W.Is, S.W.IIs, and U.S.W.s employed in connexion with the Radio Services on duties involving the reception and/or transmission of Morse signals.

(F.1) A workman capable of sending and receiving Morse signals at 20 w.p.m. who is employed in connexion with the maintenance or operation of radio equipment or in connexion with radio experimental work whose duties involve the transmission and/or reception of Morse signals. This allowance is paid to S.W.Is, S.W.IIs, and U.S.W.s irrespective of any other duty allowance received.

DRIVING ALLOWANCE

An allowance of 6d. a day may be paid to Skilled Workmen, but not to S.W.Is when driving Departmental motor vehicles of any type.

Not more than one allowance may be paid on any one day in respect of the normal user of any vehicle, but a second allowance may be paid to another driver in respect of any vehicle which has to be driven for a second scheduled period of duty on any one day. (This means that a workman who has driven the vehicle concerned during the normal day's duty of 8½ hours is not eligible for a further allowance should he drive later in the day, but that, if he is succeeded in the driving of the vehicle, after the 8½ hours duty is completed, by another workman, the latter may be granted an allowance in respect of this later period, provided he has not qualified for a driving allowance earlier in the day).

Mounted gangs and parties. Normally a gang foreman should not be a regular driver, and he should not necessarily act as the reserve driver (see E.I. TOOLS & TRANSPORT (RA), Vehicles, D 0201, pars. 2 and 44.)

The allowance is excluded from extra duty payment calculations. It is not payable during a period of training as a driver or driving practice. A claim to retain a driving allowance as a personal emolument when driving duties are no longer performed will not be admitted. Female Assistants performing duties warranting the payment of the allowance will receive the full allowance. The allowance is paid irrespective of any other duty allowance paid to the workman.

Method of Claiming Allowance.—Claims should be made daily by the insertion of the letters " D V G " by the workman preparing the time sheet or diary page in the spaces indicated below:—

A 1092 (time sheet)—against the driver's name in the column headed " Duty Allowance No. . . . "

A 35 (time sheet)—ditto.

A 1030 (diary page)—against " Duty Allowance No." *

A 616 (time sheet)—against " Duty Allowance No." *

4. These duty allowances are normally payable only when workmen are employed on the duties to which the allowances are attached. Purely as a war-time concession, payment to workmen of their present duty allowances may be continued, although, to meet Departmental requirements, they are transferred to other duties for which lesser allowances are payable or which do not carry allowances *PROVIDED SUCH TRANSFERS ARE MADE TO FACILITATE EITHER DIRECTLY OR INDIRECTLY THE EMPLOYMENT OF FEMALE ASSISTANTS ON THE WORK ON WHICH THE WORKMEN WERE FORMERLY EMPLOYED.*

Duty allowances may be paid to S.W.IIs, U.S.W.s and Labourers when the conditions of payment are fulfilled. An officer may not be paid two duty allowances at the same time with the exception that an officer employed on duties qualifying for the F.1 allowance may be paid the allowance additionally to such other duty allowance to which he may be entitled. The F.1 allowance is payable also to certain S.W.Is; an allowance is also paid to certain S.W.Is engaged on duty A.17.

Any workman in receipt of a regular allowance will continue to receive it during annual or sick leave following immediately on a period during which he has received it. Payment of an intermittent allowance may be made in respect of annual or sick leave in the following circumstances:—

(a) If a workman has been in receipt of an intermittent allowance for six months immediately preceding annual or sick leave, or

(b) If a workman has been in receipt of an intermittent allowance for less than six months, but will return at the conclusion of the annual or sick leave to duties with an intermittent allowance and it can be certified that he will probably be so employed for a further period which will bring the total period of employment on the duties to six months.

The allowances in respect of duty B.1 are payable on a weekly basis, that is, any workman performing the duty of gang foreman for at least one complete day in any week will receive the allowance for that whole week. The B.1 allowance ceases during special leave without pay and is only allowed on a proportionate basis during any week in which such leave occurs.

The substitute for a gang foreman absent on leave will be paid the B.1 allowance on a daily basis of 2s. a day for the period during which the foreman is substituted. No qualifying period is necessary.

As in general there is no marked distinction in the class of work performed by gang foreman, S.W.Is and gang foremen S.W.IIs, a S.W.II or U.S.W. substituting a Class I gang foreman will continue to be paid his wages as a S.W.II or U.S.W. plus the B.1 duty allowance.

S.W.IIs or U.S.W.s who are called upon to substitute on Class I duties, other than Duty No. A.11 (Rule 2) may retain their Class II or unestablished pay (and any duty allowance if held immediately prior to employment on Class I duties) or receive substitution pay under the usual conditions, whichever is the better (see Rule D.10).

Regular allowances. The following allowances constitute regular allowances and are not liable to withdrawal until an officer is promoted or definitely removed from the duty for which the allowance is paid :—

C.1 (except men not in receipt of the permanent allowance who are engaged on construction work) or acceptance testing work C.2 C.3. C.7 (except to men not in receipt of the permanent allowance who are engaged on construction work—this note applies to the three allowances quoted).

C.4, C.6, C.8, C.9, C.10, D.1, D.2, D.4, D.5, D.8, D.9, D.10, D.11, E.1, E.2, E.3, E.4, F.1.

Regular allowances are paid on a weekly basis.

In the case of duty D.1 (a) and (b), payment of allowance does not begin for any individual until he has served a period of two years on one or more of the duties included in the description and has been certified as proficient. For this purpose service as Youth after the age of 18 on fully skilled duties may count.

At the end of two years' service on the specified indoor duties, the D.1 allowance will be granted provided that a second increment has been authorized within three months of the termination of the two years' service, otherwise a certificate of proficiency of the standard given for an increment will be required. Service on D.1 duties may be aggregated for the calculation of the qualifying period of two years.

A fitter who has qualified for, and is in receipt of a D.1 allowance will continue to receive the allowance when he is attached to a gang for fitting duties, irrespective of the percentage of time spent on fitting duties. A fitter who has not so qualified will become entitled to the allowance after two years' approved service made up of full duty fitting and/or approved performance of fitting duties resulting from the work of the gang.

Intermittent Allowances. The allowances for duties C.1, (construction or acceptance testing work) C.2, (construction work) C.3, (construction work) C.5, C.7 (construction work) when that work is not performed by men already in receipt of the regular allowances, D.3, D.7, and E.2 (when paid on a seasonal basis) constitute intermittent allowances and are paid on a daily basis at the rate of 1s. 1d. and 8d. for each day on which an officer is employed on the duty.

The allowance in respect of Duty D.6 is paid either regularly, subject to annual review, or intermittently. At the beginning of each year the number of men likely to be regularly employed throughout the year on jointing-plumbing will be estimated and this number of allowances will be allotted to individual workmen. An allowance so allotted will not be withdrawn from its holder during the year unless he ceases to be a S.W.II or U.S.W., or is transferred at his own request or for disciplinary reasons to another duty not carrying an allowance. In addition, intermittent allowances are paid to workmen who are not already in receipt of a duty allowance, for occasional employment on jointing-plumbing duties either in areas where the amount of that work is so small as not to warrant the payment of regular allowances or to meet pressure or special temporary requirements. The number of intermittent allowances will not normally exceed 10 per cent. of the number of permanent allowances in any Area. Payment of such an intermittent allowance commences on and from the date on which a workman undertakes jointing-

plumbing and will continue to be paid until the man is taken off the duty. In the absence of special reason, plumber-jointers to whom regular allowances have once been allotted will not revert to the intermittent list in favour of other workmen. (Men employed as jointers only who are not qualified to make wiped joints do not receive the allowance on either basis, nor is the allowance payable in respect of making soldered joints).

Duty allowances paid on an intermittent or substitution basis are subject to the limits of 12s., 6s. 6d., or 4s. (see Rule 3) in any week.

DUTIES OF SKILLED WORKMEN IN CHARGE OF GANGS

5. Skilled workmen (whether S.W.I, S.W.II or U.S.W.) who are employed on the duties of gang foremen are responsible for the proper layout of work, supply of stores, allocation of the different items of work amongst the workmen, the practical commencement of work, the output of the men and the preparation of necessary records such as works book, progress report, etc. They are working foremen and take as full a share of the better class of work as their time will allow. The amount of effective and ineffective time necessarily varies with the nature of the work in hand, facilities for getting to the work and the size of the gang. The actual time occupied on effective and ineffective work should be shown on the report sheets.

A gang consists of a working foreman, and at least two other men employed continuously on overhead or underground construction work and exceptionally on overhead or underground maintenance work.

When two gangs are merged to undertake work for which a larger gang is necessary both foremen shall continue to draw their weekly allowance for any unexpired part of the working week in which the merging takes place and shall afterwards draw their allowances for a period of one week. For any subsequent period during which the gangs remain merged only one allowance will be payable. The decision as to which of the two foremen shall take charge of the larger gang and continue to receive the allowance shall rest with the Area Engineer.

When a gang is reduced below the minimum number constituting a gang owing to the temporary withdrawal of men for other work, the foreman will continue to draw the B.1 duty allowance for any unexpired part of the working week in which the withdrawal of the men takes place and should draw the allowance for a further period of one week as is done in cases in which gangs are merged. Reductions of gangs, as indicated above, are of an emergency character and should be made only when circumstances necessitate such action.

Foremen should record on the progress reports the probable whereabouts of members of their gangs withdrawn from work elsewhere. This record is to be made on the progress report for only the first working day of the period of withdrawal. The name of a member of a gang absent on leave of any kind should be recorded on the relevant progress report and he will be counted as a member of the gang.

6. A S.W. whose promotion to Class I grade has been authorized, is so advised on form A 309 and is informed thereon of the particular Schedule A Duty to which he has been appointed. When a S.W.I is transferred from one Schedule A Duty to another, he is so advised on form A 548.

A workman on appointment as S.W.II or as U.S.W. is so advised on form A 309 and when placed upon an allowance carrying duty at the time of appointment the particular schedule duty, with appropriate allowance, is indicated thereon.

In other cases when a workman is placed upon an allowance carrying duty or transferred from one duty allowance post to another, he is so advised on form A 548.

It will be the duty of the Inspr. to ensure that the correct duty particulars are inserted on these forms in respect of the men under his charge.

TECHNICAL ALLOWANCES

7. S.W.Is, S.W.IIs, and U.S.W.s (but not Labourers or Youths) are eligible for a technical allowance of 2s. 6d. or 4s. a week additional to the holder's scale of pay if they obtain the necessary certificates specified below. No age limit is imposed in connexion with the granting of the allowance. The age of the certificates is immaterial. The allowance ceases upon promotion of the holder to the rank of Insptr.

8. An allowance of 2s 6d. a week should be paid to all S.W. irrespective of the duties on which they are employed, when the following City and Guild's certificates are obtained (pre-1938 certificates are shown in italics and 1938 and subsequent certificates in ordinary type) :—

- Electricity and Magnetism (1st Class)* or Technical Electricity Grade I (1st Class) or Technical Electricity Grade II (1st or 2nd Class)
and one of the following :—
- | | |
|---|--------------------|
| <i>Telephony Preliminary Grade</i> or Telephony Grade I | } 1st Class |
| <i>Telegraphy Grade I</i> or Telegraphy Grade I | |
| <i>Radio-Communication Preliminary Grade</i> or Radio Communication Grade I | |
| <i>Telephony Intermediate Grade</i> or Telephony Grade II | } 1st or 2nd Class |
| <i>Telegraphy Final Grade</i> or Telegraphy Grade II | |
| <i>Radio-Communication Intermediate Grade</i> or Radio-Communication Grade II | |
| <i>Radio-Communication Final Grade</i> or Radio-Communication Grade III | |
| Transmission and Lines Grade I | |

9. An allowance of 4s. a week should be paid to all S.W. irrespective of the duties on which they are employed, when the following City and Guilds' certificates are obtained (pre-1938 certificates are shown in italics and 1938 and subsequent certificates in ordinary type) :—

Electricity and Magnetism (1st Class) or Technical Electricity Grade I (1st Class) or Technical Electricity Grade II (1st or 2nd Class)
and either

- (a) Two of the following, in different subjects :—
- | | |
|---|--------------------|
| <i>Telephony Preliminary Grade</i> or Telephony Grade I | } 1st Class |
| <i>Telegraphy Grade I</i> or Telegraphy Grade I | |
| <i>Radio-Communication Preliminary Grade</i> or Radio-Communication Grade I | |
| <i>Telephony Intermediate Grade</i> or Telephony Grade II | } 1st or 2nd Class |
| <i>Telegraphy Final Grade</i> or Telegraphy Grade II | |
| <i>Radio-Communication Intermediate Grade</i> or Radio-Communication Grade II | |
| <i>Radio-Communication Final Grade</i> or Radio-Communication Grade III | |
| Transmission and Lines Grade I | |
- or
- (b) Two of the following in different grades of the same subject :—
- | | |
|---|--------------------|
| <i>Telephony Preliminary Grade</i> or Telephony Grade I | } 1st Class |
| <i>Telephony Intermediate Grade</i> or Telephony Grade II | |
| <i>Telephony Final Grade Section I</i> or Telephony Grade III | } 1st or 2nd Class |
| <i>Telegraphy Grade I</i> or Telegraphy Grade I | |
| <i>Telegraphy Final Grade</i> or Telegraphy Grade II | } 1st Class |
| <i>Radio-Communication Preliminary Grade</i> or Radio-Communication Grade I | |
| <i>Radio Communication Intermediate Grade</i> or Radio-Communication Grade II | } 1st Class |

- | | |
|---|--------------------|
| <i>Radio-Communication Final Grade</i> or | } 1st or 2nd Class |
| Radio-Communication Grade III .. | |
| Transmission and Lines Grade I .. | } 1st Class |
| <i>Telephony Final Grade Section II</i> or Trans- | |
| mission and Lines Grade II | } 1st or 2nd Class |

10. S.W.s employed on Electric Light and Power Maintenance and Construction Works or on the P.O. (London) Railway may, as an alternative to the above, be paid an allowance of 4s. a week in respect of either

- (a) One of the three following certificates :—
Board of Trade Second Engineer's Certificate
Higher National Certificate in Mechanical Engineering
Higher National Certificate in Electrical Engineering
or
- (b) Two of the following certificates :—
- Either C. & G. *Electricity and Magnetism (1st Class)* or C. & G. Technical Electricity Grade I (1st Class) or C. & G. Technical Electricity Grade II (1st or 2nd Class)
 - Ordinary National Certificate in Electrical Engineering
 - Ordinary National Certificate in Mechanical Engineering
 - Electrical Installation Work—C. & G. Extra Interim Electricians' Certificate
 - Electrical Engineering Practice—C. & G. final examination (1st Class pass)
 - Machine Design—C. & G. final examination (pass)

NOTE.—City and Guilds' certificates in Telephony Grade III and Transmission and Lines Grade II are omitted from the allowance qualifications given in pars. 8 and 9 (a), for the reason that, under the City and Guilds' regulations, candidates in these two examinations must previously have obtained certificates which qualify for technical allowances.

11. Facilities are provided by the P.O. for workmen to attend technical evening classes at centres where the necessary arrangements can be made with local educational authorities. The instruction is of a theoretical and practical character, the syllabuses of the subjects covered being identical with those of the City and Guilds' of London Institute examinations.

The class fee within certain limits is paid in advance by the P.O. but is recovered from the student unless he either makes 80 per cent. attendance for the whole class session, or obtains a City and Guilds' certificate relating to the subject and grade of study undertaken. Absences due to the exigencies of the Service, certified sickness, etc. do not count against the student, but a student claiming that an absence from class was due to causes beyond his control, must forward his claim to his Area Engineer within a week of the absence. Students are required to pay the fee for City and Guilds' of London Institute examinations. Such fee is not refunded by the Dept.

Under certain conditions travelling expenses incurred in attending these classes are allowed.

12. For the benefit of those workmen who are unable, on account of distance or other cause, to attend technical evening classes, Departmental Correspondence Courses, particulars of which are circulated annually, are conducted by Headquarters.

13. Subject to the fulfilment of all of the three conditions enumerated below, the P.O. will refund, up to a maximum of 10s. per subject, the class or/and examination fees for workmen :—

- who satisfy their Engineer that they were unable to enrol in the technical evening classes or the Departmental Correspondence Courses referred to in Rules 11 and 12
- who study privately or take classes or correspondence courses at their own expense and

(c) who obtain First Class, Second Class, or Pass certificates in examinations held by the City and Guilds of London Institute in any stage of the following subjects:—

- (i) Technical Electricity
- (ii) Telephony
- (iii) Telegraphy
- (iv) Radio-Communication
- (v) Transmission and Lines
- (vi) Electrical Engineering Practice
- (vii) Electrical Installation work.

Workmen who enrol in P.O. workmen's technical evening classes or Departmental Correspondence Courses in the same subject and grade as that covered by the certificate, or who, in cases where such classes or courses are available, fail to enrol without reasonable cause, are ineligible for refundment of fees under this rule.

Receipted bills and evidence of success in examination should accompany claims.

INCREMENTS AND INCREASES

14. An ordinary increment or increase of pay within the limits of the authorized scale or range of pay is awarded to a workman on the expiration of twelve months provided he has rendered approved service throughout that period.

15. If a certificate of approved service cannot be given by the immediate superior officer the increment is deferred until the completion of a specified period of approved service. The usual periods of deferment are three, six, nine, or twelve months, according to the gravity of the misconduct or failure of duty which occasions the deferment, and they count from the normal date of award and not from the date of the offence.

16. The deferment of an increment does not in itself necessarily involve the alteration of future dates of increment. If the period of deferment of the increment has not amounted to one year, and if the workman's conduct and service continue satisfactory after the award of the deferred increment, the next increment may be allowed in ordinary course on the date on which it would normally have fallen due.

17. In the case of a serious offence where there is no question that an increment must be deferred, the workman will be informed of the period of deferment when the offence is dealt with. In other cases he will be informed of the proposal to defer his increment and given an opportunity of offering his observations.

18. In cases of reduction of pay for a specific offence an increment does not become due for consideration until twelve months after the date of the offence, plus any period for which the operation of the punishment was delayed by an unsuccessful appeal. In other cases, an increment may be considered twelve months after the reduction in pay.

E N D

Amendment to para. 3. Driving Allowance.

Para. 3. Method of Claiming Allowance is deleted and substituted by the following:—

***Method of claiming allowance.**—Claims should be made by the workman preparing the time sheet, diary page etc., by entering 6d. in the appropriate space on forms A616, A1030, A35 and A1092.

(The rule should be suitably annotated pending reprint.)

Page 4.1
Issue 1, May, 1945

(SO 8202) Wt. 10748—P. 1378 55M 5/45 H & S Ltd. Gp. 404

P.O. ENG. DEPT., ENG. INSTNS.

STAFF, ESTAB., E 0011

DUTIES OF SKILLED WORKMEN Cl. I

(Amendment to Duties A5, A7 and A11)

The following replace the existing relative scheduled duties:—

A5. (a) A workman in charge of A.N. and/or Works Order distribution.

(b) A workman employed full time on the closing of A.N.s and Minor Works Authorities, including subscribers' installation inquiries.

A11. A proportion, depending on circumstances, but in the neighbourhood of *50 per cent* of foremen of gangs employed upon outdoor construction and maintenance works. Allowances are granted to the extent necessary to ensure that the starting pay of a S.W.1 acting as gang foreman is not below the maximum of the Class II scale plus the allowance of 12s. 0d prescribed in E 0021. *(Normally, the number of posts justified should be calculated in January each year and should be based upon the average number of gangs in the Area during the preceding twelve months).*

The following are additions to Duty A7:—

***A7. (e)** A workman employed full time on the maintenance of 2-V.F. signalling and dialling equipment and on test duties involving responsibility for investigating and rectifying irregularities which show up in the routine test. (Operative from 20 April 1942).

***A7. (f)** A workman employed full time at a D.T.N. Station on the maintenance of telephone repeater apparatus, V.F. terminal equipment, and teleprinter apparatus and on test duties involving responsibility for investigating and rectifying irregularities. (Operative from 20 April 1942).

(The Instruction should be suitably annotated pending reprint)

Page 0.2

Issue 2, 15.5.42

Amendments to para. 3.

Duty Allowances. *The following is an addition to the Special Allowances to Labourers:—*

***E.5)** The use of mechanically operated types of road-breakers, rock-drillers, or punners.

The allowance, which is granted on a daily basis (9d. a day) is payable when a minimum of two hours per day is spent on the operation of the mechanical aids mentioned. Not more than one allowance will be paid per day in respect of each drill-head or punner operated by a gang.

The Gang Foreman should enter E.5 (9d.) in the Duty Allowance column of the Time Sheet A1092 (A35 in the L.T.R.) against the name of a labourer who qualifies for the daily allowance of 9d. Should circumstances necessitate the operation of a drill-head or punner for the qualifying time by two different labourers, the amount

claimed by each, e.g. E.5 (4½d.), should be shown against the names of the labourers sharing the daily allowance. (The aggregate allowance due for payment in any week to any individual officer should, if necessary, be rounded up to the next penny.)

(Operative on and from 1st August, 1946)

Driving Allowance.

Method of Claiming Allowance is deleted and substituted by the following:—

Method of Claiming Allowance.—Claims should be made by the workman preparing the time sheet, diary page etc., by entering 6d. in the appropriate space on forms A616, A1030, A35 and A1092.

(The rule should be suitably annotated pending reprint.)

Page 4.1
Issue 2, November, 1946

(SO 8126) Wt. 92257—P 5720 55M 11/46 H & S Ltd. Gp. 404

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN.

SECTION D.
ESTABLISHMENT.

ESTABLISHMENT AND PROMOTION.

1. All Skilled Workmen are placed on the establishment immediately on completion of 5 years' skilled service subject to satisfactory conduct and efficiency and provided a Civil Service Certificate is obtained.

2. Before appointment as U.S.W. the man concerned must pass a Departmental medical test.

3. A workman on being established is required to serve a probationary period—usually twelve months—and if during that period his health, conduct or performance of duty is unsatisfactory or he shows himself to be in any way unfitted for the situation, his services in an established capacity may be discontinued and he will have no claim to compensation for loss of office or to any award under the Superannuation Acts.

4. Merit, not seniority, is the deciding factor in selecting an officer for promotion, and the man selected must be not only fully qualified, but actually the best qualified of the eligible officers for the performance of the higher work. This is not interpreted as excluding seniority from its due weight in balancing the claims of various officers to promotion; but it must be understood that promotion depends upon the exhibition of qualities superior to those of the ordinary officer.

An adverse record will not necessarily be regarded as disqualifying a suitable officer for promotion when followed by at least five years' unblemished service.

Application for advancement in the direct line of promotion should not be made. Workmen may rest assured that the claims and qualifications of all officers are fully considered on the occurrence of vacancies.

DEFINITION OF CONTINUOUS SERVICE AND
QUALIFYING PERIODS FOR PRIVILEGES.

5. The service of an unestablished man will generally be regarded as "continuous" provided he is not absent without leave and does not abandon the Dept's employment for any period whatever.

The actual periods of service of an unestablished Workman discharged owing to shortage of work may be aggregated for purposes of seniority and privileges provided that the period during which he is not in P.O. employment does not at any one time exceed three calendar months (six calendar months in the case of men who have already qualified for the privileges of sick pay and annual leave). Such periods of unemployment due to shortage of work are also usually passed in deciding the eligibility as regards length of service of a U.S.W. nominated for appointment as Established Skilled Workman, *i.e.*, previous periods of skilled service may be aggregated and reckoned towards the five years' qualifying service for establishment provided that the periods of non-employment in the P.O. do not exceed the limits referred to above.

Breaks of service will not necessarily be overlooked in determining the eligibility as regards age of unestablished men for appointment to established positions, although breaks not exceeding six months due to shortage of work are usually passed by the Civil Service Com-

missioners, with whom rests the final decision as to the eligibility of a man for establishment.

6. In calculating the period of employment qualifying for annual leave privilege (**Rule G.1**) and the period of continuous service required for the privilege of free medical attendance (**Rule H.1**) and sick pay (**Rule H.20**) periods of absence due to shortage of work, and all other absences without pay, are excluded.

Service as casual labourer is not counted towards the qualifying period for privileges.

7. Service as a full-time unestablished officer in any capacity, if followed without a break by service in the Engineering Dept. will count towards the qualifying period required in the case of unestablished workmen in respect of the privileges of annual leave (**Rule G.1**), free medical attendance (**Rule H.1**) and sick pay (**Rule H.20**) but not towards the qualifying period required for the supply of protective clothing to unestablished workmen (**Rule L.50**).

8. Special leave within the authorized limits will not be considered as constituting a break of service.

9. In cases of absence due to suspension from duty the question as to whether the service is to be regarded as broken will be dealt with at the discretion of the E.-in-C.

SUBSTITUTION.

10.—(a) In order to qualify for substitution pay a workman employed as substitute for another of superior rank is required to perform the higher duties without extra remuneration for a qualifying period equivalent to the annual leave period granted to his own class. This qualifying period must be served during any period of twelve months, and when once it has been served, the substitute may be paid for all subsequent periods of substitution the minimum of the scale proper to the higher post, or, if the higher duty is one carrying an allowance, the amount of the allowance. In any case where a workman is detached to act on a higher duty at other hqrs. a further qualifying period will not be necessary if one has already been served on the same rank at his own hqrs.

(b) Substitution payment will only be granted when the substitution is performed on duties which have been definitely scheduled and authorized as proper to the higher class and when it is full time and complete, *e.g.*, a workman who gives general assistance under instruction or supervision on higher duties during the absence of one or more members of the class or on account of a vacancy but who does not perform a definite or independent duty is not entitled to count such duty towards substitution payment. When a workman is required by the Dept. to act in a higher capacity and to perform the full duties of the higher post he will be definitely informed to that effect. If he is not so informed he should understand that he is not required to act in a higher capacity.

(c) A workman who substitutes an Inspr. or another workman on a higher duty should enter the acting

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN.

SECTION D.
ESTABLISHMENT.

rank as the first entry in column 10 of the Diary Page, thus :—“ Acting Inspr.,” “ Acting S.W.I.,” or “ Acting on D.A. No.....” as the case may be. This will constitute his claim for substitution payment.

A workman employed on Acting Inspr. duties for a definite period should submit a diary page covering each

complete pay week (or part of pay week). The Voucher should be furnished at the beginning of the pay week (or the part pay week) and endorsed in Col. 10 “ Acting Inspr.....(date) to.....(date).”

Where casual or short period substitution is concerned, daily diary pages should be submitted. *See also Rule C.4.*

E N D.

ADDITION TO PARA. 10

Sub. para. (e) (vi)—the following is added:—

When an Inspector is substituted by a workman, pay for Sunday duty, etc., worked on the Inspector grade should be calculated on the basis of a 42 hour week at the minimum of the Inspector scale. If, however, the Sunday duty, etc., is performed on the workman's own grade the calculation should be on a 48 hour week.

(The rule should be suitably annotated pending reprint)

Page 0.3
Issue 1 April, 45

(SO 7652) Wt. 55787—P. 661 25M 4/45 H & S Ltd. Gp. 404

Amendment to para. 10

Para. 10 is replaced by the following:—

* 10. (a) **Qualifying period.**—To qualify for substitution pay, an officer, except as mentioned in para. (e) (viii), employed as substitute for another of superior rank is required to perform the higher duties without extra remuneration for a qualifying period equivalent to the *annual leave period proper to the substituting officer's class*. This qualifying period must be served during any period of twelve months. For classes which receive increased annual leave after a qualifying period of service, the period qualifying for substitution payment will be the increased period of leave. All full time substitution duty for at least one complete day is counted both towards the qualifying period and for payment after the completion of the qualifying period.

(b) **Payment to be granted only for definite substitution in regular course.**—Substitution payment is granted only when the substitution is performed on duties which have been definitely scheduled and authorized as proper to the higher class and when it is full time and complete, e.g. an officer who gives general assistance under instruction or supervision on higher duties during the absence of one or more members of the class, or on account of a vacancy, but who does not perform a definite or independent duty, is not entitled to count such duty towards substitution payment. An officer will be definitely informed when he is required to undertake duties proper to a superior class under conditions which may ultimately entitle him to substitution payment.

(c) **Substitution on more than one superior class.**—Substitution duty on any given class is counted for payment (or towards the qualifying period) for substitution duty on a lower class but not on a higher. For example, if in the course of a year a S.W. II acts for a period as a S.W. I, and for a period as an Inspector, both periods are counted for payment (or qualification) as S.W. I, but only the latter for payment (or qualification) as Inspector. When an officer is detached to act on a higher duty at another office, a further qualifying period will not be necessary if one has already been served on the same rank at his own office.

(d) **Counting of substitution service.**—Normally, only working days will be reckoned towards the qualifying period, but a Sunday or Bank or Public Holiday on which substitution duty on the higher classes is performed will also be counted for this purpose. *Periods of absence on annual, sick, special, or enforced leave, or days in lieu of Bank Holidays*, are not counted either for the qualifying period or for payment, but are not regarded as breaking the continuity of a period of substitution duty.

(e) **Substitution pay.**—When once the qualifying period has been served, a substitute is paid for all subsequent periods of substitution as follows:—

- (i) **A S.W.II or U.S.W. substituting on the duties of a S.W.I.** The pay he would have received had he been promoted to the higher grade on a substantive basis.
- (ii) **Officers substituting on duties other than those of S.W.I.s.** The minimum of the scale proper to the higher post or

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Issue 1, July, 1944.

if the higher duty is one carrying an allowance, the amount of the allowance.

- (iii) **Payment of substitution to U.S.W.s and S.W.II.s acting as S.W.I immediately prior to attending a course of instruction at the Central Training School.** An U.S.W. or S.W.II acting as S.W.I who attends a course of instruction at the Central Training School will receive substitution pay as an acting S.W.I whilst attending the Central Training School provided he is required to and does actually resume acting S.W.I duties upon return to his headquarters.
- (iv) **Incremental credit.** An officer substituting a S.W.I continuously is allowed incremental credit on the higher scale and receives an increment for such period of substitution when due, as though he had been promoted.
- (v) **Separate periods of substitution.** As only continuous service in an acting capacity may count in fixing the date of promotion, substitution pay is reassessed on each occasion of the performance of a separate period of substitution.
- (vi) **The rate of pay for extra, Sunday or Bank Holiday, etc., duty for officers acting as substitutes on higher duties is based upon the pay which the substitute is for the time being receiving.** When substitution is performed for only part of a week, any payment due for Extra, Sunday or Bank Holiday duty is based on the pay for the over-time week (including any substitution pay earned).

(vii) **Period of Payment.** Payment is made for working days, and also for Public and Bank Holidays coming within the period of substitution or between two periods spent in substituting different officers if one of them is off duty on the Bank Holiday, and/or Public Holiday, and the adjoining Sunday, if any; but payment is not made for any Sundays coming within the period of substitution except for duty performed on the higher class (see para. vi).

(viii) **A13 Posts.** A S.W.II who is employed as a substitute for a S.W.I (A13 Post), may retain his substantive rank of S.W.II and be paid his normal wage plus a D4 Duty Allowance during the period of substitution if this course is more favourable to him than that prescribed in para. (f). This obviates the anomaly whereby the substitute for a S.W.I (A13 post) would sometimes receive less pay than the substitute for an officer holding a Schedule D4 post. A *qualifying period* will not be involved.

(ix) When a workman substitutes an Inspector or another workman on a higher duty the acting rank should be entered on the Diary Page, etc., as follows:—

“Acting Inspector,” “Acting S.W.I,” or “Acting on D.A. No.” as the case may be. This will constitute the claim for substitution pay.

(The rule should be suitably annotated pending reprint.)

TRAVELLING AND SUBSISTENCE ALLOWANCES

1. Men working in gangs of three or more within a radius of one mile from hqrs.

(a) The men will attend at hqrs. or on the work as required.

(b) If required to attend on the work, travelling time between hqrs. and the work will not be paid for.

(c) If required to attend at hqrs. first, the time occupied in travelling from hqrs. to the work will be counted as working time.

2. Men working in gangs of three or more beyond a radius of one mile and within a radius of ten miles from hqrs.

(a) Daily conveyance at the Dept.'s expense for the whole distance outwards and inwards will be arranged, as far as possible, either by ordinary public vehicles, including trains, or by official motor vans. The latter will not usually be provided for short distances. Where, however, the use of public conveyance would involve undue expense or inconvenience, the alternative of paying night subsistence allowance under Rule 4 may be adopted. Within reasonable limits the workmen may be permitted to exercise an option in the matter.

(b) Men will, as a rule, be required to attend either at the work or at the specified point for joining the vehicle. Attendance will be reckoned as though the men had reported at hqrs. and had travelled thence to the work by the quickest means available (or an allowance not exceeding ten minutes per half mile will be made). The journey outwards will thus be counted as working time. The journey inwards will normally be made in the workmen's own time, and members of gangs will be booked off duty at the work. If, however, they are required for a definite official purpose to return to hqrs., the journey will be counted as working time.

(c) Conveyance in a P.O. vehicle between work and hqrs. or home is deemed to be employment for the purpose of the Workmen's Compensation Act, notwithstanding the fact that the time taken in making the homeward journey is not paid for.

(d) If a workman is paid cycle allowance for the use of his private cycle and there is not a cheaper means of conveyance available, he will be allowed a reasonable time in which to travel, having regard to the distance, nature of the road and traffic. Eight miles an hour is not an unreasonable minimum rate on which to base the time allowance. Cycle allowance will not necessarily be allowed in all cases when claimed, e.g.—

- (i) if the workman cannot be occupied usefully at the venue of the work immediately he arrives because of the non-arrival of other members of the gang or
- (ii) if the value of the travelling time payment saved does not equal the cycle allowance, no advantage will accrue to the Dept. in granting cycle allowance.

If a workman is not paid cycle allowance even though he actually cycles, he will be allowed up to ten minutes per half mile walking time allowance as laid down in par. (b). The Dept. does not insist upon workmen using their private cycles. When cycles are used, travelling time allowance will be dependent upon whether cycle allowance is paid or not. If it is paid, the travelling time allowance will be as for a cycle journey. If and when public or official conveyances are available, the workman may alternatively travel by cycle, provided (1) the cycle allowance does not exceed the cost of alternative conveyance and (2) the travelling time allowance, as for the alternative conveyance, is not exceeded. Generally the workman will be required to follow the course which is most economical and convenient to the Dept., taking all factors into account. The use of private motor cycles in this connexion should be governed by considerations similar to those applicable to the use of pedal cycles, but the conditions stipulated in Rule 19 should also be applied

3. Men working in gangs of three or more beyond a radius of ten miles, or if conveyances are not available, beyond a radius of four miles from hqrs.

(a) The men will normally be required to lodge out. Subsistence allowances will be paid, but the men may, if they desire and the Engr. concurs, travel to and from their homes in their own time and at their own expense. Men who adopt the latter course may be paid night subsistence allowance for week-ends (if not extended by leave of any kind) falling within the period of detached duty (see Rule 5 (b)). It may, however, be possible to arrange daily conveyances for places outside a radius of ten miles, but this must depend on the circumstances and general rules cannot be given. When conveyances are provided the journey inwards will be made in the workmen's own time as in Rule 2 (b).

★(b) Men in receipt of night subsistence allowances who actually lodge out will be allowed to travel to their work in the Dept.'s time if the work is outside a radius of one mile from the lodgings. Gang hands must make the journey back in their own time, but men working singly or in pairs, in the Dept.'s time. If, however, it is substantiated that workmen are unable to procure lodgings except beyond a one mile radius from the work, the Dept. will bear reasonable travelling expenses both ways between lodgings and work. If the men are in receipt of night subsistence allowances but do not lodge out, allowance for travelling will not be made. Travelling time and fares between lodgings and work will not be payable to men who are sent from their normal hqrs. to temporary hqrs. where, so far as can be foreseen, they will remain for the duration of the War.

(c) Where lodgings cannot be obtained and the Dept. bears the expense of travelling to and from work, the journey inwards to hqrs. each day will be made in the men's own time and day (not night) subsistence will be allowed.

(d) Subsistence allowance is not payable for Saturday and Sunday nights when the Dept. bears the cost of locomotion expenses for week-end visits home.

NIGHT SUBSISTENCE ALLOWANCE FOR WORKMEN

★4. (a) The rates of night subsistence allowance applicable to workmen are as follows:—

(i) S.W.s acting as Insprs. during qualifying period for substitution pay†	} 4s. per night.
(ii) S.W.Is. and Acting S.W.Is.	
(iii) Foremen of gangs	
(iv) Leading hands in groups of three men employed on small external construction works	
(v) Other S.W.s, Labourers and Youths	

† After completion of qualifying period and for remainder of substitution duty, "per noctem" and day subsistence rates and conditions appropriate to Insprs., and cessation of workmen's privileges (e.g. week-end visits home, travelling time and costs between lodgings and work). The period for which the subsistence rates of the higher grade may be paid, i.e. after the qualifying period has been served, includes odd days at the beginning and end for taking over and handing back, and breaks of one or two days between scheduled periods of substitution during which substitution pay is not received.

(b) When accommodation in a Departmental caravan is provided the following rates will apply:—

(i) S.W.Is and Foremen of gangs	3s. 6d. per night.
(ii) Other S.W.s, Labourers and Youths	3s. per night.

Indexing instructions: Section A, page 6. Add: Subsistence Allowance: substitute, whilst acting as...E 4: Substitution: Subsistence allowance' whilst on.....E 4.

5. (a) Workmen in receipt of night subsistence allowance may continue to receive the allowance during sick absence provided that (i) they actually lodge out and continue in occupation of their lodgings and (ii) they are unable to travel or if able to travel the period of sick absence seems likely to be short and no appreciable saving in expense would be effected by return to hqrs.

(b) If a week-end or a week-end and Bank or Public Holiday is extended by annual or special leave, if only for one day, the normal night subsistence allowance will cease for the whole period of absence (but see par. (c) for retention of rooms during annual leave), and travelling expenses will not be allowed except as provided for under the rules respecting week-end journeys and annual and camp leave. When travelling expenses are not borne by the Dept., subsistence allowance will cease as from the earliest reasonable time at which the workman could leave the place of detached duty until the latest time at which he would reach that place to commence duty at the appointed time. Under this rule a workman may become eligible for a day allowance for the last day of duty preceding the period of absence and a night subsistence allowance for the night preceding the day on which duty is resumed. When, however, travelling expenses are borne by the Dept., day subsistence allowance is payable neither for the last day of duty preceding the period of absence nor for the night preceding the day on which the workman is due to resume duty.

★(c) Workmen on detached duty will be allowed to draw, while absent on annual leave, a quarter of the normal subsistence allowance to enable them to keep their lodgings during their absence, provided that (i) cost has actually been incurred, (ii) the leave comes neither at the end nor at the beginning of the period of detached duty, (iii) the leave does not exceed the proportion of annual leave due in respect of the period of detached duty falling within the current leave year.

(d) In cases of necessity a workman proceeding on detached duty may, on application, be granted an advance up to the amount of one week's subsistence allowances, provided the amount advanced is likely to be covered by the period of detached duty. The advance will be recovered from the final payment (or last two payments) made in respect of the periods of detached duty.

Indexing instructions: Section A, page 6. Add: Subsistence Allowance: Advance of, when proceeding on detached duty.....E 5.

6. (a) Day subsistence allowances at the rate of 1s. 3d. a day will be paid to men, not in receipt of night subsistence allowances, working in gangs of three or more when continuously employed for not less than five hours in one day at a distance of more than three miles from hqrs. by the nearest road. Time spent away from hqrs. within a limit of three miles will be counted towards the qualifying period (see also Rule 9).

(b) Day subsistence allowances will be payable for the last day of a period of absence† involving payment of night subsistence allowances provided the absence from hqrs. on the last day counting from the hour at which the workmen originally commenced detached duty is as much as five hours, e.g. if the men left their hqrs. on the first day of the period of absence at 8 a.m. they will count the time from 8 a.m. on the last day to the hour at which they arrive back at hqrs. for payment of the day subsistence allowance.

† i.e. on the day when the gang returns to hqrs. on completion of the work. A day allowance is not payable for the Saturday on which a week-end journey is made.

(c) When a gang on night subsistence completes work at one point and removes to another point also involving payment of night subsistence allowance the "period of absence" (i.e. period of detached duty) will be regarded as continuous and a day allowance will not be payable on the Saturday if a week-end journey happens to fall due (and is made) during the week-end in which the venue of the work is shifted.

TRAVELLING TIME

7. Time spent in travelling (including time occupied in waiting for trains or other conveyance) in the course of the day's work will count as working time. The result will be that any travelling done between booking on and booking off will count as work.

8. (a) Time spent outside the normal hours of duty in travelling from one hqrs. to another, either for permanent or temporary duty, will be reckoned at single rate and cannot be counted towards the week's total for overtime calculations. Night duty time allowance is not made in respect of such time.

(b) When no expense for a bed is incurred during overnight travelling, not more than two-thirds of the night allowance (if due) will be granted.

9. Men working singly or in pairs.—(a) Men who are not in receipt of night subsistence allowances will as a rule attend at hqrs. but the Engr. may require such men to attend at the work if convenient. As regards travelling time, provision of conveyances, lodging out and week-end visits, the same rules apply as for gangs, except (1) as provided in Rule 3 (b), and (2) that when :—

(i) night subsistence allowance is not payable; and

(ii) the men do not return to hqrs. but go home direct from the work,

they may claim travelling time payment as for a journey from the work to hqrs., such time to count as working time.

(b) Day subsistence allowances, at the rate of 1s. 6d. a day will be payable under the same general conditions as for gangs (see Rule 6).

10. When workmen are required under the Telephone Emergency scheme to garage official motor cycle combinations at or near their homes, the daily terminal journeys to and from the men's homes (or garages) and their hqrs. will be made in official time as part of the normal day's work. Reasonable time allowances for the journeys will be fixed.

ANNUAL LEAVE, Etc., DURING SUBSISTENCE

★11. Workmen in receipt of night subsistence allowance will be allowed warrants when proceeding to and from their hqrs. on annual or camp leave. Provided the cost is not greater, warrants to the men's homes may be allowed instead of to their hqrs. †If private cycles or motor vehicles are used the appropriate allowance or the cost of travelling by public conveyance will be paid, whichever is the less. The men will travel in their own time and on return will report for duty at the place of detached duty at the normal hour, i.e., Rule 15 (d) will not apply. For annual leave, this concession applies to the main portion of scheduled leave only (not to odd days) and will be allowed on one occasion only each leave year unless the leave is divided for the convenience of the Dept. When advantage is taken of this concession workmen will be required to serve the full qualifying period from the date of their return to duty before a week-end journey under Rule 15 (a) can be allowed.

‡ During the war, payment in lieu of railway warrants will not be allowed to men who travel by private motor vehicles.

12. Cancelled

Indexing instructions: Section A, page 6. Delete: Subsistence Allowance: Substitute whilst acting as . . . E 12. Substitution: Subsistence Allowance whilst on . . . E 12.

13. Tradesmen in receipt of trade rates, either in full or less a deduction of 2½ per cent in return for the annual and sick leave privileges of unestablished men, will ordinarily be paid the local trade subsistence or lodging rates under trade conditions. When the trade subsistence or lodging rates cannot be ascertained, those proper to S.W.s will be allowed under the conditions applicable to S.W.s. Certain tradesmen engaged prior to 1914, who have elected to retain old rates of pay, and certain tradesmen transferred from the National Telephone Co. who are entitled to the privileges of unestablished men, will receive subsistence rates proper to, and under the conditions applicable to S.W.s. Workmen employed partly as tradesmen at trade rates and partly on work proper to U.S.W.s or Labourers will be paid subsistence rates proper to, and under the conditions applicable to their P.O. grading, provided that they seldom spend a whole day on tradesmen's work.

14. When travelling by steamer workmen will normally be allowed second class cabin fare. Where there is no second class fare, the class of fare to be allowed will be decided by the T.M. having regard to the quality of the accommodation available in the steamer. Time spent in waiting for or travelling by boat will be paid for in accordance with the ordinary regulations.

WEEK-END JOURNEYS HOME

15. (a) Subject to the exigencies of the Service, engineering workmen who are in receipt of night subsistence allowances and who are lodging out, will be given warrants to enable them to travel to their hqrs. in their own time within the following limits:—

Up to 20 miles radius from hqrs.	---	once a week.
• " 40 " " " " "	---	once a fortnight.
" 60 " " " " "	---	once in three weeks.
Over 60 " " " " "	---	once in every four weeks.

The first return warrant will be issued for the Saturday following the completion of 5, 12, 19 or 26 days' continuous absence from hqrs. When railway passes are used the same rule will apply as if fares were paid or warrants used. If a workman lodges out on Monday night he will be entitled to count the Monday as the first day's absence, even though he may not have commenced work at the place of detached duty on the Monday. Late arrival on Monday (possibly Tuesday in an extreme case) from a week-end visit will not count against a man when considering his title to a further week-end warrant.

(b) When men move from one locality to another the conditions will apply according to the distance from hqrs. at which the men are working on the Saturday.

(c) Men whose homes are not at their hqrs. will be given warrants to their homes up to the value of the warrants to which they would be entitled if they travelled to their hqrs.

(d) Men who travel back by the first available train on the day fixed for their return to duty will not have pay stopped for late arrival. The time must, however, be made up when this can be arranged.

★(e) If men prefer to use their own cycles or motor vehicles for the week-end journey to which they may be entitled, the appropriate allowance or the cost of travelling by public conveyance will be paid, whichever is the less†;

† For the period of the war payment in lieu of railway warrants will not be allowed to men who travel by private motor vehicles.

but the men must travel home in their own time and should report for duty not later than if the quickest means of conveyance available were used.

(f) Workmen, on qualifying for a week-end visit home, may defer such visit and draw the usual night subsistence allowance for the week-end. They may take the deferred visit at any subsequent week-end during the period of detached duty (subject to the exigencies of the Service) and a further week-end visit at the Dept.'s expense will be allowed when another full qualifying period has been served from the date on which the deferred visit was originally due.

(g) When a gang is moved from one zone (x) to a more distant zone (y), involving a decrease in the frequency of the week-end concession under par. (a), the qualifying period for the first week-end visit from zone (y) will count from:—

(i) The latest week-end for which a week-end warrant from zone (x) was, or could have been claimed by workmen who actually lodged out.

(ii) The day following the last night at home for workmen on night subsistence allowance who did not previously lodge out.

(h) Week-end warrants are issued solely to enable workmen to visit their homes (i.e., normal place of residence when at permanent hqrs.) at reasonable intervals. Workmen proceeding home for the week-end should leave their week-end addresses with the Foreman or Insp. If a warrant is not used during the week-end for which it is issued it should be returned for cancellation. It must not be retained for subsequent use, nor transferred to any other person. Workmen are not entitled to forgo a week-end warrant to their permanent hqrs. or homes and draw its value as a compensating payment or perquisite in lieu or to claim refundment of a week-end fare other than in connexion with an actual week-end visit home. Thus the Dept. would admit no liability in respect of a visit to a holiday resort near an officer's temporary hqrs. or to his friends or relations living elsewhere than at his permanent hqrs. or where he normally resides when employed at his permanent hqrs.

(j) A claim under the week-end concession will be treated as having terminated if the workman is brought back to his hqrs. officially for a period of 24 hours or more, i.e. he may not carry forward a week-end visit or any portion of a qualifying period of detached duty service from one completed period of detached duty to another.

(k) If a week-end is extended by one day's annual or special leave, this will not invalidate the workman's claim to a warrant if normally due for that week-end, nor will the day's leave, when taken on the Monday, be excluded from the qualifying period for the next week-end journey.

(l) **Christmas.**—When Christmas Day falls on a Friday, Saturday, Sunday or Monday, a warrant may be allowed to a workman who in normal circumstances would be entitled to a warrant on the Saturday associated with the Christmas leave. When a warrant is allowed in such circumstances, and Boxing Day is observed on a Monday or Tuesday, the workman will resume duty on the Tuesday or Wednesday respectively. The Monday or Monday and Tuesday respectively in such cases should not be excluded from the qualifying period for the next week-end journey. One day's leave of any kind immediately preceding or, alternatively, immediately following Christmas leave for which, under the foregoing rule, a warrant may be issued will not invalidate a workman's claim to a warrant nor will it (when it follows the Christmas leave) be excluded from the qualifying period for the next week-end journey.

(m) **Easter.**—A warrant may be issued on the Thursday before Good Friday to a workman who would in normal course be entitled to it on Easter Eve (Saturday) if he will be absent from work on the Saturday. A day's leave of

any kind on the Thursday before Good Friday or alternatively on Easter Tuesday will not be regarded as invalidating a workman's claim to a warrant at Easter, even though he may also be absent from work on Easter Eve (Saturday), nor will Easter Monday or a day's leave of any kind on the Easter Tuesday be excluded from the qualifying period for the next week-end warrant.

(n) **Whitsun and August Bank Holiday.**—A day's leave of any kind on the Saturday or alternatively on the Tuesday will not be regarded as invalidating a workman's claim to a warrant, nor will the Bank Holiday or day's leave of any kind if taken on the Tuesday be excluded from the qualifying period for the next week-end warrant.

(o) **Christmas, Easter, Whitsun and August Bank Holiday.**—A workman who may be entitled to a warrant may have the option of accepting a warrant or such night subsistence allowance as would be payable if he were not eligible for a warrant. This rule does not apply if the week-end or Christmas, etc., holiday is extended by other leave—see Rule 5.

16. A workman who actually lodges out during the week may draw the normal night subsistence allowance for the week-end and please himself whether he goes home or not. When he draws the normal night allowance for the week-end he should report for duty on the Monday at the normal hour for commencing work, i.e. he should not arrive late as though he had returned from home under the week-end arrangement [see Rule 15 (d)]. He may not have benefits attaching to both arrangements in respect of the same week-end.

GOVERNMENT RAILWAY PASSENGER WARRANTS

17. (a) Government Railway Passenger Warrants are provided to obviate the necessity for making cash payments for official journeys. Tickets are issued by Rly. Cos. on presentation at booking offices of warrants duly filled in and signed. In filling up warrants ink or indelible pencil must be used and the signature legibly written. When members of a working party travel on the business of the Dept. the Foreman or workman in charge will personally procure the tickets on a single warrant and hand them to the men individually. The names of the men should be written on the back of the warrant and its counterpart. Only in exceptional circumstances may a warrant be used by a workman other than the holder of the book from which it is taken. If one workman supplies another workman with a blank warrant and counterpart for use in an emergency, the following particulars should be shown on the cover:—number of warrant, date issued, signature of recipient, initials of book holder. When a warrant is not handed over personally, a written acknowledgment should be obtained and attached to the cover. Warrants should be used on all possible occasions for journeys on official business, except when the amount of the fare does not exceed 1s. 0d. when cash may be paid. In removal cases warrants should be used for the journey of the officer himself (not for his wife and family) unless the removal of furniture is undertaken by a Rly. Co., and a rebate of 33½ per cent off railway fares is obtainable.

(b) A sufficient supply of warrants must always be carried and they must be used in numerical order. To ensure a correct counterpart, carbonic paper must be used. All counterparts, together with spoilt or cancelled warrants, must be attached to the relative Daily Report or Diary Page. Spoilt or cancelled warrants or counterparts must not be destroyed.

(c) Should circumstances prevent a journey being taken for which a ticket has been obtained in exchange for a warrant, the unused ticket and the counterpart of the warrant must be attached to the relative Daily Report or Diary Page, or sent to the Engr. separately on the same

day with a brief explanation stating the circumstances, the amount involved and the number of the warrant.

(d) The utmost care must be taken of these warrants and workmen may be required to make good any losses resulting from warrants issued to them falling into the hands of persons not entitled to use them. Government Railway Passenger Warrants must be used only for an actual servant of the Dept. travelling strictly on the business of the P.O.

(e) Inside the front cover of each book of Government Railway Passenger Warrants is a list of any sections of railway in the district over which the Dept. has the right of free conveyance, and workmen entitled to free conveyance who do not hold passes will endorse warrants "free" or "free between and" according to the circumstances. The right of free conveyance of cycles (whether official, hired or private cycles used officially) will not be claimed except under instructions from the T.M.

18. Workmen must make themselves acquainted with and take the fullest possible advantage of the facilities offered by the Rly. Cos. for cheap rate tickets, i.e. "Monthly," "Week-end," "Excursion," "Cheap Day," etc., and the appropriate space on the warrant should be filled in accordingly.

All Rly. Cos. in Great Britain, except the Metropolitan District Railway and Tube lines, allow a discount of 25 per cent on ordinary third class, and 5 per cent on monthly return fares. When either of these is the cheapest rate available, the appropriate description, i.e. B.T. or B.T.M.R., must be shown on the warrant.

USE OF PRIVATE MOTOR VEHICLES

(See Rule O/55 for use of private pedal cycles)

19. A workman must not use a private motor vehicle of any description on official business, or in proceeding to and from his work in the Dept.'s time, without authority. The use of private motor vehicles on official business will be authorized only when exceptional circumstances warrant this course, and subject to the following conditions:—

The owner of the private motor vehicle is insured fully, i.e. without "excess", at his own cost under a policy covering all risks normally incurred, e.g. accident to the insured, including medical expenses, bodily injury to or death of third parties, including passengers (except in the case of solo motor cycles) and damage to the property of third parties. The policy should cover the foregoing risks for the use of the vehicle on official business and also, in the case of motor-cycle combinations, official passengers for whom an additional allowance will or may be received. Insurance against damages to or loss of the officer's vehicle will not be required, but it should be clearly understood that the Dept. cannot accept liability for damage sustained by the vehicle whilst it is being used on official business. The policy must be submitted for inspection when authority is first sought or when a new policy is taken out, and annual evidence that insurance premiums are being regularly paid must be produced.

The allowance for the use of private motor cycles (with or without side car) will be as under:—

(a) When a public conveyance is not available, or is available only at equal or greater expense or at such a serious loss of official time as would justify the extra cost to public funds, and when no other officer is taking a private conveyance over the same ground in which the officer might reasonably travel—2½d. a mile. (This rate is not applicable to motor assisted bicycles, pedal assisted motor cycles, or vehicles of similar type, for which not more than 1½d. a mile will be allowed.)

(b) In all other cases—1½d. a mile.

*(c) When the amount of travelling is considerable, and not less than 50 per cent in the course of a year would justify payment under (a), an officer may apply for a compounded rate of 2d. a mile. (Suspended while petrol rationing is in operation.)

20. The Dept. takes no responsibility for the safety of private motor vehicles, including motor cycles, left on official premises.

REMOVAL EXPENSES

21. (a) The actual and reasonable removal expenses of officers transferred from one town to another in the interest of the service (not those of officers transferred as a disciplinary measure or at their own request) are paid by the Dept. For officers who were householders immediately prior to transfer, removal expenses include :—

(i) Third class railway fare and (within limits) subsistence allowance in connexion with a preliminary visit for the purpose of finding a house. In certain circumstances third class railway fare (but no subsistence) may be paid in connexion with a return visit.

(ii) Travelling expenses at third class rates, for the officer himself and members of his household normally residing with and dependent upon him, and subsistence allowance, if warranted, during the journey.

(iii) Excess cost of temporary furnished accommodation where necessary, subject to certain limits.

(iv) Reasonable cost of removing furniture and effects, other than exceptional or heavy articles and live stock. Three written tenders should be obtained, one of which should, if possible, be from a Rly. Co., if the distance of

transfer is not less than 60 miles. The application to the Rly. Co. should indicate that the applicant is a P.O. servant.

(v) Overlapping rent where such liability is unavoidable, subject to certain limits.

(vi) Unavoidable loss in respect of the officer's own season ticket for remainder of current quarter, and in certain circumstances in respect of the school fees of his children.

(vii) Cost of tenancy agreement within certain limits.

(viii) A contribution towards legal expenses incurred in the purchase of a house at the new hqrs., or the sale of a house at the old hqrs. in certain circumstances.

★(ix) ‡ A flat rate allowance of £5 for workmen in receipt of wages up to £200 per annum, and of £10 for workmen in receipt of wages in excess of £200 per annum to cover all miscellaneous expenses such as alteration and depreciation of fittings, taking down and putting up of fixtures, re-laying floor coverings, cleaning of house, etc.

‡ These allowances are temporarily increased to £6 10s for men in receipt of wages up to £200 a year and £11 10s. for men in receipt of wages in excess of £200 a year excluding war bonus where furniture is moved to unfurnished accommodation on and after 2 July 1941.

It should be clearly understood that the foregoing is intended merely as a general outline of the scope of the regulations and that before actually arranging for the removal to take place, an officer should consult his superior officer for detailed information.

(b) Officers are expected to arrange for their removals to be conducted as economically as possible, and expenses regarded as unnecessary or reasonably avoidable will not be refunded.

E N D

(404/12391) Wt. 9784—1401 59,500. 12/41.

Page 5
Issue 4, 6.12.41.

WEEK-END JOURNEYS HOME

Paragraph 15. *The following is added at the end of sub-paragraph 15 (a) :—*

For workmen on loan or on detached duty to or from Northern Ireland, the foregoing arrangement is modified as a wartime measure. Such workmen are entitled to week-end returns to their homes under the above conditions, but not more frequently than twice in any period of twelve months. Week-end returns granted during two or more separate absences on detached duty to or from Northern Ireland within a period of twelve months from the commencement of the first absence should be aggregated, and must not exceed two returns in a period of twelve months commencing with the first period of detached duty.

(The Rules should be suitably annotated pending reprint.)

Page 2.2
Issue 1, 12.11.42

(80 160) Wt. 44344—73 50M 1/43 H & S, Ltd. Gp. 404

WEEK-END JOURNEYS HOME

Paragraph 15 (a). *The following is added at the end of sub-paragraph 15 (a) :—*

The foregoing arrangement applies also without restriction to workmen on loan or detached duty to or from Northern Ireland. While, however, exit permits and sailing tickets are necessary, these workmen should make their own arrangements for obtaining them and must produce the exit permit and sailing tickets (return journey) before permission is given for the week-end return home.

(The Rules should be suitably annotated pending reprint.)

Page 2.2
Issue 2, 15.3.46.

(80 382) Wt. 47350—P772 20M 3/46 H & S, Ltd. Gp. 404

Amendment to para. 4

Para. 4 (a) is replaced by the following :—

NIGHT SUBSISTENCE ALLOWANCE FOR WORKMEN

4.—(a) The rates of night subsistence allowance applicable to workmen are as follows :—

(i) S.Ws. acting as Insprs. <i>during qualifying period for substitution pay</i> † ...	}	5s. 6d. a night throughout a period of detached duty for married men, and unmarried officers with domestic responsibilities equivalent to those of a married man.
(ii) S.W.1s and Acting S.W.1s ...		5s. 6d. a night for the first month of detached duty in one place for unmarried officers other than those referred to above ; thereafter 4s. a night for the remainder of the absence.
(iii) Foremen of gangs ...		
(iv) Other S.Ws., Labourers, and Youths...		}
		5s. 0d. a night throughout a period of detached duty for married men, and unmarried officers with domestic responsibilities equivalent to those of a married man.
		5s. 0d. a night for the first month of detached duty in one place for unmarried officers other than those referred to above ; thereafter 3s. 6d. a night for the remainder of the absence.

An unmarried officer is regarded as having similar domestic responsibilities to those of a married man when he normally lives with, and is mainly responsible for the support of, for example, parents incapable through age or illness of supporting themselves.

† After completion of the qualifying period and for the remainder of substitution duty, "per noctem" and day subsistence rates and conditions appropriate to the rank of Inspector will apply, and workmen's privileges (e.g., week-end visits home, travelling times and costs between lodgings and work) will cease. The period for which the subsistence rates of the higher grade may be paid (i.e., after the qualifying period has been served) includes odd days at the beginning and end for taking over and handing back, and breaks of one or two days between scheduled periods of substitution during which substitution pay is not received. In applying the appropriate subsistence allowance at the higher rate after the qualifying period, the absence should be reckoned from the commencement, i.e., including any qualifying period during which subsistence at the rate applicable to the substantive rank is payable. For example, a S.W.1 acting as Inspector on detached duty will receive, after the qualifying period, to the end of the first 28 nights of absence, the rate of Inspector's subsistence appropriate to this period, and thereafter out-of-pocket expenses within the appropriate lodging allowance limits, according to the usual conditions.

Page 0.1
Issue 1, February, 1943

Amendments to paras. 2(b) and 3(a).

The following is an addition to para. 2(b) :—

2(b) (but see para. 3(a) when gangs are working beyond 15 miles radius from headquarters and are unable to lodge outl.

The following is an addition to para. 3(a) :—

3(a) When, however, gangs are working outside a 15 mile radius from headquarters and it is clearly impossible for them to adopt the normal arrangement of obtaining accommodation near their work, time spent in travelling for that portion of an inward journey which is outside the 15 mile limit may, from a current date, be regarded as part of the normal working week; e.g. if an inward journey of 35 miles is made, the time occupied in travelling 20 miles would be regarded as working time.

(The Rules should be suitably annotated pending reprint)

Page 0.3
Issue 1, April, 1946.

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN

SECTION F
ATTENDANCE

ATTENDANCE OF STAFF

1. The exact time of commencing and ceasing duty must be recorded either in the workman's diary or in a book provided for the purpose.

The foreman should record on the time sheets the exact time his gang commences and ceases work each day.

2. A workman is required to work ⁴⁴48 hours a week exclusive of meal times (i.e. usually 8½ hours per day on the first 5 days of the week and ~~5½ hours on the sixth day~~). The hours of daily attendance may be varied at the discretion of the Engr. to meet the exigencies of the work and the reasonable convenience of the men. Except as provided in Rule E.8 in the calculation of attendance an addition of one ~~hour~~ ^{hour} is made in respect of all attendance at night, i.e. between 8 p.m. and 6 a.m., 42 hours' night attendance thus being equivalent to 48 hours' day attendance. The calculation for night duty is made on a weekly basis.

3. Workmen arriving late will at the discretion of the Engr. be required to complete the normal number of hours of attendance. In no case will extra duty payments be authorized until time lost through late attendance has been made up.

4. Except in special circumstances or in cases where it is necessary to make up time lost on previous days (see Rule 10), work may not be carried on beyond the usual hours without the authority of the Engr.

5. A workman is not justified in continuing his work so that his return to hrs. will be delayed until extra duty or a subsistence allowance is incurred unless the circumstances of the work clearly require it.

OVERTIME

6. Workmen are liable to be required to give such extra attendance as the exigencies of the Service may demand; and they are also liable to be required to perform Sunday duty.

7. Attendance of 15 minutes or more beyond the scheduled duty on any week-day exclusive of time spent in travelling and proper to be paid at single rate or attendance in lieu of time lost through bad weather is overtime attendance, and the overtime so calculated is aggregated for the week, and after the night duty allowance (see Rule 2), if any, for the week has been added, is rounded up or down to the nearest quarter of an hour.

8. Payment at overtime rates is not made in respect of time worked in excess of the ordinary daily attendance in order to make up for late attendance or for time lost through interruption of work due to wet weather.

9.—(a) Overtime on week-days is paid for as follows:—

For time worked in excess of 48 hrs.	} Rate and a
a week but not exceeding 54 hrs.	
a week	} Rate and a half
For time worked in excess of 54 hrs.	
a week but not exceeding 60 hrs.	
a week	} Double rate
Time worked in excess of 60 hrs. a	
week	

(b) The rate of payment for extra duty performed by workmen employed partly as U.S.W. and partly as Tradesmen is determined by and corresponds with the class of work performed during the period of extra duty.

★(c) Special duty on Sundays, Christmas Day and Good Friday is not included in the above calculation, but (with the exception of travelling time referred to in Rule E.8) is paid for separately at rate and a half. Attendance is rounded up or down to the nearest quarter of an hour for purposes of payment.

TIME LOST BY BAD WEATHER

10. When unfavourable weather makes it necessary to suspend the ordinary outdoor work, Foremen will keep gangs together under supervision and employed on any alternative work that may be available, up to 2.30 p.m. A gang will not be disbanded in any circumstances before 2.30 p.m.

After that hour Foremen will continue to hold the men under supervision if it is probable that the work which was suspended can be resumed and carried on for at least one hour before the usual leaving off time; otherwise they will disband the gangs (unless alternative work of a really useful character is available) and record the remaining hours of the working day as lost time. Time so lost, i.e. after the gang is disbanded, will normally be made up in the mornings or evenings, and on Saturday afternoons, during the pay week in which it occurs or during the following pay week. The decision as to disbanding the gangs will, of course, to some extent be influenced by the likelihood of its proving possible to make up the time lost. Pay will not be withheld in respect of lost time which cannot subsequently be made up within the specified period.

It should be clearly understood that the Dept. reserves full right to require lost time to be made up within the specified period even at some inconvenience to the workmen concerned, and the responsibility for this must rest mainly with the Foreman.

11. Foremen are expected to reduce to a minimum the amount of ineffective time in general, including the net time lost by inclement weather. Men who are suitably clothed are expected to work through a reasonable amount of inclement weather.

EMERGENCY ATTENDANCE

12. Special attention is given to faults which occur on certain classes of circuit after the normal hours of business on week-days, Sundays and all Public Holidays. The emergency lineman is normally called by means of a telephone fitted at his home and, when the installation of an emergency telephone at a lineman's residence is under consideration, the lineman concerned will be furnished with full information of the scheme together with details such as rates of pay for emergency duty, need to be able to drive a motor vehicle, garage accommodation, etc. The allocation of official telephones will, as far as possible, be optional, and by agreement with the staff concerned. The Sec. Engr. will select the most suitable man and when the choice lies between several linemen the proposal will be put before them in the order of their seniority.

As the telephone is provided for Service purposes a signed agreement is not required and the lineman will not be held responsible for loss or damage to the telephone by fire or burglary, etc. provided reasonable care is exercised.

★It should be noted that all local calls (other than to recognized official circuits, such as Exchange Supervisor,

Test Desk, Maintenance Control, and to extensions connected to an official P.B.X.) will be recorded against an emergency lineman's circuit. From the total calls recorded a deduction will be made at the rate of 250 calls per annum. This allowance of 250 calls should generally be sufficient to cover calls to other than official circuits made in connexion with official business. Consideration will however, be given in special cases, to the allowance of a greater number. In this connexion, it should be noted that in Automatic areas extensions connected to an official P.B.X. should be obtained when required by dialling the "Auto Manual Board" and asking for the officer required and not by dialling direct; also in both Automatic and Manual areas, if a lineman desires to confirm from his home that a reported fault still exists, he should communicate with the Exchange Supervisor and ask for a trial call to be made. This procedure will prevent the registration of an originating call against the circuit. Service circuits provided at the residences of Engineering Officers do not come within the terms of "recognized official circuits" for the purpose of the non-recording of calls.

Any trunk calls which a lineman requires to make on official business should be certified as such on the quarterly account.

With regard to entries in the Telephone Directory an official entry will appear in the front of the Directory in "Post Office Official Telephone Circuits, Sub-Division, Engineering Department—Private Residences," and a private address entry without any reference to the lineman's official capacity may also be recorded in the body of the Directory.

When warranted, each emergency lineman will have Departmental motor transport readily available and to this end the vehicle will be garaged at or near the officer's home. The means of transport will generally be that used by the officer during his normal daily work. The hrs. of linemen who are required to garage official motor vehicles at or near their homes will not be changed, i.e. the exchange or other building (not the garage) will continue to be the man's hrs. and the daily terminal journeys from and to the garage or house with the machine will not be regarded as absence from hrs. for subsistence allowance purposes. Where a lineman provides suitable accommodation for the housing of the vehicle at his own home, a payment of 2s 6d per week will be made in respect of a motor cycle combination and 5s per week in respect of a van.

The emergency arrangements are intended primarily to enable attention to be given to faults on subscribers' circuits, but exchange faults of a serious nature (which are of very infrequent occurrence) should also receive attention. It is not expected that an emergency lineman who will be engaged normally on the maintenance of subscribers' apparatus and possibly on small exchanges and/or plant, will be capable of handling every type of fault himself. If necessary, therefore, he may seek assistance from officers who have more specialized knowledge of certain classes of the work and the list of addresses of maintenance officers kept at each exchange will be utilized to this end. In such an event he should use his transport facilities for conveying the assisting lineman from and to his home.

The instructions deprecating attempts to clear line faults during hours of darkness should be borne in mind.

It is intended that the freedom of movement of a lineman when off duty should not be adversely affected. When, however, he is absent from his residence for an appreciable time and his residence is occupied during the period of absence, he should leave information as to his whereabouts and make arrangements if possible for advices of emergency calls to reach him. When the residence is temporarily unoccupied, the special call indicator fitted in conjunction with the bell will, by its operation, draw attention to the fact that a call has been made during the lineman's absence, and when he returns home the exchange should be called and inquiry made as to what is required.

The provision of a telephone and the use of motor transport should tend to shorten the period of each disturbance, and the fact that arrangements are being made to retain staff on duty at certain exchanges in dense areas to attend to emergency faults up to 8 p.m. will have the effect of reducing the number of disturbances.

13. Workmen when called upon specially to attend for emergency duty will be paid at the appropriate rates in respect of such attendance subject to the following minimum limits:—

In London Payment as for three hours' extra duty (or duty on Sunday, Christmas Day or Good Friday), or 4s 6d, whichever is the greater sum.

In the Provinces Payment as for two hours' extra duty (or duty on Sunday, Christmas Day or Good Friday or New Year's Day in Scotland) or 3s, whichever is the greater sum.

When workmen are called out to attend two or more emergency calls on the same night each such attendance will be paid for separately unless the periods of attendance overlap.

Compensation for an emergency attendance on a Bank Holiday will, in the case of Workmen not scheduled for Bank Holiday duty be the same as for an ordinary Bank Holiday attendance (*see* Rules G. 16 and 18). Any payments will be subject to minima of 4s 6d and 3s in London and the Provinces respectively. In the event of any subsequent attendances on a Bank Holiday in respect of emergency calls, such attendance, after completion of the first period of duty, will be treated in the same way as emergency attendances on an ordinary week-day and will be paid for separately unless the periods of attendance overlap. When workmen scheduled for Bank Holiday duty are required to make a separate attendance on the Bank Holiday (either before or after the scheduled Bank Holiday attendance) for an emergency call the emergency attendance will be treated in the same way as emergency attendances on an ordinary week-day.

In cases where an official telephone is installed in the residence of an emergency lineman, and he is able by giving suitable instruction and advice by telephone to ensure the rectification of a fault without leaving home, a disturbance fee of 1s inclusive for each such emergency call between the hours of 8 p.m. and 7 a.m. may be paid on the understanding that not more than one payment, whether for emergency attendance or for disturbance, will be payable in respect of the same fault.

END

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN (Rg. 40)

SECTION F
ATTENDANCE

Amendment to para. 13

Paragraph 13. *Line 41. The words "between the hours of 8 p.m. and 7 a.m." are deleted and replaced by "during the emergency lineman's off duty hours".*

(The Rules should be suitably annotated pending reprint)

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Issue 1, August, 1946.

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN

SECTION G
LEAVE

ANNUAL LEAVE

★1. Annual leave exclusive of public holidays is allowed as follows:—

S. W. Is.	18 working days
S. W. IIs.	14 „ „
U. S. W.s, Labourers and Youths, and Tradesmen under P.O. conditions, who have com- pleted two months of actual employment (see Rule D.6).	12 „ „
Tradesmen not under P.O. condi- tions.	6 „ „

The annual leave year extends from the first day of April in one year to the last day of March in the following year.

2. Only the proportionate amount of leave earned from the date of qualifying for privileges until the end of the leave year is granted during the leave year in which the qualifying period is completed, but the whole of this amount may be taken at the Engr.'s discretion and, subject to his previous permission being given, at any time after the end of the qualifying period.

3. Workmen who become entitled on promotion to longer annual leave will be allowed the proportionate amount due to them at the lower rate from 1 Apr. up to the date of promotion and the proportionate amount at the higher rate for the remaining part of the leave year.

4. In the year of resignation or retirement from the Service, from any cause other than misconduct or inefficiency, workmen entitled to annual leave may be allowed the amount of leave earned, up to the date of resignation or retirement, subject to the exigencies of the Service. Any such leave which has not been taken before the date of retirement will lapse and no payment in lieu of the leave will be allowed.

5. If a workman resigns whilst on annual leave he cannot be allowed pay for a period of leave longer than that to which his service entitles him.

6. When retirement is on medical grounds any period of sick leave with pay allowed after the date of the medical retiring certificate covers all other leave outstanding at the time and a claim for payment in respect of such leave, whether annual or in lieu of Bank Holidays, etc., cannot be entertained.

7. If a workman is absent on sick or enforced leave when his scheduled period of annual leave commences, a fresh period of annual leave should be arranged for him to commence when or after he is certified as fit to resume duty; but if a case of infectious disease occurs at his residence whilst he is on annual leave, no extension of annual leave will as a rule be allowed.

8. If a workman falls sick while on annual leave and produces at the time satisfactory medical evidence that he is unable to leave the house he may be granted, at a time convenient to the Dept., additional leave equivalent to the period of sickness falling within the scheduled period of annual leave, provided the period of sickness is at least half the scheduled period of annual leave and is not less than six days.

9. Annual leave will not be allowed as an alternative to sick leave.

10. A workman cannot forgo leave in one year in order to obtain longer leave in another year. Leave not taken during the appropriate leave year, from causes within the control of the workman concerned, lapses.

11. A workman entitled to annual leave will be granted an additional day's leave in respect of any public holiday that may occur during his period of annual leave. When desirable in the interest of the Service this additional day must be taken during the winter period.

12. Before going on leave a workman should hand to his substitute all tools, records and books, and obtain a receipt for them. He should instruct his substitute in all current matters relating to his duties and should advise his Inspr. on ATE 671 of the address to which his pay should be sent during his period of leave. On resumption of duty he should receive back his tools, records and books, and make himself acquainted with any instructions issued during his absence.

13. A workman who has been granted annual or other leave of absence is not permitted to attend at his hqrs. or place of employment during the period of such leave even for part of a day.

14. If a workman is specially recalled from leave to duty, and at the conclusion of the service for which he was recalled, reverts to leave and returns to the place from which he was summoned, he may be paid travelling expenses (not subsistence allowance), provided the probability of the recall could not have been foreseen when he went on leave.

PUBLIC HOLIDAYS

★15.—(a) A workman who has served a qualifying period of six days is entitled to public holidays. Leave in lieu is granted for attendance on a Bank Holiday (see par. 18.)

(b) In England and Northern Ireland the days observed as public holidays are Good Friday, Christmas Day, and the four statutory Bank Holidays. In Northern Ireland, St. Patrick's Day (17 Mar.) is kept as an additional holiday.

(c) In Scotland the dates of the public holidays, with the exception of New Year's Day and Christmas Day, are determined by the municipalities of the different cities or burghs (see par. 19).

In each city or burgh in Scotland such public holidays as are determined by the local authority may be observed, provided that the number of such holidays, including New Year's Day and Christmas Day, does not exceed six annually.

16. In order that emergencies on Bank Holidays (or days taken in lieu thereof) may be met, a workman employed on maintenance duties must provide his Engr. with an address at which urgent messages can reach him. He should also leave his address at the local P.O. if his hqrs. are not the same as the hqrs. of the Engr.

17.—(a) The privileges (subject to the terms of par. (b)) granted to unestablished grades as indicated in Rule 15 may be granted to tradesmen who have accepted P.O. conditions in return for a 2½ per cent deduction

from wages (but not to other tradesmen), subject to the condition that the qualifying period of six days shall be calculated from the date of the wage reduction, or the date of completing six days' continuous service, whichever is later.

(b) Tradesmen who have opted for P.O. conditions in return for a 2½ per cent deduction from wages and who work on a Bank Holiday, Good Friday or Christmas Day, will be paid the appropriate trade rate for the time actually worked on those days, and, in addition, provided Christmas Day falls on a weekday, they will be allowed either pay as for an ordinary day or a day's holiday in lieu, the latter at a time convenient to the Dept.

★(c) In the case of tradesmen who have not opted for P.O. conditions, five public holidays will be allowed with full pay. In England and Wales the five holidays will be Good Friday or Christmas Day, as may be convenient both to the Dept. and to the men, in addition to the four Bank Holidays. In Scotland and Northern Ireland the public holidays will be those customary to the country, subject to a maximum of five days.

For arrangements as to pay for attendance in so far as the five public holidays prescribed in (c) are concerned, see par. (b). Alternatively, another public holiday may, if practicable, be allotted. As regards the sixth public holiday, only the appropriate trade rate for the time actually worked will be paid.

18. If the time worked on a Bank Holiday (including any allowance for night duty), reckoned at time and a half, exceeds the normal duty on that day, the excess time, rounded up or down to the nearest quarter of an hour, will be paid for at single rate, but duties ending at or before 2 a.m. or commencing at or after 10 p.m. on a Bank Holiday will not entitle a workman either to compensatory leave or to extra pay.

19. Workmen called upon to work on Christmas Day or on Good Friday will be allowed extra pay for the whole period of attendance at rate and a half. In Scotland, New Year's Day is substituted for Good Friday.

20. When a public holiday occurs during absence on sick leave, a day in lieu of such holiday will not be allowed, but when a workman is sick on a day which has been allotted to him as a holiday in lieu of a Bank Holiday on which he has performed work, another day will be allowed.

21. Unestablished workmen employed for less than six working days in whose period of service a public holiday falls, will not receive pay if they do not attend on such holiday.

22. Workmen re-employed after being paid off owing to shortage of work will not be required to serve a fresh qualifying period in order to re-establish a claim to the privileges specified above, unless they are out of the service of the P.O. for a period of six or more consecutive months.

SPECIAL LEAVE

23.—(a) The privilege of special leave consists of occasional absence from duty not falling under the head of annual, sick, enforced, or compensatory leave. It may be granted according to circumstances:—

- (i) with full pay, termed special leave "A"
- (ii) with full pay, less the actual cost of substitution or the minimum of the absentee's scale, whichever is greater, termed special leave "B"

(iii) without pay, termed special leave "C".

(b) Subject to the exigencies of the Service, special leave "B" may be granted to a workman who applies for it on reasonable grounds. It must not exceed 10 days in all (excluding Sundays) in any calendar year or a continuous period of six working days on any one occasion, except in the case of certain accredited representatives of recognized Associations of P.O. servants, to whom additional leave to a total limit of 25 days in a year may be allowed, if necessary, for Association purposes.

(c) Cases of emergency, such as serious illness or death in a workman's family, are dealt with specially, and also cases in which a prolonged period of special leave is desired. In cases of death, the applicant should state the relationship of the deceased, whether the applicant has sole charge of the funeral arrangements and the approximate distance from his hqrs. to place of interment.

(d) When, for urgent private reasons, a workman desires special leave, he should, if possible, attend at the office and make personal application for the leave. If application is made by post, telegraph or telephone, workmen should state as definitely as possible the period for which the leave is desired and the circumstances which render it necessary; the cost of such services must be borne in every case by the officers concerned.

(e) Application for special leave should be made on TE 219.

LEAVE FOR NAVAL, MILITARY OR AIR FORCE PURPOSES

★24. Special leave for Naval, Military or Air Force purposes is allowed under the following conditions subject to the exigencies of the P.O. Service:—

(a) Territorial camp training.—Regularly employed full-time and part-time P.O. servants, and temporary employees who have completed six months' service, who are members of the Territorial Army or of the Senior Division of the Officers' Training Corps, may be allowed special leave with full civil pay for 12 working days in any one leave year for attendance at training in camp and/or specified training courses at Army Schools or Command Schools subject to the condition that the period of training undertaken is not less than that specified. Payment in respect of wages of part-time employees for the period of the annual training for which pay is allowed will not exceed in amount the emoluments received for a normal week of part-time employment. A workman will not be called upon to suffer deductions in respect of military pay and allowances. When the full period of training is not performed the ordinary

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LEAVE

provisions for annual leave will not normally be supplemented.

(b) Special leave to Territorials for military purposes other than camp (such as attendance at Manœuvres or at a School of Musketry or Signalling), may be allowed as special leave "B" or "C" provided that no inconvenience to the P.O. Service is involved.

Leave for part of a day may be allowed at any time on condition that the time is made up at the convenience of the Dept. The rule that time off in lieu of pay for overtime may not be allowed when absence would involve further overtime, may be waived.

Leave in lieu of Bank Holidays may be allowed at any time, winter or summer, either in complete days or, if necessary, in portions of a day.

(c) P.O. workmen who are members of the Supplementary Reserve, Officers' Emergency Reserve, Royal Naval Wireless Auxiliary Reserve, Auxiliary Air Force, Royal Air Force Volunteer Reserve and other Royal Air Force non-regular forces may be allowed special leave with pay on the conditions laid down in par. (a).

(d) P.O. workmen who are members of the Royal Naval Reserve and undertake the maximum training required by Naval Regulations, may be allowed special leave with pay for the purpose, provided that in any period of years used to govern training, the total special leave with pay does not exceed that which would be appropriate for members of the Territorial Army.

(e) P.O. workmen who are members of the Royal Naval Auxiliary Sick Berth Reserve may volunteer for seven days training annually. Those who undertake this period of training may be allowed six days special leave with pay.

(f) P.O. workmen who are members of the Royal Naval Volunteer Reserve may be allowed special leave with full pay as follows:—(i) 12 days in any year in which 14 days Naval training is performed (ii) 24 days in any year in which 28 days Naval training is performed, provided always that the total special leave with pay for Naval training taken in any period of four years does not exceed three times the amount of the leave allowance set out in par. (a).

(g) Members of the Royal Fleet Reserve who are required to undertake seven days training biennially may be allowed six days special leave with pay, and twice this amount when 14 days training biennially is undertaken.

(h) P.O. workmen who are members of a recognized Cadet Unit enrolled under the British National Cadet Association and which is affiliated to a unit of the Regular or Territorial Army and who attend annual training in camp for a period of not less than seven consecutive days may be allowed six days special leave with pay for that purpose.

(i) P.O. workmen who are members of the Royal Army Pay Corps Supplementary Reserve and are required to attend for instruction for a period of 45 hours in their first year and 30 hours in each subsequent year, may be allowed time off with pay for attendance for training required during their scheduled hours of duty.

(j) Ordinary Army Reservists (ex-army men except reservists of the Royal Army Medical Corps) who are P.O. workmen are exempt from training and drill. Any P.O. workman who receives a summons to attend Reservists' training should inform the Army Authorities issuing the summons that he is a servant of the P.M.G. and as such is exempt from training.

(k) P.O. workmen who are members of Voluntary Aid Detachments under the British Red Cross Society, St. John Ambulance Brigade and St. Andrew's Ambulance Association and who attend for training in a Service Hospital or Territorial Army Camp Hospital for a period of not less than seven consecutive days, may be allowed six days special leave with pay for that purpose. This arrangement will not apply to attendance at private camps or to workmen who are not members of Voluntary Aid Detachments.

(l) P.O. workmen may be allowed to anticipate or defer part or the whole of the main portion of their annual leave for purposes of compulsory Naval, Military or Air training on condition that no inconvenience is occasioned to the P.O. Service; but not, save in exceptional circumstances, for voluntary Naval, Military or Air purposes.

(m) Application for leave for Naval, Military or Air Force purposes should be made on P 697G.

E N D

FREE MEDICAL ATTENDANCE.

1. Free medical attendance is granted to all Established Skilled Workmen subject to the conditions specified in Rule 3. U.S.W.s, Labourers and Youths, who have rendered two years' continuous service (see also Rules D 5-9), are also entitled to free medical attendance, provided that they are not insured under the National Health Insurance Acts, or, if insured, are not eligible for medical benefit under these Acts.

2. An unestablished workman who is not normally eligible for free medical attendance under the terms of the preceding paragraph or for medical benefit under the National Health Insurance Acts, may, however, be allowed free medical attendance at the hands of the P.O.M.O. during illness resulting from an accident on duty.

★3. Under the provisions of the National Health Insurance Acts insured persons whose insurable employment is discontinued still remain eligible for a time for medical benefit, i.e. treatment from a panel doctor, and workmen appointed to a class excepted from insurance are not regarded as eligible for medical attendance from the P.O. until they have ceased to be eligible for medical benefit under the Insurance Acts. If members of an Approved Society they continue eligible for such benefit until the end of the third complete half year following that in which their insurable employment ceases.

Deposit Contributors should inform their superior officers of the date of the termination of their right to medical benefit when they are notified by the local Insurance Committee.

4. Except as provided in Rule 10, workmen absent from their hqrs. or normal place of residence on annual or special leave are not entitled to free medical attendance at the place where they may be staying. If when on sick leave a workman entitled to free medical attendance leaves his hqrs. on definite medical advice, and with the consent of his superior officer, he will be entitled to receive medical attention at the surgery of the M.O. at the place where he is staying, or if unable to reach the surgery he may request a visit if living within a M.O.'s visiting area, but not otherwise. The address of the local M.O.'s surgery can be obtained on inquiry at the local P.O.

5.—(a) By free medical attendance is meant advice and treatment at the M.O.'s Surgery (or at the P.O., when the M.O. attends there) and the supply of medicine but attendance at a workman's home is not given unless he is too unwell to visit the M.O., and then only when the workman resides within the visiting area of a M.O.

(b) The medical attendance provided by the P.O. is limited to the services which a general medical practitioner is accustomed to render to his patients in the course of ordinary practice. It does not include medical or surgical attendance of a special kind; and any charges for such attendance, even if it is obtained on the recommendation of the M.O., must be borne by the patient himself. (As regards accidents on duty, see Rule I 9.)

6. The visiting area of a M.O. is ordinarily measured by a circle of three miles radius described around the Office to which the M.O. is attached, or, in the case of

a M.O. attached to a group of Offices, by circles of three miles radius round each Office. In large provincial towns which are divided into several medical districts, each M.O.'s visiting area is defined by a geographical section of the town. A workman entitled to free medical attendance should consult his superior officer if in doubt as to the local arrangements in force.

7. The names of workmen entitled to free medical attendance are as a rule entered on the capitation list of the M.O. attached to the Office at which the men are employed; but in the Provinces those who live outside the visiting area of the M.O. for their hqrs. are placed on the capitation list of the M.O. within whose district they reside, provided in either case that there is an appointed M.O. The names of workmen who are frequently employed away from their permanent hqrs. are not included in the capitation list of any particular M.O. (see Rule 10).

At large provincial towns which have been divided for medical purposes into several districts, the capitation lists consist of the names of workmen who reside in the geographical sections of the town which constitute the medical districts.

In London special arrangements are in force.

8.—(a) A workman whose name is borne on a M.O.'s capitation list is entitled in ordinary circumstances to receive medical attendance from that M.O. only; but if he is still at his normal place of residence and he urgently requires immediate medical attention, he may send for (or visit) the nearest available M.O. if there is one nearer than his own M.O. In London, a workman whose normal place of residence is outside the visiting area of his own M.O. and who is too unwell to visit his own M.O., may consult or call in the nearest official M.O., if his residence is within the visiting area of an official M.O. He should furnish the M.O. with his surname and the initials of his Christian names, his official rank, and the full names of the Engineering Section and District in which he is employed.

(b) These exceptional emergency arrangements should be made use of in any case only so long as is absolutely necessary, and men resorting to them unnecessarily or prolonging them unduly will generally be required to repay to the Dept. the fees claimed by the M.O. Workmen are expected to make themselves acquainted with these regulations (consulting their superior officers when necessary), and misunderstanding will not be accepted as an excuse for failure to observe them. Information as to the M.O.'s addresses and surgery hours can be obtained from the local P.O.

9.—(a) The M.O. may be called in to give first aid treatment in cases of accident or sudden illness on duty not only to workmen entitled to free medical attendance, but also to workmen not ordinarily entitled to free medical attendance when their Panel Doctor is not readily available.

(b) If the services of the M.O. are not readily available a private medical practitioner may be called in instead.

(c) If the case is one of sudden illness no further treatment beyond first aid treatment can be given at the Dept.'s expense to workmen not entitled to free medical attendance.

(d) Workmen who are not entitled to further treatment at the expense of the P.O. (see par. (c)) should understand that the Dept. accepts no responsibility for treatment after first aid has been rendered.

10. Workmen entitled to free medical attendance may obtain while employed away from their permanent hqrs. any necessary medical attendance as "Itinerants" from the M.O. of the place where they happen for the time being to be employed. Those whose names are not included in any M.O.'s capitation list may also when not employed away from their permanent hqrs. obtain any necessary medical attendance as "Itinerants" from the M.O. on whose capitation list they would normally be placed if they were regularly employed at their permanent hqrs. (see Rule 7).

11. Workmen (including "Itinerants") entitled to free medical attendance who are employed at places where there is no P.O.M.O., are allowed, when ill, to obtain treatment from the nearest available private doctor, whose reasonable fees in respect of treatment and medicine such as is provided under the P.O. Medical System will be refunded by the P.O. on production of the receipted bill by the workman concerned.

It is not desired to restrict the choice of doctor in any way, but if a doctor other than the nearest available doctor is called in, the amount refunded will be not more than that payable if the nearest doctor had been called in, unless there are exceptional circumstances.

The same course may be followed if the workman is normally entitled to attendance at the place where he resides and there is no M.O. at that place.

SICK ABSENCE.

12.—(a) When a workman is unable from illness or any other cause to attend for duty, he must send a written notice at the earliest possible moment to his immediate superior officer, stating at the same time, if the cause be illness and he is entitled to attendance from the P.O.M.O. (if he is unable to visit him), whether he wishes to be visited by the M.O. or whether he has employed a private doctor. He must, if possible, send the notice so that it will reach his controlling officer before the time at which he himself is due to attend in order that proper provision may at once be made for his work. He must, at the same time, forward any official keys, papers, etc., which are in his possession. In cases of urgency, notification should be made by telegram, telephone, or express letter, official keys, etc., being sent by the quickest means available (e.g. enclosed in an express letter). These services must be pre-paid, but the absentee may make application on his return to duty for re-payment of any expense incurred, and the application will be favourably considered if the circumstances were such as to warrant the expense being incurred.

(b) During sick absence a workman is expected to take all possible measures to hasten his recovery and avoid any course of action which may impede it. In particular he should undertake no work for remuneration and in general should be at home after night-fall. If not at home when the M.O. calls, he should visit the surgery as soon as practicable. If he is able to resume duty before the end of the period mentioned in the medical

certificate he should do so, and if after having notified his intention of resuming he fails to do so on the plea of further illness, a fresh certificate must at once be forwarded.

13. In cases of emergency or sudden illness a workman entitled to free medical attendance may apply for treatment direct to the M.O. and the same course may be followed if the workman resides at a distance from his hqrs. and cannot conveniently obtain an order form. Otherwise, an order form should be obtained either from the Engr. or Insp., or, if the workman is on detached duty and an Engr. or Insp. is not available, from the local Pmr. or Sub-Pmr.

★14.—(a) As an experimental measure, subject to review, workmen of the established grades may take two consecutive days' sick leave without being required to supply a medical certificate. Unestablished workmen are exempt from the necessity of furnishing a medical certificate in respect of a single day's sick leave. If, however, the sick absence extends to two days, unestablished workmen eligible for sick pay must furnish a medical certificate. Should the sick absences allowed without certificate exceed seven days in any period of twelve months, the excess above seven will be deducted from annual leave, but it must be clearly understood that this proviso implies no right to take seven days (or any) sick absence without medical certificate. The privilege of uncertificated sick leave is subject to withdrawal in any case where it is considered that closer medical attention is desirable.

(b) Unestablished workmen need not furnish medical certificates during absence on account of illness, for which no sick pay is due from the P.O., either because the officer is not entitled to sick pay or because his sick absences have exceeded the limits of sick pay; in such cases a written statement of unfitness for work giving the nature of the ailment should be supplied on the first day of absence, and should be renewed weekly.

15. No private or official medical certificate will be accepted in excuse for absence from duty unless it is dated and bears the signature and address of the medical practitioner by whom it is given, and unless the nature of the absentee's ailment and the probable date of resumption of duty (or the period intended to be covered by the certificate) are shown. A private medical certificate should also bear the address of the medical practitioner by whom it is given. Panel certificates on Form Med. 40 need not, however, comply with these conditions. The normal hospital medical certificates will, however, be accepted in respect of officers receiving in-patient treatment at hospitals.

16. Certificates from private medical practitioners or from hospitals are to be renewed on the date of expiry of the previous certificate or every 7th day, whichever is earlier, unless special instructions are issued to the contrary. In the case of panel certificates a "first" certificate must be furnished on the first day of absence, a "final" certificate on the last day of absence and "intermediate" certificates weekly, if absence exceeds a week.

17. A workman absent from duty through illness must not leave his hqrs. without first obtaining permission from his controlling officer.

SICK PAY

18.—(a) It is an essential condition of the allowance of sick pay, i.e. the payment allowed during sick leave, that the Dept., advised by its M.O.s, shall be satisfied that the absence is necessary and due to genuine illness and incapacity for duty. If, after full inquiry, the M.O. is unable to support the plea of illness, sick pay will be withheld, but the officer concerned will have every opportunity of bringing forward evidence on his own behalf before a final decision is arrived at. Where adequate evidence of malingering or unnecessary absence exists, disciplinary steps will be taken in addition to the withholding of sick pay (see also Rule J 30).

(b) Where sick absence is directly due to, or aggravated by, neglect of definite instructions given by the M.O., or is due to causes within an officer's own control, the question of withholding sick pay will arise.

19. Subject to the above rules, and provided there is a reasonable prospect of eventual return to duty with ability to render regular and efficient service, established workmen may be granted sick pay on the following conditions:—

(a) Subject to the limits in (c) and (d), full pay may be allowed so long as the sick leave (including absence due to injury) which the workman has had on full pay does not exceed in the aggregate 183 days during the last twelve months. Enforced leave on account of infectious disease at home is excluded from the calculation, but Sundays and Public Holidays occurring within a period of sick leave are included.

(b) Subject also to the limits specified in paragraphs (c) and (d) half pay may be allowed during sick leave when a workman ceases to be entitled to full pay under paragraph (a). When a workman has once been placed on half pay he cannot revert to full pay during the same absence.

(c) No sick pay can be allowed when a workman's sick absences with or without pay exceed in the aggregate 365 days during the last four years, except in the case of a workman whose service would qualify him for pension on retirement, when the Treasury may authorize the payment of sick pay at pension rate (or half pay if this is less) in respect of sick absence in excess of the limit specified. When full or half pay has once ceased under this rule, a workman cannot revert to such pay during the same absence.

(d) In the case of workmen holding Modified (War) Certificates, pay allowable under paragraphs (a) and (b) during sick leave in excess of 3 months in any period of 12 months is restricted during the first five years of established service to the difference between full pay and the disablement pension and allowances.

20. An officer who wishes to appeal against cancellation of appointment on medical grounds during probationary service, against retirement on medical grounds when he considers that his health does not incapacitate him for further service, or against refusal to allow retirement on medical grounds when he con-

siders that his health unfits him for further service, has the right of appeal to the Treasury Medical Referee, subject to the following conditions:—

(a) The appeal must be made before the officer leaves the Service, through his superior officer and not direct to the Referee.

In the following circumstances, however, an appeal will not be refused on the ground of date if made after the date from which retirement is due to take effect, but before superannuation is completed (i.e. before any payment under a superannuation award, apart from an interim payment in anticipation of an award of pension, had been made)—

(i) Where the notification of retirement has been given to the officer less than 21 days before the date from which retirement is due to take effect, and the appeal is made within 21 days after the date of such notification; or

(ii) Where the retirement has been the subject of correspondence with a Staff Organization which commenced before the retirement date, and there has been no unreasonable delay.

The officer will be required to furnish adequate medical evidence in support of his appeal and to deposit the sum of one guinea, which will be returned to him if the appeal proves successful. This deposit does not represent the Referee's fee, and the officer will not in any circumstances be allowed to see the Referee's report or be supplied with a copy of it.

(c) If the Referee wishes to examine the officer personally, the officer's travelling expenses will be refunded if the appeal is successful, but not otherwise. Subsistence allowance will not be paid in any case in connexion with the visit, and the officer must pay the fees of his private medical advisers.

The foregoing rules apply to female officers as well as to men. They do not apply to cases of refusal to reinstate persons who have been retired on medical grounds and assert that they have recovered; or to cases of rejection for nomination for a first appointment or for a Civil Service Certificate; or to disciplinary cases, e.g. where an officer absent on sick leave may be suspected of malingering; or, except as regards officers on probationary classes holding Civil Service Certificates, to unestablished staff.

★**21.** Subject to the provisions of the above rules, so far as they are applicable, and to the reserved rights mentioned in Rule 23, unestablished workmen who have rendered two years' continuous service, exclusive of periods of sick or other leave without pay, (see Rules D 5-9) may be allowed P.O. sick pay up to a limit of 3 months (91 days) in any period of twelve consecutive months.

In the case of Tradesmen who have opted for P.O. privileges in return for a permanent $2\frac{1}{2}$ per cent deduction from wages the qualifying period of service is one year (continuous and exclusive of periods of sick or other leave without pay) at the reduced rate of pay.

Tradesmen employed under Trade Union conditions, however, are ineligible for P.O. sick pay.

From the 27th to the 52nd week } Half wages less
 of sick absence (inclusive) } 5s. a week.

★22. The rate of sick pay is two-thirds wages, less a deduction of 15s. a week in respect of benefits under the National Insurance Acts, subject (apart from the reserved rights mentioned in Rule 23) to the following exceptions:—

★24.—(a) All periods of absence of unestablished full-time officers due to accidents on duty or industrial disease during which sick pay is allowed, are counted towards the limits mentioned in the preceding paragraphs.

- (a) No deduction from the two-thirds wages is made in the case of a juvenile contributor or a workman over 65 years of age.
- (b) No deduction from the two-thirds wages is made in respect of the "first three days" of illness as defined by the Insurance Acts during which no benefit is payable.
- (c) A deduction of only 7s. 6d. a week will be allowed on application in respect of any period in regard to which the workman furnishes a certificate from his Approved Society that he was in receipt of disablement benefit and not of sickness benefit.
- (d) Where a workman has, exceptionally, rendered two years' qualifying service without being insured as an ordinary contributor during the whole period, e.g. Boy Messengers, Youths, no deduction is made if the sick absence occurs during the first six months of ordinary insurance, and a deduction at the rate of 9s. a week is made (apart from the first three days) if the sick absence occurs after the first six months but before the end of the second year of ordinary insurance.

(b) The deductions referred to in Rule 22 are not made in respect of absences up to three months in twelve due to accident on duty or to industrial disease, during which compensation would be payable under the Workmen's Compensation Act.

25. An unestablished workman who undergoes an operation to qualify for an appointment to which he has been nominated and which carries the privilege of sick pay may be allowed during the resultant incapacity two-thirds pay less the appropriate deduction (see Rules 22 and 23), subject to the usual limits as regards duration of sick pay.

NATIONAL INSURANCE—VOLUNTARY
 CONTRIBUTORS

23.—(a) The sick pay of workmen who have been continuously employed from before 5 July 1920, will be subject to deductions of 10s. a week instead of 15s.

(b) The sick pay of workmen who were employed before 1 July 1918, and hold certificates of exemption from insurance issued before that date, will not be subject to any deduction in respect of insurance benefit.

(c) After 15 years' continuous service on duties which carried sick pay privileges, full-time unestablished workmen appointed before 1 July 1912, may be allowed, in any period of 12 months, sick pay beyond the usual limit of 3 months as follows:—

From the 14th to the 26th week } Two-thirds wages
 of sick absence (inclusive) } less 10s. a week
 (subject to Rule 22 (c).)

In addition, those appointed before 1 Aug. 1898, who were then eligible for two-thirds sick pay for six months and half pay for a further period of six months in any one year, may be allowed after 26 weeks of sick absence:—

26.—(a) Panel certificates obtained for the purpose of sickness benefit by an officer who is a Voluntary Contributor under the National Insurance Acts may be furnished in compliance with Rule 14. They should be submitted before being sent to the Approved Society, and will be promptly returned to the workman concerned, as will also any private certificates required for the same purpose. Official certificates issued by the P.O. M.O. cannot be returned, but Approved Societies will generally accept a certified extract from such certificates, which will be furnished to the Voluntary Contributor by the controlling officer when required. A certificate of the last day of absence will also be furnished when required. It is no part of the duty of a P.O. M.O. to issue certificates for the purpose of sickness benefit, and unless he is also the Voluntary Contributor's panel doctor the issue of any such certificates must be a matter of private arrangement.

Any workman who becomes a Voluntary Contributor under the National Health Insurance Acts is advised to inform his controlling officer accordingly, in order to facilitate the return of "panel" and "private" certificates and the supply of extracts from official certificates as may be required.

If a Voluntary Contributor is eligible for free medical attendance from the P.O. he should advise his controlling officer whether he has chosen the P.O. M.O. as his panel doctor and should notify any subsequent transfer to or from the M.O.'s panel list. Any attend-

ance received from a M.O. who is also the Voluntary Contributor's panel doctor is regarded as given under the Insurance system and not under the P.O. system.

(b) The Dept. cannot accept responsibility for the voluntary insurance of a workman who is not compulsorily insurable for any purpose. A workman compulsorily insurable for Contributory pensions, but excepted from Health Insurance, who voluntarily undertakes full Health and Pensions Insurance may, if he wishes, have the appropriate contributions deducted from his wages and his insurance cards stamped by the Dept., so as to obviate the need for refundment of duplicated Pensions contributions. A Voluntary Contributor who prefers to stamp his own card may obtain refundment of duplicated Pensions contributions on application to the Ministry of Health on the Ministry of Health form X 667. This form should be submitted to the controlling officer for certification before it is forwarded to the Ministry with the relative contribution card.

Whenever, by reason of a change in the rate of pay or otherwise, the total income from all sources of a Voluntary Contributor rises above or falls below £250 a year, the rate of contribution will be affected. In such event, the Voluntary Contributor should ascertain from his Approved Society what is his appropriate rate of contribution; and, if his card is held by the Dept., should inform the Area Engr. without delay of any change in the rate and of the date from which it takes effect.

INFECTIOUS DISEASES

27. Every workman is expected to make himself acquainted with the action to be taken when he contracts infectious disease or when infectious disease breaks out in the house where he resides. Form P777H contains particulars of the rules on the subject and a copy should be kept at home by every workman.

WORKMEN THEMSELVES SUFFERING FROM INFECTIOUS DISEASE

★28. A workman who is suffering from an infectious disease is expected to take proper precautions against the spread of infection and, if in doubt on any point, to consult his medical attendant. It is unlawful for a person suffering from plague, small-pox, cholera, diphtheria (membranous croup), erysipelas, scarlatina or scarlet fever, typhus, typhoid fever or any other notifiable infectious disease, or for anyone in charge of such person, to forward by post or otherwise, anything which has been exposed to infection, unless it has previously been disinfected. When it is necessary for a workman who is suffering from one of these diseases to notify his superior officer of his illness or inability to attend for duty he must not write or sign the letter himself, but the necessary notification must be made by another person on his behalf.

Before returning to duty he must submit a medical certificate to the effect that he has recovered and will not be a source of infection to others.

WORKMEN COMING INTO CONTACT WITH CASES OF INFECTIOUS DISEASE OR SUSPECTED INFECTIOUS DISEASE

★29.—(a) If infectious disease of any kind breaks out or is suspected, at the house where a workman resides, he must at once notify his superior officer. If the disease is one of those specified in par. (b) a medical certificate showing the nature of the disease or suspected disease must be forwarded with the notification.

(b) If the disease is plague, small-pox, typhus fever, or cholera, the workman must not come to the office until he receives instructions to do so. As soon as the disinfection considered necessary by the Sanitary Authorities has been carried out, the workman should obtain from them at his own expense a certificate to that effect and send it to his superior officer, who will then send instructions as to resumption of duty.

(c) In the case of any other infectious disease (e.g. scarlet fever, diphtheria, measles, rubeola (German measles), enteric (or typhoid) fever, chicken-pox or mumps), the workman should not absent himself from duty unless otherwise instructed by his superior officer. A workman with infectious disease in his house is warned against nursing or attending on the invalid, but, if bound to do this, he should report the circumstances.

In such an event the workman will be placed off duty, leave being allowed, without pay, until a certificate is produced that the illness is ended.

When articles of uniform, etc., are taken away from the home for disinfection, the workman should not wait until they are returned before presenting himself for duty.

30. Any medical certificates or reports or certificates of disinfection required in cases of contact or possible contact with infectious disease should as a rule be furnished by the workman concerned without expense to the P.O.

★31. Full pay will be allowed when absence is enforced under the foregoing rules because of contact only and not on account of nursing or attending the invalid. (See also Rule G 8.)

CONSUMPTION

32.—(a) Special attention is directed to the following remarks on the cause and prevention of consumption:—

The Cause of Consumption

Consumption is an infectious disease. It is caused by a living germ—the Tubercle Bacillus—which abounds in the spittle of the consumptive person. When the spittle is allowed to dry and become pulverized and mixed with dust, the germs of the disease are scattered in the air and become a source of danger, especially to the weak and delicate.

A neglected cold or catarrh is its most frequent precursor, as the slight injuries induced thereby in the lining membrane of the air passages afford ready access to the Tubercle germs in persons of low vitality.

Over-fatigue, intemperance, defective ventilation and the consequent breathing of vitiated air, dampness of

residence, and dirty conditions generally, are predisposing causes of consumption, especially among the delicate and among those who from heredity are most receptive of the disease.

Preventive Measures

The disease is preventable.

To lessen the risk of acquiring consumption persons should not contract habits calculated to depress and lower vitality, and thus diminish the power to resist attacks of disease.

Ventilation by means of fresh air is most important for the preservation of health.

Rooms, passages and staircases should be kept free from dust and well aired, and windows should be kept open by night and by day. In rooms which possess a fireplace the chimney must not be stopped up but kept free for the passage of air. The germs of consumption remain alive for a long time in dark and dusty rooms, but **Sunlight and Fresh Air kill the germs.**

(b) It should be noted that the medical attendance provided by the P.O. does not include sanatorium treatment in cases of consumption; and workmen in their own interest are strongly advised while they are well to make provision against the possible need for sanatorium treatment by joining the **P.O. Sanatorium Society** or by other means.

E N D

ACCIDENTS ON AND OFF DUTY.

1. A workman meeting with an accident on duty, however slight, must report the fact to the workman in charge or Inspr. immediately and submit witnesses' reports. Any delay in reporting the circumstances may prejudice a claim to compensation. Where a street accident is involved the following instructions should be observed :—

- (1) A Police Constable should be called if necessary.
- (2) In case of personal injury all necessary assistance should be given.
- (3) The names and addresses of all parties affected should be obtained. Where vehicles are involved the owners' names should also be ascertained, and in the case of motor vehicles or motor cycles the registration numbers.
- (4) The extent of damage and injury to person sustained by all parties should be ascertained.
- ★(5) Any necessary information which may be required by the Police may be supplied but no statement regarding responsibility for the accident should be made. Any unguarded statement such as "it was purely an accident," or, "you could not help it," may seriously prejudice any claim which a workman or the Dept. may have against the other party.
- (6) All information regarding the accident which will enable a comprehensive report to be furnished, including, for example, his own and the other party's position in the roadway, the direction and speed of travel, and any signs of approach given should be obtained. The report should be accompanied by a rough sketch indicating clearly all details, i.e. distances, directions of motion, etc. The procedure to be followed where workmen employed as drivers of motor vehicles are concerned is dealt with in **Rule O. 15.**

2.—(a) Under the Workmen's Compensation Act, compensation is payable in respect of "personal injury by accident arising out of and in the course of the employment."

(b) The Act applies to workmen in England, Scotland and Wales. Special Acts for similar provisions apply in Northern Ireland and the Isle of Man, but not in the Channel Islands.

3. The amount of compensation under the Act in cases of total incapacity for work is a weekly payment during the incapacity varying (according to the injured person's average weekly earnings) between one-half and three-quarters of those earnings, such weekly payment not to exceed £1 10s. 0d.

In cases of partial incapacity for work, the amount of compensation is, generally speaking, a sum proportionate to the degree of incapacity.

4. If the incapacity lasts less than four weeks, no compensation is payable under the Act in respect of the first three days.

5. If the injury is not due to the workman's culpable negligence or misconduct, and is not met with in circumstances which may give him a claim against a third party, he may be granted such rate of pay, if any, as he would receive if absent through ordinary illness, or the rate of compensation payable under the Act, whichever is greater.

6.—(a) A workman who meets with an accident on duty may claim damages from any person whom he considers responsible for the accident and may also claim compensation from the P.M.G. under the Workmen's Compensation Act ; but he cannot actually obtain both damages and compensation.

A successful action brought by the workman against the other party, or the acceptance by the workman of a sum in settlement of his claim, will not affect the allowance of sick pay in accordance with **Rules H. 14-23**, or the award of pension or gratuity under the Superannuation Acts (**Rules K. 2-11**) ; but it will bar the workman's right to receive, at any time, from the P.M.G. compensation under the Workmen's Compensation Act in respect of the accident. In other words, before obtaining judgment against the other party, or accepting any payment from him, the workman must decide whether he prefers to take this course or to rely on his rights under the Workmen's Compensation Act.

(b) An unsuccessful claim or action against the other party will not affect the workman's right to receive compensation from the P.M.G. under the Workmen's Compensation Act. The acceptance of such compensation bars the workman's right to receive any payment from the other party in respect of his injuries.

(c) The receipt of sick pay does not affect the workman's right to recover damages (except of course that any claim for loss of wages will be reduced by the amount of the sick pay received) and it does not affect his right to receive compensation under the Workmen's Compensation Act if and when the sick pay allowance is less than the compensation rate ; but the workman will not be allowed both sick pay and compensation in respect of the same period.

7. In any case in which another party is concerned, the injured workman must state whether he intends to claim against the other party, on a form which will be supplied to him by his superior officer. This form must be filled in before a claim is made, and if the workman does not receive the form he should at once make application for it to his superior officer.

A workman is at liberty to alter his decision at any time after signing the form provided that he has not received either a payment from the other party or compensation from the P.M.G., but if he so alters his decision he must at once inform his superior officer of the change.

★8. A workman who proposes to make a claim against a third party in respect of an accident, whether on or off duty, should not include in his claim anything in respect of sick pay or wages which he has not in fact lost.

★9a.—If a workman proposes to make a claim against a third party in respect of an accident off duty, he should inform his superior officer.

9. A workman injured on duty is entitled to the services of a M.O. to the P.O., unless he is an insured person entitled to the services of a Panel Doctor (*see Rule H. 9*). In a case of urgency, when the services of an official M.O. are not readily available, the cost of obtaining first aid from the nearest doctor will be borne by the Dept.; but the cost of subsequent attendance by a private medical practitioner, when the services of an official M.O. are available, must be borne by the workman concerned.

The P.O. does not undertake to pay hospital or other special expenses incurred by an injured workman, but any application for assistance in meeting such expenses will be considered on its merits.

10. An accident to any member of the public should be reported immediately, and, when necessary, the advice of the nearest Departmental or other doctor sought and a certificate obtained. The names and addresses of any witnesses of the accident should be furnished.

In cases of accidents to the public, important considerations are often involved, such as breaches of the law, legal proceedings, heavy claims, contributory negligence, etc. Workmen should therefore report immediately, by wire if necessary, every case in which a member of the public intimates that he has been injured through any defect in the Dept.'s plant or negligence of its servants. The complainant should be induced to see one of the Dept.'s M.O.s as soon as possible.

FIRST AID

11. The foreman of every working party is to keep in his charge a "First-Aid" Outfit, by which it is practicable to give immediate attention to slight injuries—bruises, scratches, burns, small cuts and abrasions—neglect of which may lead to serious results.

Foremen should make themselves familiar with the instructions (which will be found fixed inside the lid of the box) and should encourage their men, in their own interests, not to neglect slight injuries. In cases where skilled medical treatment is necessary, *Rule H. 9* should be acted upon.

Great care must be taken to avoid loss of scissors, etc. Losses must be reported at once to the Engr.

12. In every room in which diluted sulphuric acid may be handled a special shelf will be provided for the accommodation of certain preventive stores, viz. :—

- 1 quart bottle containing a 10 per cent. solution of bi-carbonate of soda in water.
- 1 2-lb. tin of petroleum jelly.
- 1 small non-metallic framed mirror.
- 1 small camel hair brush with a quill holder.
- 1 4-oz. bottle half-filled with eye drops consisting of a 5 per cent. solution of bi-carbonate of soda in water.

★Indexing Instructions—

Section A, page 1. Amend Accidents on Duty to read: On and Off Duty.

E N D

The camel hair brush should be suspended in the 4-oz. bottle by means of the quill passing through the stopper so that the point of the brush is maintained clear above the surface of the solution. To wet the brush preparatory for use the half-filled bottle should be turned upside down or shaken. Only waxed cork stoppers should be used in the two bottles of solution.

A Card TE 153 will be posted above the shelf, and will display these instructions :—

"Acid splashes on the body or clothes should, without delay, be treated with the solution contained in the quart bottle. Splashes on the eye should be treated with the solution in the small bottle—applied by means of the camel hair brush.

If at any time it is necessary to handle parts which are wet with acid or to immerse the hands in the electrolyte of secondary cells, the hands, and, if necessary, the arms, should be first smeared with petroleum jelly."

13. In cases of Electric Shock, when the injured person has been got clear of the live conductor :—

(i) Send at once for a doctor.

(ii) Place body face downwards with head turned to one side and with arms above the head—preferably on mattress, dry floor, dry straw or dry tarpaulin.

(iii) Pending arrival of doctor apply artificial respiration as follows :—

Kneel beside or across the patient facing his head and place the palms of your hands on his lowest ribs, one at each side, the thumbs parallel to each other, about two inches apart in the small of the back. Keeping your arms quite straight and leaning your body forward slowly apply force, but not violent pressure, straight downwards upon the back and lower part of the chest, thus driving air out and producing expiration. This movement should occupy three seconds. Draw back your body somewhat more rapidly and relax pressure but do not remove your hands; this produces inspiration. This movement should occupy two seconds. Alternate these movements by a rhythmic swaying backwards and forwards of your body from the knee joints, 12 times a minute, persevering until respiration is restored or a doctor pronounces life to be extinct.

DO NOT HURRY—STEADY, REGULAR, DELIBERATE, VIGOROUS action is the key to success.

(iv) Do not use stimulant or even water unless ordered by doctor.

ACCIDENTS ON AND OFF DUTY

The following is an additional paragraph :—

10.1. Requests for information with regard to accidents, by persons outside the Post Office.—If an officer is asked by a person, or his Solicitor or Insurance Company, to answer a questionnaire or otherwise to give information for use in connexion with a possible claim against the Post Office or any officer of the Post Office in respect of an act committed in the course of an officer's official duty, or of an accident in which a Post Office vehicle has been involved, he should refer the request to his superior officer for instructions in order that the Solicitor's Dept. may be consulted as to the course to be taken.

(The Rules should be suitably annotated pending reprint.)

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN.

SECTION J.
DISCIPLINE.

PROHIBITED OCCUPATIONS.

1.—(a) No officer may at any time engage in any activity which would in any way tend to impair his usefulness as a public servant.

(b) No officer may engage in any occupation or undertaking which might in any way conflict with the interests of the Department or be inconsistent with his position as a public servant.

(c) It is the duty of any officer, who may have any doubt as to the propriety of undertaking any particular work, to consult (orally or otherwise) his superior officer.

(d) In pursuance of these principles the following detailed rules have been laid down :—

- (i) No whole time workman is allowed to take any part in the management of any Society, or any trading, commercial, industrial or financial firm or company which requires his attendance during the period of the day covered by his official hours of duty.
- (ii) A workman is not allowed to engage directly or indirectly in any of the following kinds of business :—
 - A Banking, or Money Lending business.
 - Business connected with a Building Society, Provident or Friendly Society which involves or admits of the receipt of money on deposit.
 - Business connected with a Parcel Delivery Company or with other Carriers of Parcels.
 - The business of a Telegraph or Telephone Company or Telegraph News Agency, or any other Company or Agency for the collection or distribution of News.
 - Dealing in postage stamps—or generally any business such as that which the Dept. requires him to perform for itself.
- (iii) A workman is not allowed to be the proprietor, either wholly or jointly, of any newspaper, or to take part in editing, printing or managing any newspaper or to undertake work as a newspaper correspondent.
- (iv) Endeavours are sometimes made to enlist the services of officers of the Dept. in selling or procuring orders for articles of trade. Trading in articles of merchandise on official premises is strictly forbidden; and workmen must not act as agents or sell any articles of merchandise while on duty.
- (v) A workman is forbidden to be connected directly or indirectly with the ownership or management of an inn or public house or any establishment licensed for the sale of drink to be consumed on the premises.
- (vi) A workman is not allowed to hold the appointment of Collector or Assessor of Income Tax; Collector of Rents, Debts or Rates; Relieving Officer or Inspector of the Poor; Officer of County Court; Sanitary Inspector; Inspector of Nuisances; Sheriff's Officer; or Process or Summons Server, or Policeman.
- (vii) A workman holding an appointment or following an occupation other than one of those

expressly forbidden, may be required to relinquish it at any time if it is found to interfere with the proper discharge of his P.O. duties.

2.—(i) A P.O. contract may not be let to a P.O. servant or to a partnership or Company in which a P.O. servant is a member or a Director, unless he has first disclosed fully the measure of his interest in the contract, and obtained the permission of the Personnel Dept. (S.B.) for the contract to proceed. This restriction does not apply where the officer's interest is merely that of a shareholder in a corporation.

(ii) No P.O. servant may accept a Directorship in a Company holding a P.O. contract (*see also Rule 1* as to participation in the management of Companies, etc.).

(iii) No P.O. servant may deal in his official capacity with matters relating to a contract, purchase or sale in which he is interested in his private capacity.

(iv) Any P.O. servant coming into contact officially with any matter concerning a business organization in which he has an interest other than that of a shareholder must disclose that interest to his superior officer and ask that some other officer may deal with the case.

SERVICE ON JURIES, ETC.

3.—(a) An officer of the P.O. is exempt from certain offices and services which would otherwise devolve upon him as a citizen. The law on the point is as follows (Act 8, Edw. 7, cap. 48, sec. 43) :—

“Notwithstanding anything in any other Act, neither the Postmaster-General nor any Officer of the Post Office shall be compelled to serve as a sheriff, or in any ecclesiastical, or corporate, or parochial, or other public office or employment or on any jury or inquest.”

(b) Officers of the P.O. are entitled to claim exemption from service on any jury or inquest under the provisions of Section 43 of the Post Office Act, 1908. According to the definition contained in Section 89 of this Act, the expression “Officer of the Post Office” includes any person employed in any business of the Post Office, whether employed by the Postmaster-General or by any person under him on behalf of the Post Office. An officer claiming exemption can obtain a certificate as to his employment on application to his superior officer.

(c) In England and Wales the names of all persons liable to serve as jurors are indicated in the lists of electors for the registration area in which they reside. Copies of the lists are published for public inspection on and after the 15th of July in the local Registration Officer's Office and in convenient public places (including Head Post Offices in some districts). All workmen should consult the list and, if their names are marked with the letters “J” (Juror) or “SJ” (Special Juror) should apply to their superior officer for a certificate of P.O. employment and make immediate application to the Registration Officer of their area (and, if necessary, to a Court of Summary Jurisdiction), in the manner stated in the notice published at the same time as the lists, to have the mark removed under the provisions of Sections 43 and 89 of the Post Office Act, 1908. THIS

APPLICATION MUST BE MADE NOT LATER THAN THE 7th OF AUGUST. Failure to have the mark removed will render a workman liable to serve, notwithstanding that he may have been entitled to exemption.

(d) In Scotland a workman who receives a notice from the Sheriff-Clerk that his name has been placed on the Roll of men qualified for the General Jury Book, should at once communicate with the Sheriff-Clerk explaining that as an officer of the Post Office he is exempt from Jury service under Section 43 of the Post Office Act, 1908, and asking for the deletion of his name from the Roll. If a workman has any reason to believe that his name is on the Roll although he has received no communication to that effect from the Sheriff-Clerk, he should search the Roll at the latter's office and, if his name appears thereon, he should communicate with the Sheriff-Clerk in the manner indicated above.

(e) Every workman in Northern Ireland should consult the printed copy of the Jury List which is published and posted on or before the 21st August in each year and if he finds his name specified on such list as a juror, he should apply to his superior officer for a certificate as to his P.O. employment and should attend the Revision Court and claim exemption.

(f) If a workman who has taken the precautions indicated in paragraphs (c), (d) and (e), nevertheless receives a summons to serve on a jury or inquest, he should report the receipt of the summons to his superior officer. He should also write by return of post to the official responsible for the issue of the summons, claiming exemption from service under the provisions of Sections 43 and 89 of the Post Office Act, 1908, and asking for a formal release from attendance. Endeavours should also be made to communicate with the Summoning Officer so as to enable him to procure another juror. Unless, however, he obtains an official assurance either from his superior officer or from the official responsible for the issue of the summons that he is released, he must obey the summons and should claim exemption in court as an officer of the Post Office, under Sections 43 and 89 of the Post Office Act, 1908.

In Scotland and Northern Ireland applications for the withdrawal of a summons on the lines indicated in this rule may also be made by officers who have not complied with the provisions of paragraphs (d) and (e); but in England and Wales failure to follow the procedure laid down in paragraph (c) involves forfeiture of the right to exemption and any summons received must be obeyed.

(g) The treatment of absences due to service on juries whether or not the service is due to a failure to apply for exemption in proper course, will depend upon the circumstances of each case.

POLITICS.

4. Workmen are eligible to be placed on the Parliamentary Register, and to vote at a Parliamentary Election. Nevertheless, it is expected of them as Public Servants that they should at all times maintain a certain reserve in political matters, and not put themselves forward on one side or the other.

In pursuance of this general principle the following regulations have been laid down:—

- (i) No workman shall serve on a Committee having for its object to promote or prevent the return of a particular candidate to Parliament or to promote the interests of a political party.
- (ii) No workman shall support or oppose any particular candidate or party at any time either by public speaking or writing.
- (iii) No notice soliciting votes for any particular candidate shall be exhibited either within or without any P.O. or other building under the control of the Dept.; and within such buildings no memorial or address with a party object shall lie for signature or be exhibited.
- (iv) Any workman who observes that a mail cart has affixed to it a placard soliciting votes for a particular candidate should report the fact without delay.
- (v) No workman shall, when wearing official clothing, take part in any demonstration of a political or party character.

These regulations are not regarded as necessarily precluding workmen from undertaking canvassing work at Election times when they are not on duty and are not in uniform. It is, however, obvious that in the case of certain of the more responsible grades, active canvassing would be incompatible with their official position, and whilst the P.M.G. prefers for the moment to leave this question to the discretion and good sense of the staff, he must reserve to himself the right to specify certain grades, the members of which could not be allowed to undertake political canvassing.

5. A workman may become a candidate for or serve on any municipal or local Council provided that the duties involved in such candidature or service do not conflict with his duties to the Dept. If the duties are found to conflict, he will be required to retire from the Council.

STAFF ASSOCIATIONS, TRADE UNIONS, Etc.

6.—(a) Subject to certain exceptions referred to below, no established P.O. servant may be a member, delegate or representative of any organization of which the primary object is to influence or affect the remuneration and conditions of employment of its members, unless that organization has been granted a Certificate of Approval by the Treasury.

(b) Certain exceptions are made in the case of:—

- (1) Established officers who were in the P.O. service on the 29th July, 1927, in an established or an unestablished capacity, and who at that time were members of outside Trade Unions or organizations the rules of which provide for the payment of incapacity, superannuation or death benefit.
- (2) Established officers, who in addition to their P.O. service, are engaged in some other employment or occupation and are members, delegates or representatives of unapproved Trade Unions or organizations connected with that employment or occupation.

**For Engineering Workmen in the Regions these instructions supersede paras. 7 to 12, Page 3, of
Rg. 40, Section J, Discipline**

N.B.—In the London Postal Region read :— “ Assistant Controller (Engineering) ” instead of “ Telephone Manager ”

**APPLICATIONS AND APPEALS FROM THE STAFF
AND FROM ASSOCIATIONS**

7. Applications and Memorials may be submitted either by individual members of the staff on official matters affecting them personally or by recognized Associations of Post Office servants.

8. Applications or Memorials from individuals should ordinarily in the first instance be addressed to the Area Engineer. Such applications should be signed and dated, the applicant's official rank and office being also shown. All official communications addressed to an officer should be answered and returned promptly.

9. In most types of local and individual questions the Regional Director will give the final decision and there will be no right of access to Headquarters. Appeals and representations may, however, be submitted to Headquarters by an individual member of the staff or by the Central Body of a recognized Association in respect of the following :—

- (i) Dismissal for disciplinary reasons
- (ii) Superannuation under Section 2 of the 1887 Act owing to inability to discharge efficiently the duties of the class
- (iii) Reduction in rank or pay or withdrawal of a supervising allowance on grounds of inefficiency or for disciplinary reasons
- (iv) Permanent removal from special duties carrying a duty allowance
- (v) Pass over for promotion (as an alternative to the Appeals Board procedure). Memorials relating to pass over for promotion cannot, however, be accepted from Associations
- (vi) Compulsory transfer involving a change of residence.
- (vii) Questions relating to pensions and pensionable Service
- (viii) ★(a) Memorials regarding the conduct of local Supervising Officers not below the rank of Telephone Manager
- (b) Claims to established appointment on a national class
- (c) Termination of services of officers on probation or in probationary classes on grounds of inefficiency or general unsuitability, if on a grade recruited on a national basis
- (d) Supervising complements
- (e) Starting pay or pay on transfer of officers on non-manipulative grades
- (ix) Cases in which it is alleged that general agreements are being violated, subject to the provision that such cases must in the first instance be discussed with the Regional Director concerned

If a workman desires to exercise a right of appeal to the Regional Director, he may forward his appeal through the Area Engineer, or direct to the Regional Director. Similarly, a workman wishing to exercise a

right of appeal to Headquarters in appropriate cases may forward his appeal either through the Area Engineer, or direct to Headquarters. The Area Engineer is, however, the more convenient and expeditious channel of approach in both types of appeal.

10. Until an appeal to the Postmaster-General, or to the Regional Director, as the case may be, has been made and decided, any application or other communication through Members of Parliament or other persons outside the Service is strictly forbidden. This rule applies not only to appeals against punishment, but also to applications of any kind, whether for promotion or transfer or with any other object. Applications to Members of Parliament or other persons outside the Service may not be made in respect of punishments against which no appeal lies beyond the Telephone Manager (see Rule 12 (i)). Should an irregular application be received from an outside person, the workman at whose instance it is made will be liable to censure or punishment.

11. A workman must not unduly detain official papers dealing with matters affecting him personally or allow them out of his custody with a view to consulting his Association without first obtaining the Telephone Manager's permission, application for which should be made in writing.

12. The following rules govern the submission of appeals made against disciplinary decisions by individual officers :—

(i) **Appeal in cases of Minor or Major Irregularities and Lesser Offences.**—No appeal beyond the Telephone Manager is allowed in connexion with individual Minor or Major Irregularities and Lesser Offences, but appeal to higher authority will be allowed against deferment of increment on account of the number of Major Irregularities and Lesser Offences committed during the preceding incremental year.

(ii) **Appeal in cases of Serious Offences and Serious Irregularities.**—A workman will be allowed two appeals before the decision is carried out, a single personal appeal to a higher authority than the authority which gave the decision, and a single appeal through his Association, except in cases of suspension from duty or dismissal (see (vi) below). If neither appeal is successful, punishment will be carried out without waiting for a decision on any further appeal that may be made by the workman concerned or his Association.

(iii) **Personal Appeals.**—If a workman desires to appeal against a disciplinary decision conveyed to him on Form P184W, he is none the less bound to note the decision at once, adding, if he so desires, the words “ Subject to appeal.” In any case punishment will not be inflicted until three clear days (excluding Sundays) have elapsed from the time when the decision reaches the workman concerned, unless of course it is known that he does not intend to appeal.

(iv) If a workman does not within three days notify his superior officer in writing of his intention to appeal

and forward his appeal within a week after the expiry of the three days, the punishment decided upon will be carried out ; and the workman will then have no right of appeal unless he can demonstrate that he has been subsequently enabled to produce evidence not available to him within three days of noting his punishment.

(v) **Appeal through Association.**—A workman is not entitled to appeal through his Association in connexion with Minor and Major Irregularities and Lesser Offences. Where a workman who has unsuccessfully exercised his right of personal appeal against punishment for a Serious Offence or Serious Irregularity, desires to appeal through the Central Body of his Association, notice of his intention must be given within three days of the rejection of his own appeal. Punishment will then be postponed for a period not exceeding a fortnight during which the workman must produce a communication from the Central Body of his Association to the effect that an appeal is being forwarded to the Regional Director or to Headquarters, as the case may be, on his behalf. In the absence of such a communication, the punishment will be proceeded with. The Association must actually make the appeal within a further week.

(vi) Suspension from duty or dismissal will not be deferred pending a decision on appeal, but appeals against suspension or dismissal will be considered.

12A. Recognised Associations of Post Office servants may make representations in accordance with the following method of procedure :—

(i) Memorials on general questions relating to conditions of work, i.e. wages, hours of duty, leave, meal reliefs, etc., of the class or classes of servants of which the Association is representative may be submitted by the Central Body of the Association, either through the Office or Department, primarily concerned, or direct to Headquarters. Where a Branch of an Association desires to submit its views with reference to a question of this kind, it should communicate them to the Central Body, who may, at their discretion, submit them in the form of a memorial to Headquarters.

(ii) Memorials on local questions and on individual questions other than those affecting discipline or the conduct of Supervising Officers or Medical Officers, are to be submitted in the first instance by the local Branch

of the Association concerned to the Telephone Manager. If in any case it is desired to appeal against a decision given upon such a Memorial the Branch concerned should communicate with the Central Body of the Association, who may, at their discretion, appeal to the Regional Director or Headquarters as the case may be. Such appeals should be accompanied by a copy of the original Memorial and of the reply against which appeal is made. They should express the views of the Central Body, and should suggest what is in their opinion the reasonable remedy for any case of hardship which is put forward. Appeals under this clause are only admissible from the Central Body of the Association. But where a workman has as an individual made an unsuccessful appeal to the final authority (whether to the Regional Director or to Headquarters), the requirement that Memorials from Associations are to be submitted in the first instance by the local Branch to the local responsible officer, may be waived. (See Rule 12 (v).)

(iii) Memorials respecting disciplinary decisions affecting individual workmen may be submitted to Headquarters or the Regional Director as the case may be by the Central Body of an Association in serious cases where an individual appeal to higher authority has not been successful and where the Central Body is satisfied by a full investigation of the circumstances that it can present new facts or considerations which render further review desirable. (See Rule 12 (ii) and (v).)

(iv) Local Branches of Associations will not, with the exceptions mentioned below, have a formal right of access to the Regional Director. The exceptions are :—

- (a) Associations covered by the Engineering Whitley Council.
- (b) Associations covering Clerical Grades.
- (c) Associations outside the Whitley procedure.

Local Branches will not in any case have the right of approach to Headquarters.

(v) In cases relating to discipline, or to the conduct of Supervising and Medical Officers, it is not open to Branches of Associations to approach the local authorities.

(vi) Memorials relating to the selection or passing over of individuals for promotion or for acting as substitutes on higher posts, or for "allowance" duties, cannot be accepted from Associations.

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These exceptions are subject to certain conditions; and any workman who considers that either of them applies to his own case should apply through his superior officer for details of these conditions, and if he is then still in doubt as to his position he should ask for a definite ruling on the subject.

APPLICATIONS AND APPEALS FROM THE STAFF
AND FROM ASSOCIATIONS.

7. Applications and memorials may be submitted either by individual members of the staff on official matters affecting them personally or by recognized Associations of P.O. Servants.

8. Applications and memorials from workmen should ordinarily be addressed in the first instance to the Engr. All applications should be signed and dated, and the applicant's official rank and headquarters shown.

9. If a workman desires to appeal to the Personnel Dept. (S.B.) or P.M.G. the appeal may be forwarded either through the Engr., or direct to the Personnel Dept. (S.B.) or P.M.G. The former is the more convenient and expeditious procedure.

10. Until an appeal to the P.M.G. has been made and decided, any application or other communication through Members of Parliament or other persons outside the Service is strictly forbidden. This rule applies not only to appeals against punishment, but also to applications of any kind, whether for promotion or transfer or with any other object. Should an irregular application be received from an outside person, the officer at whose instance it is made will be liable to censure or other punishment.

11. The following rules govern the submission by individual officers of appeals made against disciplinary decisions:—

- (i) If a workman desires to appeal against a disciplinary decision conveyed to him on form P184W he is none the less bound to note the decision at once, adding, if he so desires, the words "Subject to appeal." In any case punishment will not be inflicted until three clear days (excluding Sundays) have elapsed from the time when the decision reaches the workman concerned, unless, of course, it is known that he does not intend to appeal.
- (ii) If a workman does not within the three days notify his superior officer in writing of his intention to appeal and forward his appeal within a week after the expiry of the three days, the punishment decided upon will be carried out; and the workman will then have no right of appeal unless he can demonstrate that he has been subsequently enabled to produce evidence not available to him within three days of noting his punishment.
- (iii) If a workman's original appeal is unsuccessful, any further individual appeal which he may desire to make on the same matter will come under sections (i) and (ii) above, in the same way as the original appeal.
- (iv) Where a workman who has appealed against punishment to the Personnel Dept. (S.B.), or

the P.M.G. unsuccessfully, desires to represent the matter to the Central Body of his Association, notice of his intention must be given within three days (excluding Sundays) of the rejection of his own appeal. Punishment will then be postponed for a period not exceeding a fortnight, during which the workman must produce a communication from the Central Body of his Association to the effect that an appeal is being forwarded to Headquarters on his behalf. In the absence of such a communication, the punishment will be proceeded with (*see also Rule 12* (ii) and (iii)).

- (v) In cases where dismissal or suspension from duty is involved, the above rules are not applicable, but appeals against suspension or dismissal will of course be considered.

12. Recognized Associations of P.O. Servants may make representations on official matters affecting the interests of their members either locally or to the Personnel Dept. (S.B.) or P.M.G. in accordance with the following method of procedure:—

- (i) Memorials on general questions relating to the conditions of work, *i.e.*, wages, hours of duty, leave, meal reliefs, etc., of the class or classes of servants of which the Association is representative may be submitted by the Central Body of the Association either through the Office or Dept. primarily concerned or direct to the Personnel Dept. (S.B.) or to the P.M.G. Where a Branch of an Association desires to submit its views in reference to a question of this kind, it should communicate them to the Central Body, who may, at their discretion, submit them in the form of a memorial to the Personnel Dept. (S.B.) or to the P.M.G.
- (ii) Memorials on local questions and on individual questions other than those affecting discipline or the conduct of supervising officers and M.O.s are to be submitted in the first instance by the local branch of the Association concerned to the Engr. If in any case it is desired to appeal to the Personnel Dept. (S.B.) or P.M.G. against a decision given upon such a Memorial the Branch concerned should communicate with the Central Body of the Association, who may, at their discretion, appeal to the Personnel Dept. (S.B.) or to the P.M.G. Such appeals should be accompanied by a copy of the original Memorial and of the reply against which appeal is made. They should express the views of the Central Body, and should suggest what is, in their opinion, the reasonable remedy for any case of hardship which is put forward. Appeals under this clause are admissible only from the Central Body of the Association. In any case, however, where an officer has, as an individual, unsuccessfully appealed to the Personnel Dept. (S.B.) or to the P.M.G., the requirement that Memorials

from Associations are to be submitted in the first instance by the local Branch to the Engr. may be waived. (See **Rule 11** (iv).)

- (iii) Memorials respecting disciplinary measures that have been taken against individual officers may be submitted to the Personnel Dept. (S.B.) or to the P.M.G. by the Central Body of an Association in serious cases, where appeals by the individuals made first to the local authorities and then to the Personnel Dept. (S.B.) or P.M.G. have not been successful, and where the Central Body have satisfied themselves by a full investigation of the circumstances that they can present new facts or considerations which render further review desirable. (See **Rule 11** (iv).)
- (iv) Memorials respecting the conduct of supervising officers and M.O.s (when not made by an individual himself) should be submitted to the Personnel Dept. (S.B.) or to the P.M.G. by the Central Body of the Association after due inquiry.
- (v) In cases relating to discipline, or to the conduct of supervising officers and M.O.s, it is not open to branches of Associations to approach the local authorities.
- (vi) Memorials relating to the selection or passing over of individuals for promotion or for acting as substitutes on higher posts or for "allowance" duties cannot be accepted from Associations.

13. Representations on matters which are under discussion on a local Whitley Committee.

- (i) If any matter proper for discussion on a local Whitley Committee under the terms of the Constitution has been raised on the Committee, separate representations on the subject may not be submitted by the local Branch of an Association unless and until formal disagreement has been recorded on the Committee.
- (ii) A local matter which has been the subject of Whitley discussion and disagreement may be made the subject of representations to Headquarters by the Central Body of an Association on the following conditions:—

(a) Formal disagreement must have been recorded on the local Committee.

(b) The memorial from the Central Body of the Association must be accompanied by copies of the minutes of the local Whitley meetings at which the subject has been dealt with.

(c) Notice of appeal through the Central Body must be given before the date on which Departmental action, if any, following on the disagreement is due to be taken. As long notice of this date as possible will be given by the Official Side.

14. In the case of all memorials or appeals, whether from individuals or from branches of Associations, addressed to the local authorities, a decision on the memorial, or a notification of its transmission to Head-

quarters, will be given in writing to the memorialists in all cases within one calendar month after the memorial has been submitted.

15. A written copy of the reply to a memorial or appeal submitted in writing will be furnished to the memorialists, whether the decision is given locally or at Headquarters. This rule does not apply to ordinary official applications not in the nature of a memorial or appeal. But in such cases also a written reply will be given, if desired, to the applicant.

16. Enquiries by Officers of the Investigation Branch.—

(a) A P.O. servant who is interrogated as a suspected offender by an officer of the Investigation Branch will be asked whether he desires the presence of a friend at the interview. If a P.O. servant under interrogation but not suspect asks to have a friend present, the request will be granted. In either case the friend must be a P.O. servant not under 18 years of age, and no delay will be permitted in securing his presence. If the friend asked for is not immediately available the officer to be questioned will be so informed and will be asked if he wishes any other person who is available to be sent for. If he does not so desire, or the presence of another person cannot be secured at once, the interrogation will proceed forthwith.

(b) The friend may only attend and listen to the questions and answers. He must not interrupt in any way either by word or signal; if he does so interrupt he will be required to leave at once and the interview will proceed without him. Whatever is said at the interview is to be treated as strictly confidential, and the only communication the friend is entitled to make on behalf of the officer who has been questioned will be in the form of a confidential statement which may be submitted by the latter in support of any appeal which he may desire to make in connexion with the methods followed at the enquiry. Any other communication respecting the interview (unless made by permission of the P.M.G.) might constitute a breach of the Official Secrets Act. The friend may take notes of the interview but he must keep the notes strictly confidential.

(c) If a suspect's house is searched the friend may be present at the search if the suspect so desires.

(d) The questioned officer may if he so desires communicate the friend's statement to his Association as a confidential document.

(e) When a suspect is interrogated on statements made by a third person, and expresses a desire to be confronted with that person, such confrontation will, if practicable, be arranged. At the confrontation, the suspected officer will be at liberty to question the third person on his evidence, and the questions and the replies thereto will be recorded by the Investigation Branch officer.

CONDUCT RECORDS AND CLASSIFICATION OF IRREGULARITIES.

17. Successes at classes, meritorious conduct and acts of gallantry on the part of workmen should be brought to the notice of the Engr. so that they may be recorded.

18. A record is kept of all serious offences and major irregularities committed and of commendations given, and these records are referred to when questions relating

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to increments, promotion or superannuation, are under consideration.

19. Serious offences consist of grave irregularities either in duty or in personal conduct. They constitute a blot on a workman's record and are shown in detail on the principal Conduct Record Form.

20. Major irregularities are those offences or irregularities which are less grave than those coming under the title of "Serious Offences," but are serious enough to call for a record. They include cases involving the breach of an important rule or neglect of an essential detail of duty or obvious precaution, such as would affect a workman's general reputation for carefulness and trustworthiness. They also comprise irregularities of conduct not of sufficient gravity to be classified as "Serious Offences."

21. Irregularities which may be regarded as of less importance than those described above are known as "Minor irregularities" and do not form subjects of record. They are isolated slips or omissions not relating to an essential detail of duty or important rule, and becoming serious only on repetition. Such irregularities are not made the subject of a formal written explanation, and may be dealt with verbally, or simply by requiring the workman in fault to initial the paper on which the error is brought to his notice. Although single cases of this kind are not recorded, habitual carelessness in minor details continued after verbal warnings is, of course, specially dealt with.

ADVERSE REPORTS.

22. The regulations as regards the communication of reports are as follows:—

(a) Except in cases which may give rise to criminal proceedings full particulars of any charge against a workman's conduct will be communicated to him in writing before any disciplinary action is decided upon.

(b) When a report upon a workman in circumstances not covered by paragraph (a) reflects adversely upon his character or efficiency in the performance of his duties, he will be informed of the defects attributed to him in order to enable him to offer any explanation before the report is placed on record or other action taken.

This rule does not apply to reports made in connexion with the selection of officers for promotion.

23. Should punishment be inflicted or an adverse entry made in his record for disciplinary reasons the workman concerned will be informed, at the time when the decision is communicated to him, of the terms of the entry which will appear in his record.

GENERAL RULES.

24. A workman is forbidden on pain of dismissal to:—

- (i) Borrow money from any officer of lower rank than himself or from a member of the public with whom his official duties bring him into contact.
- (ii) Lend money to any officer superior in rank to himself.
- (iii) Become security for any officer in raising a loan.

25. In no circumstances is money to be lent at interest to Army or Navy Pensioners or Reserve Men on the security of their Identity Certificates. A breach of this regulation will be considered a very grave offence, and will render the offender liable to immediate dismissal.

26.—(a) Betting and gambling in any form are regarded as most serious offences, and any workman who bets or gambles, or acts as a betting agent, a "tipster" or "tipster's" agent, or a lottery promoter or lottery agent renders himself liable to dismissal. (A "tipster" is a person who offers to impart information to enable persons to guess correctly the result of any horse race, football match, or similar sport or game.)

(b) Any postal packet, addressed whether by title or name to a workman at the office at which he is employed and found to contain an offer of commission on the sale of lottery tickets, or an invitation to become an agent for a lottery promoter, a betting agent, a tipster, or a money lender, should be reported by the workman receiving such offer or invitation to his immediate superior officer. Any failure, on the part of any officer concerned, to bring such a packet under notice will be regarded as an irregularity.

(c) Football and Racing "Competitions" conducted by commission agents, newspaper proprietors and others are regarded as being in the nature of betting, and come within the scope of this rule.

The essential feature of such competitions is that, in consideration of the payment of stipulated sums of money or the purchase of coupons or of copies of a newspaper, sums of money or other rewards are promised to be paid if the results of matches are correctly foretold.

(d) Card playing is prohibited on all P.O. premises except in the private apartments of resident officers or P.mrs.

27. Smoking is prohibited on all P.O. premises, except in cases where special permission has been granted. The term "premises," is held to include P.O. Garages, P.O. Yards in which motor vehicles operate, the vicinity of any official petrol storage and official motor vehicles.

28. If a workman becomes bankrupt or insolvent he must, under pain of dismissal, report the fact at once to the Engr.

29. Suspension from Duty.—(a) A workman may at any time be suspended from duty if that course is considered desirable in the public interest in consequence of the officer being arrested or having civil or criminal proceedings or charges of irregularities or misconduct brought or made against him.

(b) Where a workman is suspended his remuneration in respect of any period of suspension may be withheld wholly or in part so long as such suspension continues.

(c) On the termination of the period of suspension, whether by dismissal or reinstatement of the workman, his remuneration in respect of that period may, after consideration of the whole of the circumstances of the case, be forfeited wholly or in part.

30. A workman who is insubordinate or who is intoxicated or who is noticeably under the influence of drink or suffering from its effects will be suspended from duty; and he may be dismissed. Absence from duty resulting from intemperance or from illness caused by

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intemperance involves loss of pay for the period of absence in addition to any disciplinary measures which may be decided upon.

31. If a workman has knowledge or suspicion of dishonesty or other criminal conduct on the part of a P.O. servant or of similar conduct affecting the P.O. on the part of a person other than a P.O. servant he must communicate his knowledge or suspicion without delay to his supervising officer.

If, however, a workman sees a theft of P.O. property committed by a stranger and his supervising officer cannot be consulted he should inform the police and report at once to his supervising officer. Workmen should not sign charge sheets.

32. A workman is strictly forbidden to apply to the public for subscriptions or donations for individual members of the Service, for institutions managed by P.O. servants, or for the purpose of forming such institutions, unless specially authorized.

33. No workman is permitted, on any pretext whatever, to solicit or receive, gratuities from the public. If this rule is broken, it will be a question whether the officer in fault should not be dismissed from the Service.

34. Dishonesty, including falsification of diary pages, daily reports, attendance records and other documents is regarded as a serious offence. Only particulars of the

actual movements may appear on the diary pages or on the daily or progress reports. No discretion is allowed in this connection. The note printed in the Workman's Diary is reproduced here for the guidance of workmen who prepare diary pages or daily or progress reports.

"The detailed record made in this diary of your work and procedure day by day must be strictly accurate.

"The actual hours of duty must be recorded.

"The deliberate entry of incorrect particulars will be regarded as a grave offence."

35. Workmen must not upon moving quarters leave unpaid debts incurred on detached duty.

36. No workman may make irregular use of the telegraph or telephone, and any workman holding private conversation on the wires, or making improper or even unnecessary remarks, will be liable to punishment in addition to being called upon to pay the cost of the message at the ordinary rate.

The interception of any telegraph or telephone message, outside the course of normal duties, is an offence under Section 20 of the Telegraph Act, 1868 and may render the offender liable to prosecution.

37. Workmen who lose or damage official property are liable to be called upon to pay the cost of making good the loss or damage.

E N D.

RESIGNATION.

1.—(a) Workmen who resign voluntarily before attaining the age of 60 are not entitled to any award out of public funds, and service so terminated cannot be regarded as pensionable even if the workman concerned is subsequently re-admitted to the P.O. service.

(b) Voluntary resignation on the part of an established workman, once it is complete, *i.e.*, when the resignation has been accepted and the workman has ceased duty, will be regarded as final, and applications for reinstatement will not be entertained save in most exceptional cases.

PENSIONS AND GRATUITIES.

2. A pension or a gratuity may be awarded to an established workman who retires owing to:—

- (i) Age, *i.e.*, after attaining the age of sixty; or
- (ii) Ill-health.

If retirement is due to:—

- (iii) Abolition or reorganization of office, a pension may be awarded under certain circumstances.

3. If the workman concerned has rendered ten years' pensionable service or more he is eligible for a pension, but if less than ten years he is eligible for a gratuity only. If his service does not amount to one year, no gratuity is payable.

4.—(a) The rate of pension varies according to whether the award is made under the Superannuation Act, 1909, or under the earlier Superannuation Acts.

(b) All male established officers who entered the Service on or after the 20th September, 1909, together with those in the Service at that date who were allowed to adopt the provisions of the Superannuation Act, 1909, are eligible for benefit under the provisions of that Act. (But *see also* Rule 6 (d).)

5. In the case of officers who are not eligible for the benefits of the Superannuation Act, 1909, pensions are calculated on the basis of one-sixtieth of salary and emoluments for each year of pensionable service up to a maximum of 40 years' service, and gratuities are awarded at the rate of one month's salary and emoluments for each year of pensionable service. No allowance or gratuity is payable on the death of such officers whether it takes place before or after retirement.

6.—(a) In the case of officers eligible for the benefits of the Superannuation Act, 1909, the ordinary rate of pension is one-eightieth of salary and emoluments for each year of pensionable service, up to a maximum of 40 years' service. Gratuities are calculated as indicated above.

(b) After two years' pensionable service such persons are eligible on retirement for an additional allowance over and above the pension or gratuity to which they may be entitled, consisting of a lump sum equal to one-thirtieth of the annual salary and emoluments for each complete year of pensionable service up to a maximum of one and a half times the amount of the salary and emoluments. In the case of those who were in the established service before the passing of the Act, the additional allowance is increased by $\frac{1}{2}$ per cent. in respect of each completed year of pensionable service rendered prior to the 20th September, 1909.

(c) In the case of an officer coming under the Act of 1909, who has rendered at least five years' pensionable service, and who dies whilst still in the Service, a gratuity equal to the annual salary and emoluments of his office, or equal to the amount of the additional allowance which the Treasury might have granted to the officer if he had retired from the Civil Service on the ground of ill-health (or age) at the date of death, whichever may be greater, is granted to his legal personal representatives. Where any such officer, having become entitled to a pension, dies after he has retired from the Service, and the sums actually received by him at the time of his death on account of such pension, together with the additional allowances, are less than the amount of the annual salary and emoluments of his office, a gratuity equal to the deficiency is granted to his legal personal representatives. This clause does not apply to officers who have retired with a gratuity only.

(d) If any officer who entered the Service prior to the 20th of September, 1909, is retired owing to abolition or reorganization of office, the acceptance of his application for permission to adopt the provisions of the Superannuation Act, 1909, will be regarded as cancelled and his pensionable status will be determined by the terms of the Superannuation Acts prior to 1909.

7.—(a) A gratuity may be awarded to an unestablished full-time officer, who retires owing to (i) infirmity of mind or body or being over 60 years of age after 15 years' service; or (ii) abolition or reorganization of office after 7 years' service.

(b) The ordinary rate at which gratuities are calculated is one week's pay, or £1, whichever is the greater, for each year of service, subject to a maximum of a year's salary and emoluments.

(c) A compassionate gratuity of equivalent amount may be granted to dependants of an unestablished full-time officer, who dies while in his employment after service of not less than 15 years.

8. The award of any pension or gratuity to a workman on retirement or, on his death, to his representative, is governed by the provisions of the Superannuation Acts. Awards are subject to deductions on account of misconduct or excessive sick leave.

Note.—The salary and emoluments referred to in the foregoing rules are, of course, the salary and emoluments which are reckonable for pension or gratuity.

RETIREMENT ON ACCOUNT OF AGE.

9.—(a) Retirement is compulsory for every established officer on attaining 65 years of age; and the P.M.G. may call upon any P.O. Servant to retire at any time after the age of 60 years on such pension as by the length of his service he is qualified to receive.

(b) The case of every established workman who is 60 years of age or more is specially considered each year, and a decision given as to his retention or retirement. Retention is only authorized in cases where it can be certified that the workman is thoroughly efficient, and that his health is good and his conduct satisfactory, and where the continuance of his employment will not in any way conflict with the interests of the Service. Retention after the age of 60 should therefore be regarded

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as an exceptional measure rather than as a matter of course; and workmen approaching that age should be fully prepared to retire if called upon to do so.

10. Unestablished workmen may be retained in the Service beyond the age of 60 so long as their conduct and health are good and they are fully efficient in the performance of their duties.

11. On leaving the service, a workman must refund any imprest, and must deliver up his official clothing

together with his tools, books, technical instructions and records, which are the property of the Dept. If he does not return the whole of his protective clothing in good condition, having regard to the time it has been worn, a sum to cover the unexpired value of the missing or damaged articles will be withheld from his wages.

Upon the decease of a workman his personal representative should deliver all articles which have been issued to the workman for the execution of his duty and which are not the property of such officer.

E N D.

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SECTION L.
STORES.

1. The following Rules must be strictly carried out, and any failure to observe them will be treated as an irregularity. No excuse that the instructions are not understood will be accepted. If any doubt as to the correct procedure arises, the necessary instructions should be sought from the Sec. Engr.

ACCOUNTS.

2. A workman in charge of tools or stores must not purchase tools or stores which are kept in stock or which are of a special character, and he must not hire articles (such as ladders) unless it would be more expensive to get Departmental articles on to the ground. He may arrange for the repair of tools where the cost of such repairs is not more than two-thirds of the price of new tools. Where expense is incurred under any of the foregoing heads, steps should be taken at the earliest possible moment to obtain the covering authority of the Sec. Engr.

3. Local Order Books TE1035 are issued to Foremen and other authorized workmen. In all cases in which immediate payment in cash is not made, a local order form must be prepared and issued at the time work or materials are ordered. The issue of a covering local order after an account is received is prohibited.

A workman issuing a local order should sign it with his own name. The use of local orders for purchases up to 2s. 6d. should be avoided. Cash purchases should not exceed 5s. in amount.

The forms will be prepared in triplicate with carbonics, and a price for the goods or services should be agreed upon in all possible cases when the order is placed, and entered on all copies in the space provided. The "A" copy of the order will be sent to the tradesman and the "C" copy retained in the book. The "B" copy should be retained by the issuing officer until the order is executed, when it will be endorsed to that effect and sent to the Insp. Whenever possible an account must be obtained and forwarded with the "B" copy, but the "B" copy must not be retained for this reason unless it is known that the account will be received within two or three days.

When a local order is cancelled the "C" copy should be endorsed to that effect and dated and the "A" and "B" copies forwarded to the Sec. Engr.

4. Workmen are forbidden to borrow money in any circumstances for the purpose of the work. If in difficulties in money matters, they should telegraph to the Engr.

5. In submitting an account a workman should be careful to see that the details are clearly and correctly shown. In all cases the quantities, dimensions and descriptions should be indicated.

6. Accounts should be receipted in ink. The signature must be the full name, not merely the initials of the person actually signing the receipt. If the name of the firm or tradesman appears on the bill it should form part of the receipt, also, thus:—

Cox and Lambert,
per H. Hinton (the person signing the receipt).

or
H. Hinton,
for Cox and Lambert.

7. A workman required to arrange for cartage is responsible for seeing that the most reasonable terms possible are made for the transport of the materials concerned. In this connection Cartage Form TE1073 is used. One copy is forwarded to the Contractor when arrangements are made for the cartage, the second copy containing full details to the Engr. when the work has been completed, and the third copy retained in the book. If more than one journey is made, full particulars must be furnished. Consideration should always be given as to whether Departmental motor transport is available, and could be used economically. (See Rule O. 56.)

The carrying of timber over 25 feet in length on a two wheeled cart is prohibited.

CARE. RECORD. PROCEDURE.

8. The workmen's rooms, battery rooms, and store rooms are to be kept clean and orderly, and regularly swept and dusted.

When several men occupy the same room, the senior or other selected workman will be responsible for the cleanliness and orderliness of the room.

He will also be responsible for the Normal Stock, and will hand out stores to the other workmen as may be required, except when individual Normal Stocks are provided.

9. Normal Stocks of stores are provided on the authority of the S.E., at the hqrs. of workmen to meet the following requirements:—

(a) All probable needs on account of ordinary maintenance, including the execution of work, coming under the provision for employing extra labour without a Works Authority.

(b) A margin in respect of certain items to meet sudden demands due to interruption arising from storms and other causes.

(c) A margin to carry on the maintenance service until the next consignment is due.

10. Tally Books must be used at all Normal Stocks serving one or two workmen, and Tally Cards where three or more workmen engaged on maintenance duties are served.

11. The name of the workman in charge of the Normal Stock and the town in which it is situated will be shown on Card TE 137 where Tally Cards are in use. Similar information should be shown on the front of the Tally Book where Tally Books are used, and in addition the dates upon which the books were commenced and finished. Provision is made on Card TE 137 and on the inside of the Tally Book for the certificate of check.

12. Tally Cards and Tally Books will be retained for reference for a period of three years after the date of the last entry. They must in no case be destroyed without proper authority.

13. When stores are drawn from or added to a Normal Stock for any purpose, the transaction will be tallied and the balance of stores correctly struck after each transaction. Thus the balance shown at any time should agree with the stock of stores under any particular head. Immediately a workman issues or receives stores on account of any work other than maintenance, he

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should submit a Transfer Note to the Engr. Stores will not be issued from Normal Stock for works other than ordinary maintenance unless the circumstances are exceptionally urgent. The entry on the Tally Card should show the date of the transaction in every case and where a Transfer Note is used the date of the Transfer Note should be the date on which the transaction was actually made.

14. When, from the nature of the case, a debit of new material should naturally entail a corresponding credit of old material and this credit does not appear in the Tally Book or on the Tally Card, an entry will be made explaining the reason.

15. The name of the workmen and of the town in which the Normal Stock is situated will be shown on all vouchers dealing with stores issued from or returned to Normal Stock.

16. When stores are taken from the Normal Stock for maintenance work, the workman using them should initial the entry on the Tally Cards or in the Tally Books.

17. When stores are issued for maintenance work and not used immediately, they should be returned to the stock.

18. When under special authority battery stores are withdrawn from a Normal Stock in bulk and removed to another point in a workman's length for greater convenience in performing maintenance duties, a special tally record of the sub-stock should be kept to show the actual disposal of the stores.

19. All items in the Tally Book should be properly indexed by the responsible workman.

20. All old stores or scrap materials of saleable value taken into the Normal Stock should be promptly tallied. Authority should be sought to effect sales of old stores when sufficient quantities have accumulated.

21. Small quantities of surplus or usable stores recovered from works or maintenance should be taken into Normal Stock provided they are items proper thereto, and that the authorized quantity is not exceeded. No other surplus or recovered stores may be taken into Normal Stock except the scrap materials to be held pending sale, as provided in the preceding paragraph and scrap copper and bronze wire awaiting despatch to a Main Depot or Section Stock.

22. Apparatus parts of small value, as authorized by the S.E., should be included in the workman's Normal Stock. The details of their consumption need not be entered in the Tally Book or on the Tally Card, but the balance in hand and the quantity obtained at the end of each quarter to make up the authorized stock should be entered.

23. Parts of small value used to replace lost parts and chargeable to the subscriber will be replaced from Normal Stock. The workman may use his own small supply to replace lost parts and subsequently obtain an equivalent from the Exchange Normal Stock.

24. Where a Normal Stock is held by a workman for his own separate use he will be given a list of " Small

Stores " items in constant use which will be excluded from the Normal Stock, and kept apart in a receptacle labelled " Miscellaneous Small Stores in constant use." No tally entries should be made in respect of small stores. A card should be fixed to the receptacle showing the descriptions of " small stores " contained therein and the authorized maximum quantity to be held of each.

25. When " Small Stores " are held in a Normal Stock by a workman-in-charge to supply the needs of two or more workmen, demands for supplies calculated to last each man a fortnight or thereabouts should be made on form TE 1078 in duplicate. The receipted copies relating to each workman should be kept together by the workman-in-charge and scrutinized by an Engr. or Insp. from time to time.

26. All Tally entries should be neatly and legibly made in ink and a separate line used for each entry.

27. Workmen should not hold any stores other than small stores which are not entered in a Tally Book or Tally Card or held and labelled for use under a W.O. The existence of any other stores should be reported to the Engr. at once, and until instructions are received, such stores must not be used.

28. If a workman employed as a Gang Foreman asks for stores from the Normal Stock to use on a Works Order, the Engr.'s authority should be sought, and, if obtained, the signature of the Foreman and date of receipt obtained on the A1 copy of the Transfer Note. The date and number of the Transfer Note should be tallied.

29. A local record of Loan or Maintenance Exchange transactions need not be kept.

30. Recovered stores should be scrapped only after examination by, and under the authority of, the Engr. or Insp.

31. Short ends of copper wire must be collected and taken to the Store. In no circumstances should short pieces of any kind of wire be left lying about on the ground. Long ends are liable to be thrown over the working wires and thus cause faults. Short pieces dropped in the grass have been known to cause the death of cattle. Worthless ends of iron wire should be buried if a pole or stay hole is open; otherwise they should be returned to Store. Other stores having a marketable value must be collected and returned to stock. Even apparently valueless stores of any description must not be appropriated by members of the staff.

32. On account of the risk of introduction of foot and mouth disease by hay and straw in which insulators and other stores are, or have been packed, such material must not be brought on to agricultural (including grazing) land or property. All such packing must be burnt on the site of a work immediately the stores are unpacked.

33. G.P. sheet and tissue should be kept under water in suitable troughs provided for the purpose, and G.P. wire should be stored in the coolest place available. India-rubber stores and I.R. covered wires and cables should be so stored as to avoid damage from damp, heat, grease, acids, fumes, etc.

34. Instructions should be sought from the Engr. regarding the sale of old and useless stores such as poles, iron wire, etc.

35. P.O. stores may not be sold to or purchased from any P.O. servant without special authority from the Personnel Dept. (S.B.). This restriction applies to the sale of office furniture and fittings, but does not apply to sales of waste wood, obsolete shelter huts, exhausted dry cells, discharged handcarts and trucks, discharged motor vehicles, including bodies and other old vehicle parts, and discharged pedal cycles and parts thereof.

36. Empty boxes, casks, packing cases, crates, etc., must be returned as soon as they are released, provided they are fit for further use. Old address labels should be removed.

37. Apparatus and tools must be kept in good working condition and checked regularly. Valuable apparatus and tools must be kept under lock and key in the receptacles provided for the purpose, and any loss either of stores or tools should be reported promptly and the circumstances fully explained. Parts of broken tools must be kept for inspection and exchange. A workman is liable to be called upon to make good any losses or damage due to wilful neglect.

★**38.** Tools, trailer toolcarts and handcarts used on construction work must be securely padlocked and safely stored each night, every effort being made to leave them either in a lock-fast place or under the protection of a habitation. When this cannot be done, advantage should be taken of the cover offered by the natural features of the locality, such as hedgerows, plantations or other places where they are likely to be obscured. The wheels of handcarts which are not in use should always be locked if the carts cannot be placed under lock and key.

★Trailer toolcarts should on no account be left immobile for any lengthy period in P.O. yards, on other premises or on the roadside. They should be kept in regular use and should normally be towed back to hqrs. at night, but, if this is not possible, the precautions for safe custody indicated above should invariably be taken.

39. Only such quantities of copper wire and other saleable stores likely to be used during the day should be withdrawn from the place where they are stored. Unused material should be returned to the store without delay. At each point where coils of wire are stored, lock-up accommodation should be secured if possible, the coils being connected together by a stout chain and padlock. Part coils, when stored, must be carefully wrapped to prevent deterioration. The label of each coil should not be removed until the coil is on the drum-barrow ready for pulling out. Canvas wrappings from copper, cadmium copper and bronze wire should not be enclosed in P.O. bags when returned to contractors. If the wrappings are securely tied in bundles it is unnecessary to enclose them in bags or containers of any kind.

40. So far as any one foreman is concerned, quantities of wire should not be left at storage points in the rear for collection at a later date. Each point should be cleared in turn, so that at any time the foreman is drawing only from one storage point, all other points being forward of that point. If the place of storage of any coils is changed the Engr. should be advised in order that the record may

be amended to show the new storage point and the date.

41. Copper wire, whether old or new, and other valuable stores, must be kept under lock and key. Workmen will be held personally responsible for the loss of the copper wire or other valuable stores committed to their care, and must not part with any of it or with the keys of locking accommodation without proper authority and without obtaining proper receipts. Any evidence of stores having been tampered with must be immediately reported to the Engr. "Seconds" wire received from the Stores Dept. will require to be weighed, the weight being entered on the paper label tied to the coil. Form TE 506, suitably amended, should be used, and daily entries made for recovered lead, copper wire, cable ends and other valuable scrap taken into *temporary storage*.

42. When drums of cable have to be left on the roadside any small drums should be placed in groups and fastened together by means of a chain passed through the spindle holes and the chain secured by means of a padlock.

43. Poles in stock should be bound together by wire and staples and stored on frames lifting them off the ground; they should be checked quarterly.

44. When poles, stayblocks, etc., are held away from a regular pole stack the workman in whose area they lie should check them whenever practicable and state the result in his daily diary report. An extra copy of the diary page should be prepared for submission to the Sec. Engr. in respect of pole checks under this rule.

45. Tension ratchets should always be kept clean, free from rust and well oiled. Their accuracy must be verified once a year by the application of dead weights.

46. Thigh boots supplied for the use of men working in wet pole-holes should be cleaned and dressed with tallow.

47. Petrol or other inflammable spirit must not be kept in any P.O. building but should be stored in sealed cans in a suitable lock-up receptacle as far away from the main building as is possible. Naked lights are not permitted within 20 feet of any such store and spirit or empty cans must not be stored within that distance of an open fireplace.

Smoking in the vicinity of any official petrol store is strictly prohibited.

48. Oilskin coats, empty petrol or spirit tins, etc., should not be stored in a confined space such as a cupboard, but should be placed where there is a free circulation of air.

In buildings such as large exchanges, oily rags or waste should always be stored in the receptacles provided for the purpose, to prevent spontaneous combustion.

In buildings which are only visited at intervals, i.e. small exchanges, oily rags or waste must not be stored in any circumstances but should be removed as early as possible after use.

49.—Stores must not be deposited in any portions of P.O. premises, which are not set apart for engineering purposes, without the permission of the Pmr. and must not be left in such situations longer than is absolutely necessary. Should the Pmr. find it necessary to call for the removal of any stores which have been laid down with his permission, such removal should be made without delay and without question.

PROTECTIVE CLOTHING

50.—(a) Workmen who were in the Engineering Dept. on 30 June 1919, may have protective clothing as follows, provided they perform some outdoor duty :—

Article Supplied	Period of Wear
Overcoat, long or short (<i>see</i> para. (d))	3 years
Paramatta Coat or Oilskin (according to nature of duties)	3 years (øminimum)
Leggings (on application and subject to the certificate of the Sec. Engr. that they are required and will be worn)	3 years (øminimum)

(b) Workmen who entered the Engineering Dept. after the 30 June 1919, may have similar issues of protective clothing on completion of three months' continuous service provided they perform an average of at least eight hours' outdoor duty weekly. The average to be based on a representative period of one month on a regular duty.

(c) Subject to the foregoing conditions paramatta coats will be supplied to foremen, to workmen employed as Clerk of Works (A19 duty), and to workmen engaged on (i) the fitting and maintenance of subscribers' apparatus, or (ii) the maintenance of apparatus in P.O. buildings and of telegraph and telephone lines. The oilskin coats will be supplied to men employed out of doors solely on construction work, e.g. as jointers, wiremen, etc.

Paramatta, in lieu of oilskin, coats will be supplied to fitters who form part of installation groups or who are attached to Advice Note Gangs.

(d) A waterproof jacket and overall leggings will be supplied to each workman on completing three months' continuous service if he performs a regular cycling duty. The period of wear will be two years, but renewal will be subject to the certificate of the Engr. that renewal is warranted by the condition of the clothing. If these items are issued in addition to ordinary outdoor protective clothing, the whole of the clothing except the overcoat will be expected to last five years.

Workmen who perform both cycling and walking duties will be given the option of being supplied with either the long or short overcoat, or both. If both overcoats are supplied the period of wear will be 6 years.

(e) Thigh or knee boots will be supplied on loan or for permanent use to men working in wet places where it can be shown that they are necessary. A personal issue of knee boots may be made to men permanently employed on battery construction and repair work, and when necessary, knee boots may be held on loan stock for the occasional use of men employed on battery maintenance, construction and repair work.

51. The following articles will be supplied to workmen to whom official motor cycles have been issued :—

Articles	øPeriod of Wear (Minimum)
† Waterproof Coat	1 year
Belt	"
† Waterproof Overall Leggings or † Waterproof Overall Trousers	"
† Gloves, leather	"
Goggles	"
1 Dungaree Suit (if not already supplied in respect of other duties)	"
Jerkin, leather, sleeveless	2 years
Waterproof cap cover (supplied on application)	"

ø Renewal when worn out, on application, only after the minimum period specified

† Supplied in duplicate

øPeriod of Wear (Minimum)

Articles	øPeriod of Wear (Minimum)
Helmet, leather (supplied on application, subject to the Sec. Engr.'s certificate that the routes traversed are stormy and exceptionally exposed)	1 year

52. The following articles will be supplied to drivers of S.D. freighters (which have open driving cabs, and which are used for stores carrying purposes) until this type of vehicle is withdrawn from use :—

Articles	øPeriod of Wear (Minimum)
Jacket, leather	1 year
Breeches	"
Overcoat (leather or cloth)	2 years
Cap	1 year
Gloves, leather	"
Leggings	2 years
2 Dungaree Suits (if not already supplied in respect of other duties)	1 year

Drivers of motor lorries and vans will be supplied with overcoat, cloth, and two dungaree suits. Gloves, leather, will be supplied on application only.

Chauffeurs will also be supplied with the following articles :—

Articles	Period of Wear
✓ Jacket, cloth	1 year
Trousers, cloth (two pairs)	"
Overcoat	3 years
Cap	1 year (øminimum)
Gloves, leather, black without gauntlets	do.
Dungarees (two suits)	do.
Paramatta	3 years (øminimum)

Drivers of utility vans, freighters, light vans used as utility vans, and wireless suppression vans will be supplied with leather gloves (on application only), and two dungaree suits in addition to overcoat (either long or short), oilskin and leggings supplied to them in their ordinary capacity as workmen.

53. Workmen who are employed on both motor-cycling and walking duties will be supplied with both motor cyclists' and ordinary outdoor protective clothing (including the option of either a long or a short overcoat), but no items of either kind of clothing will be renewed except on the certificate of the Engr. that the clothing is worn out and after the expiration of the minimum period of wear. The minimum period of wear of the walking outfits under these conditions will be 5 years instead of 3 years.

ø Renewal when worn out, on application, only after the minimum period specified

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★54. Overalls will be provided in accordance with the following schedule :—

Class of Work	Description of Clothing
Regular employment on overhouse work in towns and industrial centres subject to smoky or exceptionally dirty conditions	Dungaree jacket and trousers
Cabling, jointing, manhole or sub-way work	
*Vacuum and bag cleaning	
†Telegraph and telephone power plant maintenance	
*Work in mechanics' shops	
*†Secondary cell maintenance	Dungaree jacket and trousers and felt apron
*Stores	Dungaree jacket and trousers
General electric light and power work, including work in substations, on pneumatic tubes and lift maintenance	Dungaree jacket and trousers (Combination overalls for electric light staff)
Labourers employed on cleaning duties :—	
(a) For as much as 6 hours a day	Two dungaree suits every twelve months
(b) For as much as 3 hours but less than 6 hours a day	Two dungaree suits every two years
(c) Regularly on seasonal work for as much as 3 hours daily for 3 months in a year	One dungaree suit, to be returned to store on completion of each period of employment
Employment on Machine Telegraph maintenance duties	Khaki coat
Employment exclusively on maintenance duties in Automatic Exchanges, or in Manual Exchanges	Khaki coat
Employment on Test Clerk's duties in Automatic Exchanges or in Manual Exchanges	Khaki coat
Employment at Repeater Stations	Khaki coat
*Employment for more than 50 per cent. of time on exchange construction work whether in connexion with public Exchanges or with Private Branch Exchanges	Dungaree jacket and trousers
Continuous employment on painting telephone kiosks	Dungaree jacket and trousers

* A khaki drill coat will be supplied in place of the dungaree suit at the option of the men concerned.

† A serge suit will be supplied in place of the dungaree suit or khaki drill coat. The serge suit will be renewable on application after a minimum period of wear of one year.

Class of Work	Description of Clothing
Employment on wireless interference suppression duties :—	
(a) If employed continuously and wholly on the duties	2 Khaki coats (minimum 1 year)
(b) If employed part time on a regular rota of the duties	2 Khaki coats (minimum 2 years)
★Fitters attached to gangs or Installation Groups	Dungaree jacket and trousers for use when entering subscriber's premises

Two coats or dungaree suits will be supplied simultaneously. The minimum period of wear will be one year (except where otherwise stated), after which they will be renewable on application when worn out. The cost of washing will not be borne by the Dept. No qualifying period of service will be imposed in respect of the supply of overalls.

Dungaree suits will be lent to workmen at the discretion of the Engr. on occasions when they are temporarily engaged upon the above classes of work or on other work which is exceptionally destructive to clothing. The Dept. will arrange for the washing of dungarees issued from Loan Stock.

55. For protective clothing purposes, the term *workmen* is regarded as including Youths. Tradesmen will not be supplied with protective clothing.

56. All protective clothing must be kept in good repair. When new overcoats are issued, the previous issue should be preserved for use as a change. The buttons should be removed from the last issue but one and returned. The buttons from worn-out dungaree jackets and khaki coats should be returned upon receipt of new garments.

The official letters and buttons must be worn on all protective clothing—unofficial buttons must not be substituted.

No part of any official clothing may be disposed of to any person, whether a P.O. servant or not, except under official instructions. Protective clothing is the property of the Dept. and must be produced on demand. Should any article of clothing be lost or damaged, the officer in fault may be required to pay the cost of repair or replacement. Misfitting articles should be returned before being worn.

On leaving the service a workman must deliver up all his official clothing (*see* Rule K. 11).

CONSIGNMENT OF STORES

57.—(a) Consignments of official stores should be forwarded by the cheapest available means. Where the Dept. is entitled to free railway conveyance this should be made use of, and where local parcel delivery facilities are cheaper and quicker than the parcel post those facilities should be utilized in preference.

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(b) Subject to the above, stores should generally be consigned as follows:—

Not exceeding 3 lb. .. By Letter Post unpaid, provided that the contents of the packet are not such as to be likely to damage the mails or to be themselves damaged

Above 3 lb., but not exceeding 15 lb. .. By Parcel Post.

In the absence of special reasons to the contrary (e.g. extreme urgency), packages weighing more than 15 lb. when not forwarded by van, should be dispatched by goods train, sea or canal. Where practicable, consignments weighing more than 3 cwts. should be dispatched by sea or canal.

(c) The following classes of parcels weighing more than 3 lb., and not more than 15 lb., sent on P.O. Service should be forwarded by Parcel Post without payment of postage:—

(1) Any packet for an address in Great Britain or Northern Ireland dispatched from:—

(i) A Headquarters Office or Depot of the P.O. in London, Birmingham or Edinburgh.

(ii) The office of an S.E., provided that the packet is either certified as official by an impression of the approved stamp in use at the Office by which it is posted, or addressed by means of a label supplied for the purpose which bears the printed words "Post Office" and has the official address of the addressee wholly or partly printed on it.

(2) Any packet dispatched by an officer of the P.O., no matter where stationed, if it is addressed:—

(i) To the Head of one of the Offices or Depots referred to in (1) (i).

(ii) By title to an S.E. at any office or place within the District in his charge.

(iii) To any officer of the P.O. by means of a printed label supplied for the purpose which bears the words "Post Office" and the address of the addressee wholly or partly printed on it.

Certificates of posting should be obtained in respect of all parcels dispatched.

No charge for redirection is to be levied upon any parcel dispatched under this arrangement. A parcel dispatched from any office specified in (1) is exempt from payment of fee for registration or other supplementary service, but the fee for registration or other supplementary service must be paid in the ordinary way on a parcel dispatched without payment of postage by any other officer of the P.O.

When prepayment of postage is necessary, dispatches should, when convenient, be made towards the end of the week. Postage should be paid for in cash. Reimbursement will be made by Insprs. at the first opportunity. The workman's receipt should be given on P1091H to which the certificate of postage should be affixed.

As far as possible returnable items should be dispatched to the Storekeeper for disposal by the Dept.'s motors, the items being suitably labelled and addressed, and a reference given to the D.N. under which they were received.

(d) Cases of loss of parcels sent by parcel post should be reported immediately, giving full particulars of posting and the name and address of the addressee (the certificate of posting should be enclosed), and describing fully the contents.

E N D

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TRANSFER OF RULES TO ENGINEERING INSTRUCTIONS

(File this page in front of Section L)

Most of the rules in Section L are covered in one form or another in the Engineering Instructions which are in possession of the workman and which relate to his particular duties. It is the aim to transfer ultimately all rules relating to matters other than those referring to "staff" to the Engineering Instructions. In the meantime, owing to paper shortage, amendments to Rg.40 in this Section will not be issued and holders of Rg. 40 should therefore consult the E.I.s for the authoritative rule. Where the subject is not covered by an E.I., Rg. 40 may be used as a guide or the Inspector consulted.

(Section L, page 1, follows)

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EXECUTION OF WORK

1.—(a) When instructions to proceed with any work are received, it will be understood that unless a statement is made to the contrary, all consents have been obtained, all notices other than notices to occupiers of private property served and arrangements as regards any further consents, etc., made. No deviation from the instructions is to be made without authority.

Work on rlys. or property adjoining must not be commenced until an advice has been received from a supervising officer to the effect that any requisite notice regarding the commencement of the work has been sent to the company concerned.

(b) When it is necessary to carry out work upon private property—whether roofs, buildings, or land—the occupier should be informed before the work is commenced. Should it be observed before work is begun that a roof is damaged, the attention of the owner or occupier should be called to the fact and a report should be forwarded to the Engr.

(c) Before leaving a building the workman in charge must personally inspect the roof and see that none of the water-courses, shoots, etc., are blocked by shavings or other refuse, and that everything is left in proper condition.

(d) Before stores or tools of any description are stored temporarily on private property the permission of the owner or occupier must be obtained.

(e) When wires are required to be run at the back of removable covers or other furniture, or at the back of shelves, the Dept.'s officers should request the subscriber to remove any valuable articles which rest on the shelves, or any heavy furniture which prevents adequate access to the position where the wires are to be run, or which renders it impracticable for the officer to ascertain where pipes or wires have to be avoided. If the subscriber declines to remove articles the removal of which is actually necessary, and if the work of removing is considerable, or is attended with any risk, the matter should be reported before the work is proceeded with. If, however, the work of removal is inconsiderable, and no serious risk or special labour is involved, or if the subscriber requests that the Dept.'s officer should do what is necessary, the work should be done, but the subscriber should be warned that it will be done at his risk.

2. When payment for temporary storage accommodation has to be made form TE 582 should be sent to the Engr. with the Daily Report.

3. Damage to fences, hedges, roofs, etc., resulting from the Dept.'s operations must be promptly reported; if of an ordinary character, and the cost of repair will not exceed £1, the damage will be made good at once; but if the cost of repair will exceed £1 or if exorbitant or unreasonable demands are made, or any special occurrence arises, the Engr.'s instructions will be awaited. Arrangements, however, should be made to prevent any extension of the damage, e.g., by leakage through a roof.

4. Recovered and surplus stores. It is a rule admitting of no exception that within seven days of the engineering completion of a work the workman should furnish to the Sec. Engr. a certificate in set terms that all recovered

and surplus stores have been duly disposed of (*vide* W.I. Form TE 191).

EMPLOYMENT OF WORKMEN ON THE PREMISES OF INFECTIOUS DISEASE HOSPITALS, OR ON WORK OF A DIRTY OR DANGEROUS CHARACTER

5. The following rules will be observed where it is necessary for workmen to undertake work in infectious disease hospitals :—

(a) **Work in the administrative block of an infectious disease hospital (other than a small-pox hospital).**

No special precautions are necessary. Workmen will be required to perform the necessary duties in the normal course and without additional remuneration.

(b) **Work in the administrative block of a small-pox hospital, whether separate from or in the same building as the wards** (subject also to the conditions specified in section (d)).

The workmen should be provided by the Hospital Authorities with a suit of overalls, including a cap, to wear during the time they are at work in the hospital. They should wash their hands and faces on each occasion before leaving the hospital.

No special risk is entailed and workmen will be required to perform such duties in normal course without additional remuneration.

(c) **Work in the wards of any infectious disease hospital** (in the case of a small-pox hospital the conditions specified in section (d) will also apply).

Such work will only be undertaken when the installation in the ward is stated to be of great importance. Workmen should be provided by the Hospital Authorities with a complete uniform to wear during the time they are in the hospital. On each occasion before leaving the hospital they will be required to wash face and hands.

Such duties will be performed by volunteers, and special payment in addition to their ordinary remuneration calculated at single rate for the actual number of hours worked in the wards will be allowed.

(d) **Work in small-pox hospitals either in the administrative blocks or in the wards.**

Such work must be undertaken only by workmen who have been vaccinated or re-vaccinated to the satisfaction of the Medical Superintendent of the hospital, and no workman will be employed for these purposes unless he fulfils this condition.

6. **Exceptionally dirty work or work involving great discomfort or danger.**—(a) The duties under (b) and (c) will be performed by volunteers, except that, when available, Riggers should perform the work shown under (c) (iii).

★(b) Workmen employed on work which necessitates their crossing aerial cable steels in a bosun's chair may be paid an allowance of 10s. for each day on which such work is performed, irrespective of the number of spans dealt with.

In other cases where Workmen are called upon to use a Bosun's chair at a height equivalent to a vertical travel of 50 feet or more calculated from the depth of possible fall, an allowance of 2s. per day may be paid.

★(c) Workmen may be granted additional pay not exceeding single rate, for the actual time spent :—

(i) in culverts ;

- (ii) on work of exceptional discomfort or danger in mines ;
- (iii) on dangerous work performed aloft (but not from a ladder) on wireless masts or tall lattice work masts at river crossings.

Claims from Workmen for additional payment in respect of work involving exceptional discomfort or danger in railway tunnels may be submitted to hdqrs. for consideration.

★(d) Workmen required to perform sea journeys certified by the Sec. Engr. as involving exceptional discomfort or danger, may be allowed a sea trip allowance of ten shillings for each complete trip (out and home) in addition to subsistence allowance and travelling time under the ordinary regulations. Consideration will be given to cases involving journeys in open boats in rough weather ; difficult landings ; drenching of clothing ; protracted passages, and other abnormal conditions.

7. Employment of workmen in private houses where there is a case of infectious disease.—In no circumstances will work be undertaken in the room of a private house occupied by a person suffering from infectious disease, and as a rule, work will not be done in other parts of the house until the patient has recovered or has been removed and the premises disinfected. If the telephone is urgently required, work may be undertaken in parts of the house not occupied by the invalid provided that (a) the disease is not plague, small-pox, typhus fever or epidemic cholera, and (b) the invalid is under the care of a professional nurse and is effectively isolated, a certificate to this effect from the medical attendant being produced.

PRECAUTIONS AGAINST ACCIDENTS

8. As the result of experience, rules have been drawn up with the object of preventing accidents to workmen or to members of the public and these are set forth :—

- (i) In detail in T.I., XIII—Construction of Aerial Lines on Roads and Railways—and T.I., XIV—Construction of Underground Lines—copies of which are supplied to every foreman and lineman ;
- (ii) In summarized form in a booklet (Rg. 41) bearing the title "Precautions against Accidents," a copy of which is supplied to every workman.

Gummed slips amending these Technical Instructions and pamphlets are issued from time to time and these must be inserted immediately they are received.

In the interests of all concerned it is of the greatest importance that the Instructions mentioned should be carefully studied and observed and that workmen should co-operate at all times to secure that the principle of "**Safety First**" has full recognition.

Some of the most vital precautions are specially referred to in the following paragraphs.

OVERHOUSE WORK

9. Work involving a considerable alteration in the stress or in the direction of the stress on an overhouse standard, such as the placing or taking down of aerial cables, should not be done unless the Foreman is present. The Foreman should have definite instructions as to

the mode of carrying out the work and the precautions to be taken to prevent accident.

AERIAL LINE WORK

10. Any operation which, in the event of a hitch, might result in obstruction of the highway, should not be commenced until the safety of users of the highway has been provided for. The paragraphs in T.I., XIII, referring to this point read as follows :—

"While a gang is at work a standard warning notice, surmounted by a red flag, should be displayed at the most effective point on each side of the work. When wires have to be erected along or across roads or streets, and temporary obstruction of the highway is involved, care should be taken, during the existence of such obstruction, to ensure that approaching foot passengers and drivers of vehicles are adequately warned."

"While wires are being passed across roads, and until they have been secured at a proper height, a man with a flag should be detailed to act as traffic watchman. At dangerous points such as blind bends in the road, or where traffic is fast and continuous, a flagman should be posted on each side of the work."

Broken wires across public thoroughfares where danger may arise should not be repaired by a man working single-handed ; he should do what is necessary to make all safe, and then employ assistance so as to comply with the instruction regarding the employment of watchers.

11. The practice of working on a partly excavated (or partly erected) pole is strictly prohibited—it is exceedingly dangerous, and has led to a number of fatal accidents. The prohibition applies both to work from a ladder and to work on the pole itself, and, also, whether or not temporary stays have been erected.

When it is necessary to recover a pole which may have been weakened below the ground line, two ladders, one on each side of the pole, must be erected for the purpose of ascending to remove the wires and all work must be done from the ladders. This arrangement must always be adopted in recovering iron poles or uncreosoted wood poles.

Certain poles obtained during the War period were not properly seasoned before being creosoted. Before ascending any poles dated 1915 to 1920, ascertain the condition at ground level by striking with a hammer as directed in paragraph 18 of T.I., XIII.

12. Every excavation in a public thoroughfare or alongside a highway must be properly fenced. At night the guards must be efficiently lighted and a night watchman must be employed who will be held responsible for the condition of the lamps. The considerable motor traffic on roads makes the provision of proper guards a matter of great importance.

Within the London Traffic Area the following rules will be carefully observed when carrying out work in any carriageway :—

- (a) When any excavation is made in, or any temporary erection, material, etc., is placed on, the *carriageway* of any street, the obstruction so caused shall be continuously lighted by red lamps during the period between

half an hour after sunset and half an hour before sunrise, and at any time when necessary on account of fog.

(b) The lamps shall be placed in such manner and positions as to indicate to pedestrians and drivers the full extent, i.e. both width and length of the obstruction.

(c) The intervals between the lamps shall be not more than four feet measured at right angles to any line of traffic and not more than 12 feet measured parallel to any such line.

(d) When a light is removed temporarily to permit of the passage of traffic across the area affected a watcher shall be posted at the point of entry, and if necessary, the point of exit, in order to warn other traffic.

(e) No lamps other than those showing red lights shall be used for warning purposes, but white lights may be used for working at night or during fog.

13. Paving which has been disturbed and reinstated temporarily is apt to get into a dangerous condition, particularly during wet weather, owing to the passage even of ordinary traffic, and it is essential that until the permanent reinstatement is put in hand by the road authority, close watch shall be kept on the condition of all temporary reinstatement carried out by P.O. staff.

★14. Before work of any description is commenced in underground structures or plant and before any underground structure (including a subway entrance) is entered the atmosphere in the underground structure or plant must be tested for polluting gases in accordance with LINES, Underground, J 1111, J 1122 and J 1133 (or J 1131) and also pamphlet ATE 1040, a copy of which is supplied with each "Indicator, Gas Leak, No. 2, complete" (palladium-chloride indicator). These Instructions also detail the procedure to be followed in all circumstances in connexion with the presence of gases in underground structures or plant and must be fully understood and rigidly observed by all concerned.

Before the cover of a manhole or joint box is removed for any purpose suitable guards should be placed in position in accordance with LINES, Underground, J 1150 to prevent members of the public stepping into the opening.

15. **Work on railways.**—Flag-signalling. In carrying out works, on or in the proximity of railways, which in the absence of a flagman would involve risk of accident to (a) trains, (b) rly. servants or (c) to P.O. staff, the work will not be commenced until suitable arrangements have been made by the Rly. Co.

The utmost care should be exercised in erecting, removing or altering poles, wires, etc., on or adjoining rly. property. In carrying out new works every endeavour should be made to obtain positions for poles, whether on rly. property or private property, at such distances from the metals as will prevent them fouling the lines in any event. Where such positions cannot be obtained, special care should be taken to reduce the risk of accident which might result from a breakdown by employing poles of suitable dimensions, or by staying or strutting, according to the facilities which exist.

The following instructions regarding precautions to be exercised by men working on rlys. which appear also

in LINES, Overhead, J 1101, **must be read by the foreman to the whole of his gang at least once a month if work on rlys. is frequently done by the gang, and in other cases immediately before the work is commenced.**

A copy of the instructions (form ATE 445) is also supplied to every workman engaged on external construction or maintenance work and whenever the instructions are read the foreman must satisfy himself that every man possesses a copy; if not he must apply immediately for copies to replace any which have gone astray.

The majority of accidents on rlys. have been due to the simultaneous passage of trains in opposite directions and men whilst avoiding a train going in one direction, neglecting to look out for trains on the other metals. Workmen are therefore earnestly requested to observe the following instructions:—

(a) Any person having occasion to walk along the line should always walk on the right of the line having both metals on his left, and never, if it can be avoided, between the rails or in the six-foot way between them.

(b) If he cannot avoid walking between the rails or in the six-foot way because of some obstruction, he should always walk between the metals of the right-hand line, and on the approach of a train he should at once turn off to the right-hand side, and on no account into the six-foot way, or on to another line of rails. He should watch to see whether any train is approaching in any other direction.

(c) Where there are more than one set of up or down rails, extra care should be taken.

(d) Men working in tunnels, which from length, fog, or other cause, are dark, should always be provided with lighted lamps.

(e) In long tunnels, or on dangerous viaducts, and wherever ladders have to be used near the rails, the foreman is to appoint a watchman on the line on which his gang is working, to give warning of the approach of trains by a whistle, or by some other signal. Suitable whistles can be had on requisition by the foreman.

When ladders are used in tunnels, or very near the rails, they must be removed immediately the train signal is heard. The watchman should give notice to the nearest signaller on the railway that workmen are in the tunnel, and if necessary, should request him to show the green signal.

In single-line tunnels, or where men are working on more than one line of rails, it may be advisable to appoint a watchman at each end, and the foreman should do so whenever there is any difficulty in hearing or seeing approaching trains.

It should be remembered that Special Trains and Light Engines are not shown in ordinary time tables, so that absolute reliance cannot be put on these tables.

Care should be taken that all watchmen are posted within earshot of the workmen.

(f) If the clear space between the rail and the side of the line in a tunnel or on a viaduct is less than three feet six inches wide, the men while avoiding an approaching up train should stand between the rails of the down line, and watch for trains in the opposite direction, and *vice versa*. If a second train should be approaching the men should lie down flat on the ground

in the six-foot way. When, in consequence of fog, or a curve, the end of a tunnel is invisible, the men should invariably lie down in the six-foot way, even when only one single train is approaching, and they should remain there until the train or trains have left the tunnel.

Before ascending a ladder in a single-line tunnel, workmen should note on which side of them the nearest manhole is situated.

The foreman must see that each man working on a ladder in a single-line tunnel is attended by an assistant, whose duty it is to remove the ladder and place it lengthwise on the ground against the wall, before entering the manhole.

(g) Men working in a tunnel, but near to one of its ends, should take very great care, for frequently the sound of an approaching train is not heard until the train enters the tunnel.

(h) The foreman of every gang, and the watchman of every tunnel or viaduct, must be provided with a Service Time Table, and he should inform the men at what time ordinary trains may be expected. Besides this, foremen and watchmen should at all times keep a careful look-out for Special Trains.

(i) Men should never walk through a rly. tunnel if they can possibly go over it.

(j) A trolley or other impediment is not to be placed upon a rly. line, except in the presence or with the written authority of the Inspector of Permanent Way for the District. This permission must first be obtained, and the Inspector must take all responsibility for seeing that the proper signals are given.

(k) A workman must not on any pretence enter or leave any train in motion.

(l) Any workman who drops wire or other materials from a train in motion without having previously obtained the railway Superintendent's or Station Agent's permission, and having arranged with the guard to do so, will render himself liable to instant dismissal. In no case must stores of any kind be dropped in the six-foot way between two lines of metals.

(m) In throwing poles from waggons or trolleys, great care must be exercised. Poles should not be thrown out in places where they may strike against a signal wire, a bridge or a post or may be dangerous to anyone on the line, or by the foot of the embankment.

(n) So also, in moving ladders from place to place, one man should never attempt to carry a ladder unaided; two men at least, one at each end, should be employed.

(o) Workmen are strictly forbidden to travel by goods train except when special arrangements have been made to this end. The only faults which may be followed after darkness has set in are those which are likely to be found indoors, i.e. in cabins or huts, and the search must be strictly limited to such faults.

(p) As trains may carry mail apparatus which in use projects two feet seven inches from the side of the carriage, or four feet six inches measured from the rail, no ladders, ropes or men should be within the latter distance when trains are passing.

16. In handling primary or secondary batteries scrupulous cleanliness is necessary. The handling of sulphuric acid, or any material in contact with acid, should be done with extreme care.

Slight flesh injuries, such as scratches and abrasions, are more likely to absorb injurious matter than wounds that bleed, because in the latter the flow of blood carries away the offensive matter. It is always advisable to make a new wound bleed by pressing the blood towards the extremity or by slight scarification. As a protection against injury the arms and the backs of the hands may be anointed with vaseline. This will protect a wound or scratch from liquids and will also give general protection to the exposed flesh from splashes.

17. Meals should not be taken in Battery Rooms and in no circumstances should food be eaten until the hands have been washed and finger nails cleaned, thus ensuring that no injurious matter from the batteries shall enter the system.

In all Battery Rooms full advantage should be taken of the facilities for ventilation in order that as much fresh air as possible should be allowed to circulate.

18. Leather gloves should be worn if a considerable amount of handling of lead-covered cable or J. and P.B. J. wires is involved. For trimming and cutting such cables and wires the Departmental pocket knives should always be used. These knives must never be used for cutting food or tobacco. It is important that before taking meals or after leaving work the men who have been handling lead-covered cable or J. and P.B. J. wire should wash their faces and hands and especially the nails with soap and water, preferably warm. Nail brushes are supplied officially for this purpose. Eating or drinking and smoking or chewing tobacco whilst at work are prohibited. It is advisable for workmen working on lead-covered cable, etc., to partake of food (hot milk, tea or coffee, and bread) before the work of the day is begun, also to pay strict attention (a) to details of personal cleanliness, especially to daily cleansing of the mouth and teeth, and (b) to their digestion, avoiding constipation.

19. Workmen having open cuts or wounds, however slight, on their hands should take care to protect them so that dirt, rust, creosote, etc., may not enter the wounds. After handling a quantity of creosoted poles, the men should be careful to remove all trace of creosote by thoroughly washing the hands and arms. They should not, however, be permitted to handle lead-covered cables. Should the wounds be accidentally poisoned or should lead poisoning take place, the workman should place himself at once in the hands of the nearest available M.O.

20. Work in lift shafts.—Before attempting to carry out any work whatsoever in a lift shaft, the lift should be put out of ordinary use and placed in charge of a responsible person. The person placed in charge should be warned not to attempt to carry on the ordinary lift service, but to confine his attention strictly to the requirements of the workman.

Great care must be taken to avoid the movements of the balance-weight.

Any apparatus such as ladders, loose wiring, etc., must be removed from the lift well, or securely fixed so that neither the cage nor balance-weight can strike it, before the lift is again put into use.

When working on top of a lift cage particular attention should be paid to head room and the person in charge of the lift should be cautioned when the cage is nearing the top of the well. Care should also be taken to avoid treading or leaning on any glass in the cage roof.

Gate locks and other such devices should not be put out of use, even temporarily, unless great delay or inconvenience would otherwise be caused. All such safety apparatus should be restored to full use at the earliest possible moment.

Worn ropes removed from lifts must not be used for purposes involving the safety of persons.

Caution Plate No. 17 should be displayed on the landings and in the cages of all electric lifts with collapsible gates. A workman must call the attention of his superior officer to the absence of plates or to their not being conspicuously displayed.

21. Before attempting to carry out any work whatsoever on any electric motor or electric fan, care must be taken to disconnect both poles by means of the double pole switch provided for the purpose, as the starter is connected to one pole only.

22. **Calcium Carbide.**—The earliest opportunity should be taken to dispose of spent calcium carbide. If, for any reason, it is necessary to place it in a container, the latter should be left open.

MAINTENANCE DUTIES

★23. A workman or a youth, employed principally on maintenance duties in scattered areas and who receives particulars of faults direct from the Exchange Telephonist (such faults being entered in the Abstract of Fault Book T 1019G), must keep an official Diary (TE1030), which will constitute his daily working report. The Diary should be prepared in triplicate and at the end of each working day, the top (white) copy should be sent to the Insp. and the second (white) copy to the Officer in charge of the Fault Records at the Fault Recording centre; the third (buff) copy being kept in the book. The Diary must be entered up daily as follows:—

- (i) The name and hqrs. of the workman should be shown on each page.
- (ii) Each portion of his time, from the hour he commences duty to the time he finishes, must be accounted for. The time occupied in travelling when it amounts to half-an-hour or more should be shown separately.
- (iii) The actual time of ceasing and resuming work before and after meals respectively should be recorded. The normal duration of meal relief periods should not be varied without precedent authority.
- (iv) Unusual events which come under notice during the day should be recorded briefly.
- (v) The total overtime performed should appear in the space provided.
- (vi) Periods of absence carrying subsistence allowance should be recorded in the space provided for the purpose.

- (vii) A workman who is substitute for another should state the name of the workman replaced, and the cause, thus:—

“Vice.....S.W.I, on Annual Leave.”

Entries in respect of substitution on higher duties should be made in accordance with Rule D. 10 (c).

- (viii) If assistance is obtained in any work the name of the assistant should be entered thus:—

“Assisted by.....”

The time during which assistance is given should also be shown.

Men who are temporarily employed on the duties should show on the Diary Pages the names of the men whom they are assisting or relieving.

- (ix) If entitled to cycle-cleaning allowance it should be stated whether the cycle is “Official,” “Private,” or “Hired.” If the last, the cost of hire should also be stated.
- (x) The time spent in examining lines and apparatus in search of undiscovered faults should be shown separately.
- (xi) It should be stated whether journeys were made by R.F.P., G.R.P.W., cycle or on foot, etc. If by G.R.P.W., the counterpart of the warrant used should be attached.
- (xii) Payments in respect of conveyance, cycle conveyance, tram or bus fares should be shown.
- (xiii) The value of free pass journeys and the rlys. travelled over should be shown.
- (xiv) The workman must show his whereabouts for the day in a book or upon a slate or a board provided for the purpose placed near the test box at his hqrs.

Should anything occur during the day to cause a change in his movements, telegraphic advice should be given to the Sec. Engr. and the Pmr. or Test Clerk at his hqrs. When the workman is working in the neighbourhood of an office he should leave word at the telegraph office where he may be found; and on leaving one office to proceed to another, he should arrange for the forwarding of service messages.

- (xv) The relevant symbol in respect of the work performed should be shown in column 6 (*vide* Rg. 71 Schedule of Construction and Maintenance Units).

24. The time of workmen employed in groups indoors (e.g. in Telephone Exchanges, Instrument Rooms, Mechanics' Shops) should be recorded on TE 35, Daily Time Sheet. Groups of workmen located at an Exchange but whose duties require their absence from Exchange buildings (e.g. on maintenance of subscribers' apparatus) should use Diary Pages.

★25. Workmen and youths employed principally on maintenance duties and working direct to a Maintenance Control, will not keep an individual diary, but a return (TE 616) will be prepared in duplicate in respect of each officer by the Maintenance Control Officer. At the end of each day both copies will be forwarded to the Insp.

26. A maintenance workman must be ready for any emergency. He must have his tools, spare apparatus, and batteries always handy and in good condition.

He must make himself familiar with the connexions and working principles of all apparatus under his charge, so that, when faults are reported, he may be able to trace the cause of them in an intelligent manner.

27. Whilst waiting for the morning line report any arrears of paper work should be dealt with and tools and stores prepared for work.

28. When an office is visited, the apparatus must be closely inspected, the covers taken off, and all dust and dirt carefully removed with a sash brush or clean rag, contacts kept clear of rust and burnished, terminals carefully screwed down, and all worn-out connecting wires removed.

29. When an instrument is faulty it must be dealt with promptly so that nothing unworkable is retained. All fuses, heat coils and protectors must be examined to see that they are in circuit and in order.

30. Protectors should not be fitted on wallboards, Trunk Test Boards or Instrument Room Telegraph Test Boxes, but should be separately provided and fitted at a point as near as possible to that at which the wires enter the building. The efficient earth-wiring of protectors is a matter of the utmost importance.

31. If an instrument is broken or defaced, the attention of the Pmr. or the Telegraph Superintendent should be drawn thereto, and the case reported in writing to the Engr.

32. In cases of damage to subscribers' apparatus care should be taken to see that the standard charge applicable is inserted on form TE 302 before the form is tendered to the subscriber for signature. Forms TE 302 will be handed or despatched to the Maintenance Control Officer at the end of each day.

33. Any alterations or unauthorized arrangement of the circuits should also be reported promptly.

34. Workmen who visit subscribers' premises should be careful to note that no unauthorized attachments are fitted by subscribers to P.O. instruments. Any such attachments should be removed from the apparatus and handed to the subscriber with an explanation of the conditions set out in TE 328, which contains a list of attachments approved for sale to the public.

35. At special visits in search of faults or for any other purpose all that is necessary should be done to the apparatus in order that a further visit may be avoided before a reasonable period has elapsed; the apparatus, batteries and leading-in wires should also be carefully examined at periodical visits.

36. Apparatus returned under Maintenance Exchanges will bear a label (TE 286) showing the nature of the fault, particulars of recovery, etc.

37. When instruments are of necessity fixed over drawers, the leads should not be brought up by the side of the drawers, but over the counter.

38. Where leads are liable to accident or malicious injury, they should be cased in.

39. Battery boxes should be placed on a dry surface. Where this is not possible or it is probable that trouble from low insulation may ultimately arise, earthenware insulators (Insulators Battery No. 7) should be placed under the boxes.

40. Maintenance records of apparatus and batteries will be kept for the plant at each telegraph office where primary batteries are in use and Private Wire Renters' premises, including Fire Alarm Stations, but not at telephone exchanges or subscribers' premises. Form TE 91, kept in an appropriate folder, will be used, and must be placed in a suitable position at each office so as to be readily available for inspection by supervising officers.

41. Switch sections should be carefully examined on each visit to see that all parts of the apparatus are in proper working order. Special attention should be given to the pegs and cords, which are very liable to suffer from wear and tear; and the reserve apparatus should be overhauled.

42. Trials should be made occasionally to see that silence cabinets are sound-proof. The leather lining should be kept clean and in good repair.

43. Subscribers' instruction cards should be kept up-to-date and renewed as necessary.

44. Apparatus should not be altered, or substituted, or the position changed, without instruction from the Engr.

45. When visiting subscribers' offices, workmen may with advantage explain to the users of telephones, etc., such points as may enable them to maintain or restore communication—loose wires, uncertain contact of switch lever, etc.

46. The removal of faults is one of the most important duties which a workman has to discharge, and every fault advised must be given prompt attention.

47. When attending to faults on plant situated on private property where special wayleave conditions have been imposed, particular care should be exercised to ensure that the special stipulations are strictly complied with. Information Slips containing details of any such special wayleave conditions are circulated periodically through the Insprr.

48. Before starting to remove a fault the workman must endeavour to understand its nature. When disconnexions occur, arrangements should be made, if possible, to have a testing current placed upon the line so that the workman may discover, by using his detector at different points, whether he has passed the fault or not. If time permits, after the clearance of a fault, the workman should proceed with other maintenance work that may be necessary before returning to his hqrs.

49. Information as to the nature and locality of casual interruptions to circuits should not be given to Private Wire Renters, but information regarding the nature and duration of interruptions to circuits during naval manœuvres should be furnished at the request of Naval Authorities.

50. When faults are temporarily repaired full particulars must be sent to the Engr. in order that arrangements for permanent repairs may be made.

51. After a heavy gale or snowstorm intimation as to the extent of the damage should be communicated to the Engr. by wire, post, or railway letter at the earliest possible moment. Every effort should be made to clear faults, main wires first and local wires in order of importance. A report should be furnished of the work done. Broken wires on lines crossing and likely to foul or be fouled by power circuits should be handled with great care, india-rubber gloves being worn as directed in **Rule 69**.

52. Damage to telegraphs, whether wilful or inadvertent must be reported at once to the Engr.

53. Open lines are to be maintained in accordance with T.I. XIII.

All lines must be examined regularly and maintained so that interruptions may be reduced to a minimum. The state of an efficiently maintained line is as follows:—

Poles sound and standing correctly.

Stays tight.

Arms square.

Insulators (outer and inner sheds) whole.

Nuts of spindles and arm bolts tight.

Wires in good regulation.

Wires clear of trees and kite strings.

Joints soldered, and carefully black varnished.

Binders sound and tight.

Screw threads on stay rods coated with authorized mixture.

All poles carefully numbered, and plates where used kept in a neat and readable condition.

A workman should collect information for the Annual Renewal Estimates which have to be furnished in August of each year. The defects of plant observed from time to time should be scheduled on form TE 1126 for main and junction routes and on form TE 750 for local lines.

Certain poles obtained during the War period were not properly seasoned before being treated with creosote. All poles bearing the dates 1915 to 1920 should therefore be given a careful examination at the periodic inspection, and before men ascend them the condition of such poles at the ground level should always be ascertained by striking with a hammer. See also **Rule 11**.

54. When a wire breaks and falls on the highway, the broken ends should be suitably labelled and submitted with a report to the Insp. If a working wire is concerned, the broken ends should accompany the relative fault report. This is of special importance, as the broken ends will be required in the event of a claim being received for damage or for injury to a member of the public.

55. When a line is examined, the workman should carry all the stores and tools required to enable him to perform work which is likely to have become necessary since his last visit.

56. In an emergency where assistance is necessary the workman may hire it on the spot on his own responsibility.

57. Where breakage of insulators is persistent in any

locality the attention of the Engr. must be called to the matter.

58. The posting of bills other than stone-throwing notices upon the poles is not permitted, and should be immediately reported; the names of the person or firm responsible being given.

59. A workman is sometimes required to attend tree-felling operations undertaken by land-owners and others. On such occasions he should be careful to abstain from giving advice regarding the method of carrying out the work, or from expressing an opinion as to the suitability of the tackle, unless such tackle is obviously inadequate for the purpose. His primary duty is to safeguard the Dept.'s plant and if any observations are made on the operations they should be in the direction of calling attention to any measures or lack of care considered likely to cause damage to the telegraphs. In no circumstances is he allowed to take any active part in the operations.

60. When wires belonging to a telephone authority or other public company, or to a private person or persons, are erected at a distance less than 6 feet from P.O. lines the Engr. should be advised immediately. Attention should also be directed to the erection of power circuits which cross or adjoin P.O. lines.

61. In the event of telephone or other circuits being erected between the premises of two different persons, a report should be made by the workman to his Engr.

62. Lead-covered cables must not be opened and the permanent joints in G.P. wires should not be cut without instructions. Temporary joints in the latter, when necessary, are to be made with Chatterton's compound, or G.P. sheet, and they should be made permanent at the earliest opportunity.

63. A workman on maintenance duties must keep a careful record of the numbering of underground wires on the circuits in his length.

64. When underground boxes are being cleaned, the refuse should be removed and disposed of in such a manner as not to create a nuisance. Filth must not be scattered on the highway.

65.—(a) Building operations, the works of gas, water and other undertakers, and repaving, rekerbing and road widening works frequently necessitate alterations to P.O. plant or involve risk of damage thereto. When such works are observed in streets in which there is P.O. plant the matter should be reported immediately to the Engr. with full particulars, and when the P.O. plant is underground its course and position, if known, should be indicated to the official in charge of the work. If the position is not known precisely a general warning should be given that P.O. plant is in proximity. Care should be taken when joint markers are disturbed that they are accurately replaced. If "distance" markers are altered any variation in the position should be reported in order that the figures indicating the distance may be corrected.

(b) It sometimes happens that a road is closed or diverted under an Order of Justice without any special Act of Parliament, and where such a course is contemplated the matter should at once be reported to the Engr.

(c) The proceedings for the stoppage or diversion of a highway are attended by great publicity. In a rural district the consent of a Parish Council has to be obtained at two meetings held at an interval of two calendar months. The District Council has also to consent to the stoppage, and two Justices have to view the highway and certify in favour of the stoppage or diversion. After the Justices have viewed the highway, notices of the proposed stoppage or diversion are posted for four consecutive weeks at each end of the highway to be diverted and on the door of the Parish Church and are advertised in a local paper.

66. When it is necessary to restore pavings temporarily, care should be taken to ensure that the temporary restoration is carried out in such a way that there will be no risk of accident to members of the public. Frequent inspection of the paving will be necessary until the permanent reinstatement is effected.

67. When it is noticed that a manhole, marker, joint-box cover or any other fitting projects so as to be a source of danger to traffic or pedestrians, often through the wearing away of the surrounding surface of road or footway, or through having been disturbed by the operations of local authorities or other undertakers, the matter should immediately be reported to the Insp. who will direct the attention of the local authority to the case. Workmen should not effect repairs themselves. Any alterations to the position of marking posts, whether due to road works or not, should be reported so that the plan records and figures can be amended as early as possible.

68—(a) Work in the vicinity of Power Circuits should be carried out in accordance with T.I. XIII.

(b) When there are High and Extra High Pressure overhead circuits, that is, pressure exceeding 650 volts (usually 2,000 to 30,000 volts), wires must not be run which can by any chance make contact with the power circuits. A safe separating distance may be taken as equal to one and a half times the height of the highest wire (on either line) plus any difference in ground level of the two lines.

(c) Usually at crossings of these power circuits, either the P.O. wires or the power lines are placed underground, but there are cases where the P.O. wires and power lines cross at a joint pole, and in these cases the platform (that is, the platform erected above P.O. wires carried on a Power Coy.'s pole) should not be entered upon in any circumstances.

(d) The platform, and the Power Coy.'s control telephone wires, should not be touched unnecessarily.

(e) The usual precautions, such as the use of india-rubber gloves, do not give protection against these voltages. Extreme care must be exercised to avoid providing a possible discharge path from the power wires along ropes, ladders, wires, tools or other appliances. They should not be brought within (say) four feet of the power wires. Sash lines must not be thrown over these dangerous wires.

(f) Low and Medium Pressure Power Circuits have a voltage not exceeding 650 volts. Overhead bare wires for street tramways and electric lighting seldom carry more than 550 volts.

69. In the event of the Dept.'s wires falling across

those of a tramway, or of an electric light system, no attempt should be made to handle the wires without india-rubber gloves unless it is known that the main current has been shut off from the section concerned.

70. The following rules for the Police, which have been drawn up by the Incorporated Municipal Electric Association, will probably prove useful to workmen engaged in aerial construction work in the vicinity of power circuits:—

- (i) In the event of telephone or telegraph wires falling and making contact with the overhead trolley wire, or in the event of the trolley wire itself or its guard wires falling, all traffic in the close vicinity of the wires should be stopped and the public prevented from approaching the fallen wires.
- (ii) The fallen wires should on no account be interfered with by the Police or any unauthorized person unless for the purpose of saving life or protecting persons from being injured, as explained in (v) below.
- (iii) Notice should be given at once to the nearest car-driver, inspector, or other Tramway official, who will take steps to cut off the current.

If such official is not available, notice should be sent at once to the nearest Tramway Depot by telephone or by messenger in a cab, with a request for someone in authority to proceed at once to the spot to deal with the fallen wires.

- (iv) Drivers of cars should not be called upon to interfere with the fallen wires unless for the purpose of saving life or preventing persons from being injured.

- (v) If the fallen wire is in contact with any person and it is necessary to remove it at once in order to save life or prevent injury, the following points should be remembered:—

The person removing the wire should:

- (a) Never touch it with his bare hands or damp gloves, and never touch the person in contact with it except as mentioned in (b).
- (b) Use a dry stick, dry rope, or article of dry clothing, or india-rubber gloves if available, to drag the wire away or to drag the person away from the wire.
- (c) Note that it is very important that any article used for this purpose should be dry; a wet article will convey the electric current and may give the person handling it a severe shock.
- (d) If it is impossible to get the wire away from the person, the wire should be dragged to the nearest tram rail and held down upon it in order to discharge the current. A considerable amount of flashing may be caused when the wire touches the rail, but this will not cause injury in any way.
- (vi) A pair of india-rubber gloves is carried on each car. These gloves should invariably be used.

- (vii) Animation can often be restored by treating persons suffering from electric shock in a similar way to persons rescued from drowning.

PREVENTION OF FAULTS ON OVERHEAD LINES.

71. Tools.—Where there are working wires tools must not be hung on them, nor ratchets with uninsulated tails used. Saws, chisels or other tools should not be placed upon pole arms but in the tool basket which should be slung on the bottom arm.

A circuit will not work satisfactorily through ratchet and tongs. The gap should be bridged by binding wire.

Wire.—Wire should be paid out fairly taut, and the number of spans run at one time especially round curves should be limited. In running wires square with working wires Wiring Arms must be used. There should be a workman on each pole.

Copper wire should not be scraped but should be cleaned with emery cloth.

Stays.—In fixing stays among working wires temporary insulation by means of split rubber hose or dry or tarred canvas is essential. Such work should not be attempted single-handed.

Insulators.—Pliers should not be relied on for tightening spindles. Insulating compound should not be filled in during rain. Washers must not be forgotten.

Temporary Work.—Wires must not be left unregulated or unbound for a long time, nor must temporary binding-in or any other temporary work be left unless it is certain that it can be depended upon.

Working.—When climbing or working amongst wires there should be no tapes or binders in the workman's belt or leggings. A canvas wallet should be used for these items.

Care should be taken to prevent tails of jointing or binding wire from touching wires; the line wire from being bent in binding-in; and wire ends from being dropped from a pole (a canvas bag should be used and copper ends preserved).

The splaying of wires is essential when a pole is renewed, but working wires must not be splayed out except on Ladder Arms. A working wire must not be hung in an arm without covering it first with such insulating material as may be available, and fixing it to an arm with tape or twine—not wire.

MAINTENANCE AND INSPECTION OF SUBSCRIBERS' APPARATUS.

72. The necessity for careful attention to detail when visiting subscribers' premises cannot be too strongly emphasized, as the efficiency of the service depends very largely upon the manner in which workmen perform their duties.

These instructions are issued as a general guide to workmen who are concerned with the maintenance of subscribers' telephone apparatus and should be read in conjunction with Rules.

These instructions indicate generally the procedure which should be followed whenever a subscriber's

installation is visited and should assist in ensuring that no essential detail is overlooked. Each case should be dealt with according to its individual requirements, and the workman is expected to exercise sound judgment as to which portions of the apparatus and wiring require to be carefully inspected, and which portions may be dealt with superficially.

The details scheduled may appear to be elaborate, but very many of them will be carried out automatically by an experienced workman.

The scheduled items which appear in italics must receive attention when a visit is made to a subscriber.

(1) *Ascertain from user the nature of trouble experienced and note complaints, if any, for attention.*

If the installation visited be a P.B.X. with cords, see that the operator understands the proper method of testing cords with the cord test jack, and also that all faults discovered are reported to the main exchange. The cord test should be made daily by the P.B.X. operator.

(2) Dust all apparatus thoroughly. *See that wall pattern apparatus is firmly fixed.*

(3) *If there is a battery see that the position is suitable, that the terminals are clean, that there is no corrosion of the wiring, and if the cells pass the standard test with Detector 2 or 4 and Coil Test No. 1 (vide Loose Leaf Diagrams T 102; Technical Pamphlets A1, A2 and A6). The cells should, if necessary, be refreshed at the time of inspection, and new zincs and "sack" elements provided, if required; they should not await a further visit unless unavoidable. After receiving attention, cells should be re-tested and left clean and tidy and with all connexions secure.*

Battery material should be carried.

(4) Examine transmitter connexions and contacts.

In no case should the cell containing the granules be opened. In the case of inset transmitters, make sure that the contact springs make firm pressure on the transmitter contacts.

(5) Examine receiver magnets. *See that pole pieces are free from filings and tightly fixed and that the strength of the permanent magnet is satisfactory (the diaphragm should adhere strongly to the pole pieces when receiver is held in an inverted position). See that the diaphragm is not dented, buckled, or damped by earpiece.* Examine terminals. Where magneto instruments are working temporarily on C.B. circuits see that polarity of receiver accords with direction of C.B. circuits current. (See Loose Leaf Diagram T 102, Test No. 29, and Technical Pamphlet for Workmen A6.) *Change faulty cords and cords which are badly worn or strained owing to twisting or other causes.*

(6) *See that the switch-hook moves freely,* that all contacts are clean and properly adjusted and connexions tightly screwed. In the case of a magneto wall instrument, take out the cradle and clean, and in the case of pedestal instruments, see that the spiral spring under switch-hook is not weak. Do not oil switch-hooks.

(7) Overhaul generator, if there is one, oil bearings sparingly when required; see that collecting springs are clean and make good contact; that the cut-out acts freely in all positions of the handle; and that connexions are good.

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WORKS.

(8) *Examine bell coils, connexions and armature, and see that the latter is properly adjusted.* See that domes are clean, tightly screwed and resound when struck, and that the armature pivoting screws are properly locked by locking nuts. Examine condenser connexions and verify that induction coil holding screws are tight. Do not overlook extension bells.

(9) *Overhaul all exposed terminals on instrument, on block, and inside bell case.* Examine all soldered connexions and resolder where there is any doubt of a good metallic joint. Examine the dial automatic, if one is provided, for damaged number ring, bent finger plate or finger stop. See that the dial is fixed firmly in the mounting and ensure that its operation is not sluggish.

(10) Examine wires from instrument to protector. They should be firmly secured in such a position as to minimize risk of interference. Contacts with gas or water pipes, E.L. leads or machinery are to be avoided.

NOTE :—In damp places lead covered conductors only are satisfactory.

(11) *Examine protective devices,* which should be in accessible positions. The external leads should be connected to the fuse side and office wire to the H.C side. Wires and terminals should be clean. Trace

earth wire, which should consist of 3-strand 20-lb. copper conductors and should be soldered or firmly clamped to an earth plate or on a main water pipe. Fuse ends must be clean and fit tightly in the clips. Heat coil springs must make good contact. Carbon blocks must be free from dust, the block containing fusible metal on the earth side, micas whole and in correct position. (For details of protective apparatus see Technical Pamphlet A5.)

(12) See that the correct instruction card (or cards) is fitted in the frame. Check particulars of subscriber's installation with Fault Clerk.

(13) *Call Exchange Operator. Prove that ringing and clearing signals are satisfactory. Obtain extension to Test Clerk when a Test Clerk is stationed at the Exchange and make transmission tests. Where there is a single extension, additional transmission tests should also be made from the extension instrument. Where there are plugs and jacks these tests should also be made from each position.*

In automatic areas the tests outlined in the previous paragraph, together with a dial speed test, will be effected by dialling the Test Clerk direct.

(14) Any difficulty which cannot be remedied at the time should be reported to the Fault Control Officer.

END.]

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RULES FOR WORKMEN

SECTION M
WORKS

TRANSFER OF RULES TO ENGINEERING INSTRUCTIONS

(File this page in front of Section M)

Most of the rules in Section M are covered in one form or another in the Engineering Instructions which are in possession of the workman and which relate to his particular duties. It is the aim to transfer ultimately all rules relating to matters other than those referring to " Staff " to the Engineering Instructions. In the meantime, owing to paper shortage, amendments to Rg. 40 in this Section will not be issued and holders of Rg. 40 should therefore consult the E.I.s for the authoritative rule. Where the subject is not covered by an E.I., Rg. 40 may be used as a guide or the Inspector consulted.

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P.O. ENGINEERING DEPT.
RULES FOR WORKMEN.

SECTION N.
FOREMEN.

1. Foremen are supplied with one copy each of T.I.s. XIII, XIV and XVIII for their guidance in carrying out Construction and Renewal work.

2. Defects observed on lines should be remedied if possible. When minor defects are seen on any line, though they may have no bearing on the work actually in course of execution, the Foreman should arrange for them to be made good, and should make a special report of the circumstances to the Engr. Anything involving more than a few hours' labour should be reported and instructions sought.

3. In the event of dangerous storms occurring overnight, Foremen should proceed to the Telegraph or P.O. nearest to where they are living, and remain for instructions after advising the Engr. by service telegram or otherwise that they are doing so. When wires are so badly interrupted as to prevent communication, Foremen should divide their men so as to cover rapidly the sections of line in the neighbourhood. It must be borne in mind that the Engr. must be duly advised at the earliest possible moment as to what is being done.

4. Except in special circumstances, such as when they are attending to wayleaves or transport arrangements, Foremen should always be present at the works on which the gang is employed. When they have to be absent from the party, another workman should take charge, and a note of the circumstances should be made in the Progress Report.

If detached work has to be done, one of the most intelligent of the men should be selected to do it, and, if several men are required, a workman should be placed in charge of them.

5. During working hours great care must be taken by all members of a working party to prevent faults on working wires, and before leaving for the night the Foreman should satisfy himself that all is clear.

6. When communication is interrupted by the operations of a working party, the Foreman will be held responsible for the neglect of any precautionary measures which should have been adopted, and special care must be taken not to interrupt working circuits between the hours of 9.30 a.m. and 1 p.m., and between 2 p.m. and 5 p.m.

7. Operations likely to cause interruptions should be avoided to the utmost possible extent between the hours of 9.30 a.m. and 1 p.m., and between 2 and 5 p.m. The cutting in and out of interruption cable should, as far as practicable, be carried out before 9. a.m. and after 5 p.m.

8. At the commencement of work on a rly. and once a month during the progress of such work, the Foreman should enter the following certificate on Schedule B of the Daily Report :—

“ Every man is in possession of the ‘ Precautionary Instructions to Telegraph Linemen and others employed on Railways ’; these instructions were last read by me to the gang on..... ”

9. These precautionary instructions (see Rule M. 15)

must be read by the Foreman to gangs working on rlys. at least once a month, and every Foreman must take care that every man employed by him possesses a copy. Anyone who has lost his copy should apply immediately for another.

10. When reinstatement of pavings is necessary the Foreman should report full particulars of the work to be done to the Engr. upon Form TE 3, a suitable note being entered upon the Progress Report.

11. Foremen are the instructors of inexperienced men in the proper performance of every detail of their work, and, as each man becomes expert, they will report accordingly to the Engr.

As a rule, men will be employed in the first instance as labourers at the minimum rate of pay, and will be transferred from one class to another only when they have acquired the necessary proficiency, and when vacancies occur.

12. Should any case of infectious disease occur among the members of a working party, the workman acting as Foreman should report the matter immediately to the Engr.

13. Foremen must report immediately to the Inspr. all accidents (however slight) sustained by workmen under their control. (See Rule I. 1.)

14. Tools, valuable stores, and apparatus must remain in the custody of the Foreman, who will be held responsible for them. He will be supplied, for his protection, with a list of the tools, etc., in his charge. Boys and irresponsible persons should not be left in charge of tools, etc.

15. A receipt must be obtained for tools, stores, etc., transferred from one Foreman to another, even though such transfer be of a temporary character only.

16. A Foreman will prepare daily on Time Sheets and Progress Reports—TE 1033 and 1100 (Internal), 1091 and 1092 (Overhead) and 1107 and 1113 (Underground), a record of the numbers of men employed and hours of duty and details of the work performed.

In order to secure accuracy of details of work performed for recording on the Progress Reports at the end of the day, Works Books TE 1025 (Overhead) and 1026 (Underground) should be used except in the case of small Advice Note Works completed within a few hours. In these cases the Works Book need not be used if the entries are made direct to the Progress Report immediately on completion of the work.

The forms should be prepared in accordance with the instructions printed inside the cover of the books and **Rg. 71**, Schedule of Maintenance and Construction Units.

Fitters or Jointers working singly should prepare their own Time Sheets and Progress Reports and furnish these to the S.W.I. or his substitute in charge for submission, after check, to the Inspr. Where two or more men are working together on work such as Exchange Construction or P.B.X. Installations, one Time Sheet and Progress Report should be prepared by the senior workman.

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SECTION N.
FOREMEN.

17. Foremen must give and demand regular and punctual attendance from the men under their charge. They are responsible for the preservation of discipline in the party, and they should report immediately any case of misconduct on the part of the men under their control.

18. Foremen are responsible for seeing that the time for which payment should be made is accurately recorded,

and those who furnish inaccurate statements in this respect render themselves liable to instant dismissal.

19. On moving quarters Foremen should warn their men that anyone found to have left his debts unpaid will be dismissed.

[Foremen should see also Rules C. 5; E. 17; F. 10, 11; I. 11; L. 28, 40; and M. 1.]

E N D .

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN

SECTION N
FOREMEN

TRANSFER OF RULES TO ENGINEERING INSTRUCTIONS

(File this page in front of Section N)

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USE OF MOTOR TRANSPORT ON ENGINEERING SERVICES

NOTE :—Unless otherwise stated the term “ motor vehicle ” includes a motor-cycle combination, and the term “ driver ” means the driver of any motor vehicle including a motor-cycle combination.

1. Drivers.—The duties of a driver are not necessarily confined to driving and incidental work. A driver is required to perform other duties of a Skilled Workman when he is not actually engaged upon driving or repair work. No duty allowance is paid.

2. Vehicle Serial Number.—The P.O. Serial Number painted on a vehicle should be quoted in all correspondence and on all forms relating to the vehicle.

3. Driving Licences.—Each driver must carry a driving licence which must be renewed annually. Advice when renewal of a licence is imminent will be sent to the driver by the Sec. Engr. The licence is personal to the holder, i.e. it is not transferable, and it must be signed by the holder with his ordinary signature in the space provided.

Under the provisions of the Road Traffic Act, 1930, an applicant for a driving licence is required to sign on the application form a declaration as to physical fitness. The responsibility for making a correct declaration rests with the driver and severe penalties may be incurred under the Act if it is subsequently found that a false declaration has been made. If a driver is in any doubt as to whether he can give a clear “ Yes ” or “ No ” to the questions asked on the form and otherwise complete the declaration as to his physical fitness he should consult his supervising officer.

The cost of the licence will be borne by the Dept. If a driver possesses a driving licence when entering on the duty the Dept. will refund a proportion of the licence fee calculated upon the unexpired period.

Should a licence be lost or become obliterated or defaced, an application for a duplicate accompanied by a fee of 1s. should be made to the Local Authority by whom the licence was issued. The application should be made in person when possible to prevent the vehicle remaining out of service. A driver who has lost his licence may continue to drive, if without delay he reports the loss to the Police and makes application to the Local Authority for a duplicate.

GENERAL DRIVING INSTRUCTIONS

4.—(1) Before starting out each morning a driver should ensure that :—

- (i) He has his driving licence; that the vehicle bears the registration licence and, if owned by the P.O., the certificate of ownership by the Crown.
- ★(ii) The number plates on the front and the back of the vehicle are legible and properly fixed and when a trailer is being used, that the trailer plate is also legible and properly fixed so as to be plainly visible from behind the vehicle.
- ★(iii) Adequate supplies of petrol, oil and water are carried, and the radiator is replenished as necessary.
- (iv) The lamps and horn are in good working order.
- (v) All tyres are fully inflated and free from defects (see Rule 29).
- (vi) All brakes, including those on a trailer, are in good and efficient working order and are

properly adjusted. When hydraulic brakes are fitted, the liquid in the supply tank must be kept at a level of not less than three-quarters full.

- ★(vii) All wheel nuts are tight, and in the case of nuts with tapered ends, fitted with the taper towards the wheel.
- (viii) The fire extinguisher is fixed in the proper position.
- (2) While on the road when driving a driver should :—
 - (i) Be in such a position that he can have control over the vehicle and can retain a full view of the road and traffic ahead of it.
 - (ii) See that all glass or safety glass fitted to the vehicle is in such condition that it does not obscure his vision.
 - (iii) Observe all the rules of the road (see Rule 5).
 - (iv) Drive at all times with due care and attention and with reasonable consideration for other persons using the road. Reckless driving or driving at a speed or in a manner dangerous to the public, having regard to all the circumstances of the case including the nature, condition and use of the road, and the amount of traffic which is actually at the time, or which might reasonably be expected to be on the road, are serious offences under the Road Traffic Act, 1930. A driver convicted of “ Reckless ” or “ Dangerous ” driving is liable to severe penalties.
 - (v) Have due regard to general speed limits (see Rule 9) and to local speed limits and prohibitions, to traffic signal lights, to caution signs erected on the highway, and to notices erected on any bridges. (A driver is not exempt from any of these orders because he is a P.O. servant.) (See also Rule 7, “ Traffic Signals.”)
 - (vi) Give audible and sufficient warning of the approach or position of his vehicle, whenever necessary, by sounding his horn or by other means. The horn or other instrument provided for the purpose of giving audible warning must not be used when the vehicle is stationary on a road, except when necessary on grounds of safety. Due regard must be paid to any Regulations prohibiting the use of the horn as a warning during prescribed hours.
 - (vii) Should see that his vehicle does not cause any excessive noise through lack of repair or adjustment or is not used in such a manner as to cause excessive noise which could have been avoided by the exercise of reasonable care on his part.
 - (viii) Stop his vehicle at the request of any police officer in uniform or of any person in charge of a horse.
 - (ix) Produce his driving licence when requested to do so by a police officer.
 - ★(x) See that his vehicle (and trailer, if any) while normally being left at a point convenient to the work and where it can be kept under observation, is not allowed to stand on the road so as to cause any unnecessary obstruction or is not left at rest on any road in such a position as would unduly restrict the use of the carriageway, or in such a condition or in such circumstances as would be likely to cause danger or inconvenience to other

persons using the road, e.g. at a bend, or in a narrow road. Should it be necessary to park the vehicle in a dangerous position partly or wholly on the metalled portion of the road away from the work, a warning notice and a red flag should be placed on either side of the vehicle at a suitable distance from it. Regard should be paid to any local regulation concerning parking of vehicles.

- (xi) See that the emissions from the exhaust are not such as to cause damage to other persons or property or to endanger the safety of other users of the road.
- (xii) When stopped upon a hill, turn the wheels which are down the hill—whether front or rear wheels—so that the vehicle is locked against the kerb, and also engage low gear.
- (xiii) Stop the engine when the vehicle is stationary otherwise than through enforced stoppage owing to the necessities of traffic.
- (xiv) Before quitting his vehicle leave the hand brake on effectively. In the case of a motor-cycle combination low gear should be engaged.
- † (xv) See that the appropriate lamps on his vehicle are always alight during the prescribed hours whether the vehicle is standing or running on the highway; that at night a red light is shown at the rear and that the rear number-plate is illuminated. It is an offence under the Road Vehicle Lighting Regulations, 1936, for any electric bulb of a power exceeding 7 watts in any lamp showing a light to the front to be illuminated when the vehicle is stationary on the road, except during an enforced stoppage of the vehicle, and head-lamps on official vehicles should invariably be extinguished whenever the vehicle is stationary otherwise than for a traffic stoppage.
- (xvi) Reverse only for such distance or length of time as may be requisite for the safety or reasonable convenience of the occupants of the vehicle or of other traffic on the road.
- (xvii) Before reversing make sure that the road behind is clear. Avoid reversing in congested streets if there is a short way through side streets, and in turning in a narrow road, avoid grass or earth borders unless sure they are sufficiently firm.
- (xviii) Except for emergency reasons, avoid driving his vehicle on to or upon any common land, moorland or other land not being part of the road, or on any bridleway or footway, without lawful authority. The vehicle may be driven on any land within 15 yards of a traffic road for parking purposes only.
- (xix) Refrain from "coasting." When descending a hill both the clutch and gear must be in engagement. If the hill is a dangerous one a low gear must be engaged before the descent is commenced.
- (xx) Drive his vehicle (except in the case of a motor-cycle combination) to a weighbridge or other

weighing machine if requested to do so by any police officer or other duly authorized officer of a highway authority on production of such authority. The vehicle or trailer is not required to be unloaded to ascertain the unladen weight. A certificate of weight should be obtained which will exempt the vehicle and trailer (if any) from being again weighed during the same journey and while carrying the same load. The distance to the weighbridge should be noted.

★(xxi) Immediately switch off the current if the electric wind-screen wiper blade fails or ceases to move when switched on.

★(xxii) Switch the electrical "Master" switch (if one is fitted) to the "off" position before leaving the vehicle at the conclusion of his duty. It is normally mounted on the battery.

5. Rules of the Road.—(a) Keep on the left-hand side of the road, whenever possible. In no circumstances must a motor vehicle be driven on the wrong side of the road during the inspection of a P.O. route. If it is necessary for the driver to go to the off-side of the road in connexion with the inspection he should leave the vehicle or dismount from the motor-cycle combination.

(b) When meeting a person or vehicle, pass to the left.

(c) When meeting or overtaking a led horse proceeding in either direction pass on the side of the man leading it.

(d) When overtaking another vehicle pass on the right, unless it is certain from signals that the vehicle is about to turn to the right. Any local by-laws regarding the passing of tramcars should be strictly observed. Where such by-laws permit, the tramcar should be passed on the left if possible. Watch carefully to see whether passengers are intending to board or alight, and go slowly or stop as the circumstances require.

(e) When sounding the horn to give warning of approach to a person or vehicle the official vehicle is about to overtake, always do so while at a reasonable distance. Drive with special care if it is evident that the warning is not heard or is disregarded. Avoid overtaking and passing another vehicle at cross roads, bends, or where an oncoming driver has the "right of way."

(f) When overtaking more than one vehicle, never attempt to pass between them, but pass on the right of the outer vehicle if this can be done without risk, otherwise do not attempt to pass.

(g) When a signal from behind is heard indicating that someone wishes to pass, bear *gradually* to the left.

(h) Where traffic is congested proceed slowly.

(i) When driving out of a minor road into a major road, bear in mind that major road traffic should have preference, and stop the vehicle just before entering the carriageway of the major road if a clear view of it in both directions is not obtainable or if a "Halt" road sign is exhibited. When on a major road watch for traffic at cross-roads and junctions and drive cautiously.

★(j) When driving, observe the necessity for giving pedestrians the right of way on uncontrolled pedestrian crossings, and of approaching all pedestrian crossings at such a speed as will enable the vehicle to be brought to a standstill, if necessary, before the crossing is actually reached.

6. Highway Code.—The driver of an official motor vehicle of any description will be supplied with a copy

★† NOTE.—In Northern Ireland, a vehicle must not be left standing during the hours of darkness otherwise than on the left or near side of the road, having regard to the direction in which the vehicle was travelling before being stopped; nor in such a position that the light from the front lamps is a likely source of danger to other traffic using the road.

of the " Highway Code " and is expected to be familiar with its contents, and to observe its general provisions, as well as the Dept.'s rules dealing with points which are covered by the Code.

7. Traffic Signals.—(1) A driver should strictly observe all traffic directions whether given by Police Constables or other officers engaged in the regulation of traffic or indicated by road signals, warning sign posts, direction posts, signs or other devices for the guidance or direction of persons using roads. He should make himself acquainted with the standard traffic signals which will be given by Police Constables and others engaged in the regulation of traffic in accordance with the " Highway Code " and should himself invariably use the following signals which are illustrated in the Code and which are officially recommended to be given by drivers. All signals given by a driver should be made clearly, definitely and in good time.

(2) (a) *Signals to drivers of other vehicles :—*

(i) *Slowing down or stopping.* Extend the right arm *with the palm of the hand turned downwards*, and move the arm slowly up and down, keeping the wrist loose.

†(ii) *Turning to left.* Extend the right arm and rotate it from the shoulder in an anti-clockwise direction.

†(iii) *Turning to right.* Extend the right arm and hand, *with the palm turned to the front*, and hold them *rigid* in a horizontal position straight out from the off side of the vehicle.

(This signal may be used in any circumstances when it may be necessary to convey the warning " It is dangerous to overtake me on my right.")

(iv) *Signalling another vehicle to overtake on the right.* Extend the right arm and hand *below* the level of the shoulder, and move them backwards and forwards.

(This signal should only be given when it is safe for the overtaking vehicle to pass.)

(b) *Signals to Police Constables or other officers engaged in the regulation of traffic.*—When approaching a Police Constable or other control officer engaged in the regulation of traffic a driver should, whenever possible, indicate by means of one of the following signals the direction in which he wishes to proceed. The signals should normally be given with the right hand, but signals (i) and (ii) may be given with the left hand if more convenient.

(i) " *I want to go straight ahead.*"—Raise the hand towards the shoulder and move the forearm well forward and then back in a vertical plane making the movement sufficiently pronounced to be easily seen by the Constable.

† (ii) " *I want to turn to my left.*"—Point the hand to the left, making the movement sufficiently pronounced to be easily seen by the Constable.

† (iii) " *I want to turn to my right.*"—Use the signal described in (a) (iii).

8. Traffic Offences.—An officer who is summoned or has come under the notice of the Police for any infringement of the traffic or lighting regulations while on official business should immediately make a report, in writing, to his supervising officer. If a summons is

★ † If the vehicle is fitted with direction indicators, they should be used for intimating the intention of the driver to change the direction of the vehicle to the right or to the left.

issued the responsibility for his defence against the charge will ordinarily rest with the officer himself.

When a driver of an official motor vehicle of any description is alleged to have driven recklessly, dangerously or carelessly, he must furnish his name and address, if so required, to any person having reasonable grounds for requiring such information. Any such occurrence should be reported by the driver on his return to hqrs. He need not, however, report the occurrence to the Police unless he has been involved in an accident thereby.

The procedure to be followed in cases of accident is indicated in Rule 15.

9. Limits of Speed for Engineering Motor Vehicles.—All engineering lorries, vans and motor-cycle combinations come under the classification of " Goods " vehicles, for the purpose of the Road Traffic Acts. The maximum speed at which these vehicles and " Motor Tractors " may be driven is shown in the following table :—

		Speed Limits	
			m.p.h.
★(1)	" Goods " Vehicles		
	Motor-Cycle Combinations		30
	Vehicles up to 2½ tons unladen (" Motor Cars ")		
	On pneumatics (1-ton and Light Vans (12/15-cwt. of all types) and Minor Vans		30
	Vehicles weighing more than 2½ tons unladen (" Heavy Motor Cars ")		
	On pneumatics (3-ton and 2-ton Lorries, S.D. Freighters and 30-cwt. vehicles of all types)		20
	Trailing Vehicles (other than " Motor Tractors ")		
	Vehicle and trailer on pneumatics		20
	Vehicle and trailer on solids		12
	(2) Motor Tractors		
On pneumatic or solid tyres when not drawing a trailer		20	
On pneumatics when drawing a trailer		20	
On solids when drawing a trailer		12	
In any other case		5	

" On pneumatics " means that *all* wheels of the vehicle and trailer (if any) are fitted with pneumatic tyres.

" On solids " means that each wheel of the vehicle and trailer (if any) if not fitted with a pneumatic tyre is fitted with a soft or elastic tyre.

★ Instructions should be sought regarding the appropriate speed limit for any type of vehicle " on solids " not shown above.

For " Heavy Motor Cars " (vehicles exceeding 2½ tons unladen weight) and " Motor Tractors," the maximum speed permitted is required to be marked on the vehicles (for a " Motor Tractor " the maximum speed will be that when drawing a trailer), and this will serve as a guide to the driver.

The speed scheduled in each case is the maximum at which the type of vehicle in question may be driven on a road.

Official motor cars, i.e. S.E.s' and Sec. Engr.s' cars, are not subject to any general speed limit.

Local speed limits must, in all cases, be strictly observed.

10. Limitations of hours of continuous driving.—To conform to the provisions of the Road Traffic Act, 1930, drivers of motor vehicles (including motor-cycle combinations) must not drive for any " continuous period " of more than 5½ hours.

" Driving " time includes not only time spent in actual driving, but also time spent by a driver on loading or unloading, and in attending to his vehicle.

A " continuous period " of driving may be made up of one period of " driving " or two or more periods of

“driving” which are not separated by an interval of at least half-an-hour during which the driver is able to obtain rest and refreshment.

USE OF TRAILERS

11.—(a) A departmental motor vehicle may not draw more than one trailer on a highway.

(b) One person in addition to the driver of the vehicle must be carried either on the trailing vehicle or on the trailer for the purpose of attending to the trailer, except in the case of a two-wheeled trailer drawn by a “Goods Vehicle” under 2½ tons unladen weight.

(c) The maximum speed for a vehicle drawing a trailer is indicated in Rule 9.

★(d) Handcarts should not be trailed behind motor vehicles as it is an offence to trail any vehicle over 2 cwt. unladen weight not equipped with brakes. Trailer tool carts are so equipped and are suitably designed for towing.

★(e) When detached from the towing vehicle one at least of the wheels of the trailer must be secured by setting the brake or using a chain.

★(f) Trailers should normally be towed back to hqrs. at night, but if this is not possible every effort should be made to obtain secure accommodation under the protection of a habitation or on lockfast premises.

★(g) All trailer or speed limit plates must be kept clean and unobscured so as to be plainly visible from behind the vehicle.

★(h) All officers who hold a Trailer Tool Cart should submit a condition report, ATE 1067, to reach the Insp. before the last day of each month. The report should be made out in duplicate, the under copy remaining in the book.

12. **Towed vehicles.**—A motor vehicle towing another vehicle must have the tow rope or chain so adjusted that the distance separating the nearest points of the two vehicles shall not exceed 15 feet. Care should be taken to see that the tow rope or chain is rendered easily distinguishable by other users of the road. The rear identification plate or a duplicate must be on the towed vehicle.

13. **Lights on motor vehicles and illumination of number plates.**—(a) Every motor vehicle used on a road during “hours of darkness” must carry the following lighted lamps:—

- (i) Two lamps each showing to the front a white light visible from a reasonable distance.
- (ii) One lamp showing to the rear a red light visible from a reasonable distance.
- (iii) A lamp burning so contrived as to illuminate (by means of reflection, transparency, or otherwise) and render easily distinguishable every letter and figure of the identification plate fixed on the back of the vehicle, or on the rearmost vehicle attached to the back of the vehicle, as the case may be.
- (iv) A special folding lamp bracket is fitted to the rear of certain types of vehicles to ensure that a red light is exhibited at times when the normal electric red rear lamp is obscured, during loading and unloading operations, by reason of the tail board of the vehicle being down. The tongue of the bracket fits the emergency red rear oil lamps and at such times as a vehicle fitted with the special bracket is being loaded or unloaded during the “hours of darkness” the emergency red lamp, properly lighted, should be mounted on this bracket.

When no longer required for the special occasion the lamp should be removed and restored to its normal position and the special bracket should be folded against the side of the vehicle, which will be its normal position when not in use. These operations should be carried out before the vehicle is again moved off.

In normal circumstances the combination lamp fitted at the rear of vehicles meets the requirements of (ii) and (iii).

Vehicles must not show a red light to the front.

★While the vehicle is in motion it is illegal for any light other than a dipping head light to be moved by swivelling, deflecting or otherwise, e.g. for the purpose of detecting faults on overhead lines.

- (b) The term “hours of darkness” is defined as:—
- (i) During the period of “Summer Time,” the interval between one hour after sunset and one hour before sunrise.
 - (ii) During the remainder of the year, the time between half-an-hour after sunset and half-an-hour before sunrise.
- (c) Position of lamps on vehicles.
- (i) The two front lamps must be fixed on opposite sides of the vehicle, and, except in the case of a motor-cycle combination, be as nearly as possible of the same power, and fixed at the same height from the ground.
 - (ii) The red rear lamp must be so fixed that it is either on the centre line or on the off-side of the vehicle.
- (d) Limits of overhang.
- (i) Side overhang. Each of the two obligatory front lamps, i.e. the side front lamps, must be so fixed that no part of the vehicle or its equipment extends laterally on the same side as the lamp more than 12 inches beyond a vertical line drawn through the centre of the lamp. If an overhanging load is carried which projects laterally more than 12 inches beyond the centre of either of the outermost side front lamps, the lamp or lamps affected must be removed or an additional lamp or lamps provided to limit the overhang to 12 inches. The position of the head-lamp of a motor-cycle combination is not affected, but the side-car lamp must be so fixed as to conform to the 12-inch limit of side overhang.
 - (ii) Rear overhang. If a load projects more than 6 feet beyond the normal red rear lamp, a red rear lamp in substitution for, or in addition to, such lamp must be carried, so that no part of the load shall project to the rear more than 6 feet beyond such substituted or additional lamp.
- (e) Vehicles trailing or towing.—A vehicle trailing or towing another vehicle should conform to the same regulations as regards lighting, except that the red lamp need not be carried by the drawing vehicle, but must be on the rearmost vehicle, provided that:—
- (i) If the distance between the vehicles exceeds 5 feet, each vehicle must carry the same lamps as required for an independent vehicle, distance being measured between the nearest points of the vehicles, excluding the draw-bar and fitting attachments.

- (ii) If the overall width of the drawn vehicle or load projects more than 12 in. beyond a vertical line drawn through the centre of the outermost white front lamps carried by the drawing vehicle, a lamp must be fitted to the drawn vehicle to limit the overhang to 12 inches.
- (iii) The vehicles designed by the Dept. for the purpose of being trailed will be provided with an electric red rear lamp and it will normally not be necessary to interfere with the emergency rear lamp carried by the drawing vehicle. An additional red lamp will, however, be necessary if the load on the trailed vehicle projects more than 6 feet beyond the red lamp on that vehicle.

In the case of a vehicle trailing or towing another vehicle, the rear identification plate referred to in (a) (iii), or its duplicate, exhibited on the rearmost vehicle, must be properly illuminated during "hours of darkness".

14. Fog Procedure.—In foggy weather special caution must be exercised and the following procedure observed as far as possible :—

- (a) Light rear and side lights, even in day-time.
(b) Do not use fixed head lights unless the glass is covered with a fog-cap or yellow muslin so as to produce a yellow light.
(c) Open the windscreen.
(d) After a period of driving along unlighted roads, be particularly careful when traversing illuminated streets.

†**15. Accidents.**—When an accident occurs on the road and an official motor vehicle is involved, the driver should act as follows :—

- (1) Stop and call a Police Officer if one is available. The Police Constable's number should be recorded for future reference.
(2) In case of injury to persons, render all assistance in his power.
(3) Furnish his name and address, the registration number of his vehicle and particulars of its ownership, if requested to do so, to any person having reasonable grounds for requiring such information.
(4) If a Police Officer is not available and if particulars have not been given (see (3) above) he should report in person at a police station, or to a Police Officer, as soon as practicable and in any case within 24 hours.
(5) Any further necessary information in addition to that mentioned in (3) and (4) above which may be required by the Police may be supplied but no statement regarding responsibility for the accident should be made. An unguarded statement such as "It was purely an accident" or "He couldn't help running into me," may, in the event of legal proceedings, seriously prejudice the driver's own case and that of the Dept. If any such admission is made by another party, the exact words should be noted, and, if possible, the attention of a witness should be called to them.
(6) A copy of form P 694G ("Report of Accident") should be carried, in Case SS 425, by the driver of an

★† **NOTE.**—In Northern Ireland an accident must always be reported either to a Police Officer or at a Police Station as soon as possible, and, in any case, within 24 hours, except when the only damage or injury arising out of the accident is to the P.O. vehicle. The names and addresses of any passengers in the vehicle must be furnished to the Police, if required.

official motor vehicle. Unless impracticable, the form should be filled in as far as possible immediately after the accident. The following particulars should be ascertained and noted for association with the information required by the form :—

- (a) (i) The extent of the damage to any vehicle or property or injury to any person or animal.
(ii) The names and addresses of all parties affected, and of all witnesses possible.
(iii) The time of the accident.
(iv) The condition of the road surface, particularly whether greasy or dry, and whether there is much camber.
(v) The width of the road and whether a main or secondary road.
(vi) Whether the road is level or on a slope, and if the latter, in which direction.
(vii) The direction and speed of travel of each vehicle or person concerned. Witnesses should be asked at once for estimates of speed of every vehicle concerned.
(viii) If other vehicles are involved, the names and addresses of the drivers and owners, and if motor vehicles, the registration numbers.
(ix) Whether any sign of approach by horn or voice was given by each party.
(x) The distance between the near-side wheel of the P.O. vehicle and the near-side road kerb. If the vehicle was not stopped on the spot where the accident occurred measurements should be made of the position of the wheel tracks.
(xi) The position of any other vehicle involved, and a measurement of the position of its wheel tracks.
(xii) If the accident occurred after dark, whether the P.O. vehicle and any other vehicle involved carried lamps and whether the lamps were properly lighted.
(xiii) If any person was injured, whether emergency medical treatment was given by a doctor; whether any claim for a fee for such treatment was made at the time, and, if so, the name and address of the claimant. The claimant should be informed that his request will be reported.

(b) In the event of injury to a pedestrian, ascertain also :—

- (i) The position of the pedestrian and his distance from the vehicle when the driver first saw him.
(ii) The position of the vehicle when the pedestrian first entered the roadway.
(iii) From which side of the road the pedestrian entered the roadway.
(iv) The distance from the kerb on the near-side of the vehicle to the point of impact.
(v) Whether the pedestrian looked up or down the road before stepping into the roadway.
(vi) If the pedestrian was walking along the roadway, on which side and in which direction; also how far from the kerb, or edge of the roadway.

(7) A rough sketch map should be prepared of the scene of the accident, showing the position, immediately before and after the accident, of all vehicles and foot passengers (if any) affected, the direction of travel of every vehicle, the distance of every vehicle from each side of the road, the width of the road and whether a main or secondary road. Confirmation of the details by independent witnesses should be obtained on the spot, if possible.

(8) The completed form P 694G, containing a full general statement showing how the accident occurred, and the sketch map referred to in para. (7) should be

sent without delay to the nominal "owner" of the vehicle, i.e. Head Pmr., Telephone Manager or Engineer.

(9) Any person acting for the Minister of Transport in connexion with an inquiry into an accident should, on production of his authority, be allowed to inspect any official motor vehicle which has been involved in such accident.

(10) (a) In the event of civil proceedings by a member of the public for the recovery of damages resulting from an accident in which a driver was concerned in the proper course of his duty, the defence will be undertaken by the Dept. and a driver should report at once if any claim for damages is made upon him.

(b) If, however, an accident should occur during the irregular use of the motor vehicle for any purpose outside the scope of his employment, the driver would be left to arrange for his own defence in any proceedings taken against him, and to meet any claim for damages made upon him. The Dept.'s vehicles are not insured and any such irregular use of the motor vehicle will render the driver liable to prosecution under the Road Traffic Act, 1930, and, on conviction, to a heavy fine or imprisonment, apart from any disciplinary action which may be taken by the Dept.

16. Unauthorized Use of Official Motor Vehicles.—In no circumstances should official motor vehicles be used for other than official purposes (see Rule 15, para. (10) (b)).

The driver of an official motor vehicle is strictly forbidden :—

- (a) To use the vehicle as a conveyance to and from his home, except in the case of an Emergency Lineman who has permission to garage his vehicle at his home.
- (b) To carry unauthorized passengers.
- (c) To allow any unauthorized person, including any officer of the Dept., to use or drive his vehicle.

Pillion riding on official motor cycles is strictly forbidden.

An Emergency Lineman who is provided with a free telephone service at his private residence for the purpose of being called out to deal with faults scheduled for emergency attention, and who has his official motor vehicle garaged at or near his home, must on no account use the vehicle for private purposes, or for journeys other than those strictly necessitated by his official duty.

17. Conveyance of Workmen.—When official motor transport is available workmen will normally be required to use it.

The following instructions should be strictly observed and the officer-in-charge of the party will be held responsible for seeing that they are carried out :—

- (a) Entering or alighting from a vehicle while it is in motion is strictly forbidden.
- (b) The men must all be properly seated; no man may travel with his legs overhanging the side or end of a vehicle.
- (c) The vehicle must not be overloaded either with men or stores. The number of men carried on a 3-ton lorry should not exceed 20. Lorries or trailers without sides should not be used for carrying more than 10 men.

18. Loading of vehicles.—It is very important that a vehicle should not be overloaded and a driver must not allow his load to exceed the specified maximum weight. He will be held responsible for any damage or breakdown arising through negligence of this instruction. The load should be evenly distributed over the floor of the vehicle, as otherwise serious damage to the chassis and tyres may result. Loads must not be placed upon the running boards or wings, even for temporary support.

The load carried on a motor vehicle or drawn vehicle must be so packed and adjusted as not to cause any excessive noise while the vehicle is being driven on the road. The weight, distribution, packing and adjustment of the load must at all times be such that no danger is caused, or is likely to be caused, to any person on the vehicle or trailer or on a road.

The equipment of all "Utility" vehicles should be kept under review by the Foreman and examined periodically by him to ensure that only such kit as is necessary is carried.

★ Departmental vehicles suitable for pole carrying, with particulars of the total load capacity and length of poles which can normally be carried on each type, due regard having been paid to the wear and tear of the vehicle, are shown in the following table :—

Type of Motor Vehicle	† Max. Total Load on vehicle	Length of Poles	General Remarks
3-ton W.D. Lorry (fitted with power winch and bol-lards)	cwt. 55	45 feet	The limits given in the preceding column are the normal. The length of pole that can safely be carried on any particular vehicle at any time depends upon local conditions. No rigid limits can be laid down. The limit should be determined by the number and length of the poles and the twisting effect exerted by them on the chassis, rather than by the actual weight. Any existing local By-laws with regard to overhanging loads, etc., should be duly observed.
3-ton do. (fitted with hand winch)	45	45 "	
2-ton do.	35	36 "	
30-cwt. do.	30	36 "	
20-cwt. do.	20	26 " (light poles)	
30-cwt. "Utility"	25	One 32' (medium) or two 26' (light)	

† Note :—These maxima include the weight of the driver and any workmen carried. The average weight per person may be assumed to be 1½ cwt.

Poles should be loaded with butts to the rear of the vehicle.

When loading a pole over 36 ft. in length, guy lines should be used to steady the head of the pole until it rests in its travelling position on both bolsters. Similar precautions should be taken when unloading poles if they are twisted.

A load of poles (whether it comes within the limits or not), or any other load, should not be conveyed on a vehicle if the circumstances (i.e. nature of road, presence of bridges or sharp turns) render conveyance by that vehicle, even with the exercise of proper care, dangerous to the driver or to other road users.

In the case of an unusually long or other awkward load, the prospective driver, if he is of opinion that the load cannot be conveyed over the proposed route on the proposed vehicle without danger to himself or others, should communicate with his officer-in-charge stating frankly his views. Careful consideration will be given to any observations which the driver may advance and pressure will not be put upon him to accept a load which he contends, in the circumstances, to be dangerous.

In any case in which the officer-in-charge considers that the driver's contention is unfounded or unreasonable the matter should be represented to the Sec. Engr. and the driver so informed at the time.

If the driver still maintains his views, the officer-in-charge should prepare a written statement of the load, vehicle and route particulars, with any definite reason given by the driver for regarding the load as dangerous in the particular circumstances, and the driver should be invited either to initial the statement as agreed or to add his own version.

19. Log Book.—(1) Each driver of an official motor vehicle in regular service will be supplied with a "Motor Log Book" (MTE 23), which should be retained by him whether the vehicle is serviceable or under repair.

When a "Reserve" vehicle is used by a driver, two log sheets should be rendered, one for the regular vehicle indicating that the vehicle is under repair, and one (taken from the log book which always accompanies the reserve vehicle) for the reserve vehicle, giving the usual details. Both log sheets should be rendered to the Inspr.

Log sheets should be prepared in triplicate, and the particulars required to be filled in by the driver should be entered *at the time the journeys are made*. The first entry should show the time of commencing duty to attend to the vehicle and time occupied in obtaining petrol and stores should also be indicated. The log sheet should be a complete record of the driver's time spent in connexion with the vehicle. A brief note should be made in the "Remarks" column of the purpose for which the vehicle was used, e.g. "Carrying Poles", "Conveyance of Foreman 's gang", etc. Entries are not required in the "Approximate Weight of Stores and Tools" column in respect of motor cars or motor-cycle combinations.

The column headed "Time of Departure" and "Time of Arrival" should show in respect of motor-cycle combinations (and light vans in use by maintenance workmen singly in lieu of motor-cycle combinations) the times of all departures from, and returns to, hqrs. or the garage, but further entries need not be made in these columns in respect of such vehicles. Full entries are required in these columns in respect of all other vehicles.

Mileages should be given to the nearest mile. Mileage particulars in respect of all vehicles including motor cycle combinations (and light vans in use by maintenance workmen singly in lieu of motor-cycle combinations) should show clearly what mileage has been run up to, and subsequent to, all meal relief periods. The "Mileage Meter Reading" should be recorded daily in the column provided for this purpose.

The approximate weight of stores and tools should be estimated and recorded in cwts. Schedule TE 387 showing the average weight of stores, tools and apparatus in common use and TE 706 which shows the weight of poles, should be consulted for this purpose. When the

original load is not carried throughout the full length of a journey the average load should be recorded.

Short journeys should not be aggregated under one entry to a total exceeding five miles, but repeated short journeys between the same two points during the day, e.g. carting stores from a railway siding to the site of the work should be combined, the terminal points and the number of journeys being shown in the journey columns. In such cases the total mileage and the average weight of stores should be entered in the respective columns. All other journeys should be described in detail and in such a manner that the journey points can be checked up with road maps.

Entries in respect of petrol in the "Petrol issued to Driver" column will vary according to the circumstances of supply (see Rule 20). "Carried forward" entries should not be made in respect of any quantity in the tank at the end of the week.

The source of supply of petrol should be clearly indicated in the "Remarks" column of the log sheet at the time the petrol is obtained and the number of any relative voucher, etc. shown.

A driver (including the regular driver) should sign his name at the end of each log sheet entry. Where consecutive entries are made by the same driver, they may be bracketed and one signature given.

A driver of a stores-carrying vehicle should see that his entries of individual journeys are initialed, in the spaces provided, by the dispatching officer and by the receiving officer or supervising officer. He should obtain this certification at the time, if possible, or, failing this, whenever he can do so without waste of time.

A driver who is also a member of a working party should prepare his own log sheet, but as a check on the journey and mileage particulars the foreman is required to initial the log sheet entries daily and the driver should see that this certification is obtained.

In addition to reporting accidents on the road in respect of which P 694G has to be supplied, all other incidents in the nature of an accident, e.g. ditching a vehicle, colliding with stationary objects in garages, yards, etc., and any other exceptional occurrence, including any vehicle defect which arises during a journey, should be made the subject of a separate report by the driver in addition to his log book entry. The above are required so that the Mechanic-in-Charge may be advised from the maintenance standpoint. All such cases, even though there may be no external evidence of damage, should be reported so that latent defects, if any, may be brought to light.

At the end of the week the log sheet entries under "Miles" and "Petrol issued to Driver" should be totalled by the driver. The mileage recorded by the mileage meter at the end of each week should be shown in the "Mileage Meter Reading" column and should be carried forward to the next week's log sheet. The additional mileage recorded by the meter for the week in question should be in agreement with the total in the "Mileage" column. The log sheet should then be sent in to the Inspr., except when it is in respect of an official motor car, in which case it should be sent in to the officer who has charge of the car diary.

(2) Official Passenger Cars (Special entries).—The driver, in addition to recording the mileage meter reading at the end of the day and the times of departure

from and arrival at the garage (the latter entries being initialed by the officer-in-charge of the garage), is required to make the following special entries:—

- (a) Mileage meter readings at beginning and end of each tour of duty.
- (b)—(i) Time and place at which passengers are picked up.
- (ii) Places at which the driver has called while on the tour.
- (iii) Time and place where the driver is released by his passenger (or passengers).

These three entries must be initialed by one of the passengers.

If for any reason an entry has not been initialed at the proper time the driver should inform his supervising officer at the end of the day or on the following morning.

It is important in the interests of both the Dept. and the driver that this procedure should be carried out conscientiously.

(3) **Hired Motor Vehicles.**—An engineering workman driving a motor vehicle which has been hired by the P.O. should prepare a log sheet daily from a spare log book.

20. **Petrol.—Receipts and Issues.**—

(a) *From Engineering or Postal stocks* :—

When petrol is obtained from engineering or postal stocks, each issue should be signed for by the driver on the "Petrol Receipts and Issues" form (MTE 13G) kept by the issuing officer. If the vehicle is operating outside its normal area, the hrs. of the vehicle should be shown on MTE 13G. If drawn from a Postal stock the driver must produce his official pass card.

(b) *From Supply Companies* :—

When petrol is obtained by an individual driver, on production of his pass card, from a local depot of one of the authorized Supply Cos., the P.O. serial number of the vehicle should be notified to the supplier. If the vehicle is operating outside its normal area, the hrs. of the vehicle should be advised at the time of supply. Grade 3 spirit only should be obtained. The driver will be instructed which brand of spirit he should normally obtain.

Two copies of a numbered invoice will be prepared by the Co.'s representative and both copies should be signed by the officer receiving the petrol. The copy handed back to the driver should normally be attached to the relative log sheet on which the quantity of petrol received is recorded, but any invoices received after the last Friday in the month should be forwarded separately to the Sec. Engr. on the last day of the month. The serial number(s) of any such invoices should be indicated on the log sheet for the current week.

(c) *Emergency purchases* :—

Whenever possible, petrol purchased by a driver from a Garage Proprietor in an emergency should be Grade 3, and the brand should be that which the driver has been instructed to obtain for normal use. Log Sheet Entries, etc. :—

(i) "Bulk Supplies" and "Direct Filling."—The quantity of petrol issued to a driver should be entered in the "Petrol issued to Driver" column of the log sheet *at the time of supply*. The entry should be in respect of the actual quantity registered by the pump when drawn from a bulk supply, or in units of 2 gallons when supplied in cans.

The source of supply of all petrol received should be clearly indicated in the "Remarks" column of the log sheet. When obtained from a Supply Co. the number of the Co.'s voucher should be entered in the "Remarks" column. All entries of quantities received and voucher numbers should be made *at the time of receipt*.

(ii) **Emergency stock.**—When a motor vehicle is first commissioned the emergency petrol issued to be carried on the vehicle will be considered part of the equipment of the vehicle and the number of full cans should be entered in the driver's tool book.

The quantity received should be entered in the "Petrol issued to Driver" column of the log sheet and a note made in the "Remarks" column "for emergency stock." Quantities put into the tank from the emergency stock should be entered in the "Petrol issued to Driver" column of the log sheet and a note made in the "Remarks" column "from emergency stock."

The emergency stock should be made up at the earliest opportunity and the quantity obtained for this purpose entered in the "Remarks" column of the log sheet with the note "Emergency Replenishment."

(iii) **Individual Reserve Stock.**—When petrol is obtained for Individual Reserve Stock (i.e. a stock held for his individual use, by a driver of an official motor vehicle stationed at an out-centre, over and above the emergency stock carried on the vehicle) the quantity should be entered in the "Remarks" column of the log sheet.

When taken for use the quantity used should be entered in the "Petrol issued to Driver" column of the log sheet and the words "from Reserve" in the "Remarks" column.

At the conclusion of each week, petrol (full cans) remaining in the reserve stock should be shown as "Carried forward" at the foot of the "Remarks" column of the log sheet, and as "Brought forward" at the head of the same column of the following week's log sheet.

(iv) When it is not possible to empty completely a two-gallon can, at the time of filling the vehicle tank, either from an Emergency Stock or an Individual Reserve Stock, the entry in the "Petrol issued to Driver" column should be two gallons and the remainder of the petrol in the partly emptied can should subsequently be put into the tank before the seal of a new can is broken, and without any further entry being made on the log sheet.

General.—All petrol obtained for motor transport purposes will be "off charge."

★21.—**Allocation of time spent in connexion with Engineering Motor Vehicles.**—Time should be allocated in accordance with the detailed tables in "Schedules of Construction and Maintenance Items, etc. (Rg. 71).

Cleaning, Oiling, Greasing, Minor Repairs and Adjustments.—Arrangements will be made for these services, when carried out in official time, to be performed by drivers at regular intervals as far as possible. The time allowed will vary with the type of vehicle, but in no case will it be less than one hour for lorries and vans and three quarters of an hour for motor-cycle combinations.

When a motor vehicle is left in a workshop for repair, the driver should not normally stay to assist the mechanic with the dismantling or repair of the vehicle.

22. Examination, Cleaning, Lubrication and Minor Repairs—General Arrangements—Cleaning and lubrication are matters of primary importance and motor vehicles must be examined daily by their drivers.

Except when vehicles are cleaned and minor repairs effected by a special cleaning staff, the driver is required to keep his vehicle clean and properly lubricated and to effect the scheduled minor repairs. A driver is not relieved of his responsibility because his vehicle is under a mechanic for maintenance. In all cases drivers are required to carry out essential roadside repairs so far as they are able to do so.

Where special arrangements for cleaning are not in force drivers of motor vehicles other than motor-cycle combinations are required to effect cleaning and minor repairs on specified days, twice a week, in accordance with a scheduled programme arranged by the Sec. Engr. The first period, in addition to cleaning will include time for lubrication and minor repairs, while the second period will normally be allotted to cleaning.

Motor-cycle combinations provided for Insprs. are cleaned, lubricated, adjusted and repaired (minor repairs) by workmen in official time as part of the normal duty except when special cleaning staff is provided.

Each driver should be in possession of the manufacturer's instruction book of the vehicle or vehicles he is called upon to drive, and he is expected to be duly acquainted with the directions and other information contained therein.

Cleaning should be done while mud is wet. Care should be taken to see that oil or grease does not come into contact with the tyres when lubricating wheel parts. The wasteful use of oil and petrol necessitates more frequent decarbonization of engines. Wheel defects cause unnecessary wear of tyres.

The articles supplied for cleaning are rags, sponge, chamois leather, spoke brush and engine brush (for protective clothing, see Rules L 51-53).

The efficiency of the motor service depends upon the individual care of the vehicles, and it is essential that cleaning and lubrication be performed regularly and that minor repairs be executed promptly. Drivers are required to insert in the spaces provided for the purpose on the weekly Condition Reports (MTE 29) the dates on which the vehicle was cleaned and lubricated.

23. Motor Cycle Cleaning and Minor Repair Allowance.

—A weekly allowance is paid in respect of the cleaning, lubrication and minor repair of motor-cycle combinations, except when special cleaning arrangements are provided. The standard of cleaning when the allowance is paid is the equivalent of not less than two complete "cleans" per machine each week.

The allowance is paid at the following rates:—

Official motor-cycle combination (or reserve) in use for part or whole of the week	2s. 6d. per week
Official motor-cycle combination used for part of a week and a private pedal cycle on other days of the same Cash Account week	2s. 6d. per week total allowance, plus 2d. if private cycle used on Sunday
Official motor-cycle combination out of use for whole of the week and reserve not used; the official machine remaining in the custody of the driver	5d. per week

The driver receiving the allowance must perform the work outside official hours, but when a motor cycle required for a journey is in need of repair before it can be used the repairs should be carried out at once.

A maximum amount of not more than 2s. 6d. per week (2s. 8d. if a private cycle used on Sunday) will be paid in respect of any one motor-cycle combination and this will also be the maximum amount that may be claimed by any officer for one week. The allowance is normally paid on a weekly basis.

The payment of the allowance is subject to certification on TE 240 by the driver when the weekly allowance is claimed, confirming that the cleaning, lubrication and minor repairs have been properly performed.

A similar certificate must be given in respect of each claim, for any portion of the maximum allowance.

This certificate should be attached to the Time Sheet, Diary Page or TE6 covering the last day of the period in respect of which the claim is made.

24. Minor Repairs.—Drivers of motor vehicles, other than motor-cycle combinations, are required to undertake the following minor repairs:—

(a) *Common to all vans.*

- Adjust brakes, controls, steering gear, valve tappets, sparking plug and contact breaker points, etc.
- Fit wheels, tyre covers and tubes; repair punctures.
- Flush and clean radiator.
- Pack front and rear ends of drag link and both ends of track rods with grease.
- Clean carburetter jets, sparking plugs, and petrol filter.
- Fit nuts, bolts, split pins, lubricator caps, sparking plugs and similar small parts which are readily accessible.
- Tighten wheel nuts, engine bearer nuts, spring clip nuts and all other accessible nuts and bolts.
- Test front wheels for track.
- Take up slack in check straps of cab doors.
- Batteries: add distilled water, tighten connexions and grease terminals.
- Electrical wires: bind bare places with insulating tape.
- ★Brakes, Lockhead Brake System: use only the proper fluid provided for topping up reservoirs.

(b) *Particular to vans with magnetos.*

- Clean wiper ring and contact breaker and adjust points of latter.

(c) *Motor-cycle combinations.*

- Adjust brakes, clutch, head and wheel bearings, front fork shackles, controls, valve tappets, and magneto contact breaker points.
- Adjust and repair chains.
- Fit covers, tubes, wheels, saddle, chains (magneto, countershaft and driving), sparking plugs, engine valves, valve springs, bolts, nuts, split pins, lubricator caps and similar small parts where readily accessible.
- Repair, punctures.
- Clean carburetter, air filter (weekly), contact breaker and wiper ring of magneto.
- Tighten sidecar connexions and adjust for alignment.
- Tighten engine bed, cylinder and crank case nuts and all other accessible nuts and bolts.
- Batteries: add distilled water, tighten connexions and grease terminals.
- Electrical wires: bind bare places with insulating tape.

The payment of the weekly motor-cycle combination cleaning and minor repairs allowance covers the performance of the scheduled minor repairs as and when required.

★25. **A Weekly Condition Report (MTE 29)** should be made by the driver of an official motor vehicle. The report should be prepared in duplicate, the second copy being retained in the book which should always be carried on the vehicle. Forms MTE 29 are the medium by which the officers responsible for vehicle maintenance are kept in touch with the mechanical condition of the vehicles under their care and it is essential that the reports be rendered regularly. All faults, other than minor repairs, should be scheduled, but the services of the maintenance officer should be requested only for such faults as the driver is himself unable to rectify, as in the case of outlying vehicles special journeys by the maintenance officer may be involved. Any repairs, other than minor repairs that may have been executed by the driver during the week covered by the report, should be noted by him on the back of the form and the time taken should be stated and allocated to GCB or GVB (see Rule 23).

When a vehicle is under a Mechanic for full maintenance and is stationed at the Mechanic's headquarter town, the report should be sent direct to the Mechanic-in-Charge. In all other cases the report should be passed to the Inspr.

26. Driver's Report (MTE 63G).—When engineering motor vehicles are provided for as regards cleaning and minor repairs by a full-time garage staff under the direction of the Area M.T. Officer and are concentrated on certain garages for this purpose, the drivers should report at the end of the day, when the vehicles are taken into the garage, any faults for the attention of the Garage Mechanic.

One book of forms MTE 63G is kept in the garage for the common use of the drivers whose vehicles come under the special arrangements.

The driver is not required to furnish a daily "O.K." report, but on occasions when the attention of the Mechanic is required to a fault which has developed during the day the fault should be reported on the form under the section "Condition of Vehicle." When such a report is necessary the portion of the form in the left-hand corner providing for :—

vehicle number (serial)
day
date
time this report is handed in
should also be filled in by the driver.

A driver making a report should ensure that a carbon copy is reproduced. The carbon copy should remain in the book but the copy of the form should be torn out by the driver and placed in the box or other receptacle provided for the purpose of bringing the form to the notice of the Garage Mechanic.

Form MTE 63G should be regarded as supplementary to the Log Sheet (MTE 23) and the Weekly Condition Report (MTE 29) in such special circumstances and the MTE 23 and MTE 29 should be rendered in the usual manner by the driver concerned.

27. Emergency repairs.—A driver of a motor vehicle stationed at an out-centre or otherwise isolated from his hqrs. may, in an emergency, if his Inspr. or the Mechanic-in-Charge is not immediately available, issue a "Motor Vehicle Local Order" (MTE 17), not exceeding

£1 (one pound) in value, for any parts or repairs necessary to keep his vehicle in service.

The instructions given in Rule 33 should be observed as regards small purchases and on no account should MTE 17 be issued for a purchase of less than 1s. in value.

The Local Order should be prepared in triplicate and the "B" copy passed to the Inspr. when the parts have been correctly received or the repair work has been satisfactorily carried out. Local Orders for repairs should be issued on a repairer of good standing, preferably a Service Agent, and parts should be obtained from a Service Agent whenever possible.

Speed governors must not be interfered with in any way. If they are found to be defective, immediate attention should be drawn to the matter. Special attention should be exercised in driving the vehicle in the meantime.

★28. **Non-skid Chains and Appliances.**—Chains or similar anti-skid appliances should only be attached to the wheels when it is found impossible to proceed without them. Non-skid chains are not intended for muddy surfaces, but for loose snow or slippery ice; they are not normally necessary on twin-tyred vehicles. Chains which have been in use, before being put away, should be dried, and should be examined to ensure that there are no broken or unduly worn links or parts. Any defects should be reported without delay.

All chains should be examined as the winter season approaches to ensure that they will be fit for service and any necessary oiling or repairs should be carried out.

★29. **Tyres.**—Under-inflation is the principal cause of premature tyre failure and it is therefore essential that tyres should always be fully inflated. Working pressures vary according to the make of cover and the load to be carried, and in this connexion the vehicle maker's handbook should be consulted. The pressure should be checked at least once a week with a pressure gauge; the correct tyre pressures are shown on MTE 96.

All the tyres of a motor vehicle or trailer must at all times while the vehicle or trailer is used on a road be maintained in such condition as to be free from any defect which might in any way cause damage to the surface of the road or danger to persons on or in the vehicle, or to other persons using the road.

To obtain a good mileage from tyres the following instructions should be observed :—

- (a) They should be inspected daily and embedded flints, etc., removed. Cuts should be repaired otherwise water will penetrate and rot the fabric of the jacket.
- (b) The rim beds should be kept free from rust.
- (c) Mud should be washed from the tyres—not allowed to dry on them.
- (d) The brakes should be applied judiciously and not abruptly.
- (e) The clutch should be let in very gently when starting from rest.
- (f) Bad road surfaces should be traversed carefully and slowly.
- (g) The alignment of the road wheels should be frequently checked and the steering gear should be kept free from backlash.
- (h) The vehicle should not be overloaded.

To secure equality in wear, the covers of the rear and front tyres of motor vans should be interchanged when a marked difference in wear becomes apparent.

As regards motor cycles, an appreciably worn cover on

the rear wheel should be interchanged with that on the front or sidecar wheel, if either of these is in considerably better condition. Further, should a new cover be required for the front or sidecar wheel, and the rear wheel cover be likely to require renewal within two or three weeks, the new cover should be fitted to the rear wheel, and the displaced cover transferred to the wheel needing the replacement cover.

Bursts and large cuts should be reported for repair by vulcanization locally.

Components for the replenishment of repair outfits are obtainable separately and should be ordered in quantities to last three months.

Tests of Covers and Tubes.—Covers and tubes issued for special test bear a distinguishing mark in the form of a red cross near the valve hole and valve receptacle, and should always be fitted to a running wheel, i.e. not to a spare wheel. A driver or rider should indicate on his log sheet when such items are brought into use and taken out of use respectively.

30. First Aid Dressings.—A "First Aid Dressing" and carrier are supplied as part of the equipment of every motor vehicle. The dressing should always be carried on the vehicle, in the carrier provided, so as to be readily available. If the dressing is used application for a renewal should be made without delay.

31. Motor Vehicle Registration Licences and Crown Ownership Certificates.—These should be examined daily so that the driver may satisfy himself that they are legible and securely fixed to the vehicle. Any defect in a licence or licence holder should be immediately reported. An officer responsible for the loss or defacement of a licence may be called upon to defray the cost of a duplicate. Licences which have become illegible from any cause must not be tampered with.

32. Protective Clothing.—Drivers of cars, lorries and vans, and workmen to whom official motor-cycle combinations have been allocated, are supplied with protective clothing in accordance with Rules L 51-53.

The wearing of rubber knee or thigh boots (gum boots) hinders the proper control of the pedals in motor vans and on motor cycles and such boots should not be worn while driving, except when the officer is employed on duties in flooded districts or (in the case of motor cycles and motor-cycle combinations only) has to pass through flooded districts or streams.

★33. Motor Vehicle Parts and Accessories.—Application for motor vehicle parts and accessories should be made by a driver on MTE 26. If the item is required to replace one lost, the loss case number (TE 1056) should be stated. When the vehicle for which the stores are required is under a mechanic for full maintenance the form should be sent direct to the Mechanic-in-Charge, otherwise it should be passed to the Inspr. Requests for Tools should, however, invariably be passed to the Inspr., whether or not the vehicle is mechanic maintained, so that any necessary amendments may be made to the Sec. Engr.'s copy of the driver's tool record.

Small purchases of items such as paraffin, french chalk, etc., should be made in cash by the driver, and the receipted bills associated with his Diary Page.

Care should be taken when requisitioning parts to include any prefix or suffix letters with the chassis, frame, engine and part numbers. In addition the H.P. and make or type of vehicle should be stated.

Requests for magnetos or magneto parts should state fully the type of magneto and whether its rotation is clockwise or anti-clockwise as viewed from the driven end of the spindle. In the case of carburetter parts, the make and model of the carburetter should be quoted.

If the stores are not received within ten days of the driver's request, the Inspr. or the Mechanic-in-Charge to whom the application was made should be advised.

Acknowledgments of stores received should be given on MTE 26 to the Inspr. or the Mechanic-in-Charge as the case may be. If a request for stores is not completely met, acknowledgment of receipt of items to hand should not be withheld pending receipt of the balance. When a stores requisition (MTE 18) has been prepared by the Mechanic-in-Charge for an outlying vehicle which comes under him for full maintenance, the "A" copy of the requisition, on receipt from the Stores Dept. or the Contractor, should be forwarded as soon as possible to the Mechanic-in-Charge together with the receipted form MTE 26. If a form MTE 26 is not in question the "A" copy of the requisition (MTE 18) should be signed as a receipt and passed to the Mechanic-in-Charge. The requisition should not be signed in the space reserved for the Mechanic-in-Charge.

If an unsuitable, incorrect or otherwise unsatisfactory motor part is received in response to a demand, a report should be made immediately to the Inspr. or Mechanic-in-Charge on MTE 26 in the space provided and all relative stores vouchers associated. The report should state why the item is unsatisfactory. The part should be retained pending instructions.

A driver of a motor vehicle stationed in an isolated area may, in an emergency, order parts up to a value of £1 (see Rule 27).

★34. Precautions against Frost.—During frosty weather, or when frost is imminent, the use of bonnet covers and radiator lamps in closed garages will normally meet requirements, but in very severe weather and in exposed garages the additional precaution of draining the vehicle radiator at night should be taken. When this is done a "No Water" board should be hung on the radiator cap.

35. Smoking.—Smoking is strictly prohibited:—

- (a) in P.O. Workshops and Garages
- (b) in P.O. Yards in which motor vehicles operate
- (c) in the vicinity of any official petrol store
- (d) during petrol filling operations
- (e) on any official motor vehicle.

36. Storage of Petrol.—Petrol must not be kept in main P.O. or telephone buildings.

Sealed and partly emptied cans of petrol should be stored in the lock-up fire-proof receptacles supplied by the Dept.

Regard should be given to the safety of adjoining property and petrol must not be stored in the vicinity of a dwelling-house nor, if it can be avoided, near a public thoroughfare.

Every precaution should be taken to prevent leakage of petrol or escape of inflammable vapour.

A supply of sand should be kept in close proximity to stored petrol, whether in a bin or underground tank, and to motor vehicles. Any spilt petrol should immediately be covered with sand.

When petrol bins are repainted the words "Petrol Store Highly Inflammable" should be reproduced in red letters 1½ ins. high. The door of every outhouse used

as a petrol store should be similarly marked. A workman should draw the attention of his supervising officer to any cases where such marking is not shown.

Empty cans or other receptacles which have contained petrol must be stored in bins or in the open air as far from a main building as circumstances permit, and must be disposed of as quickly and as frequently as possible.

Naked lights should not be used within 20 feet of either a petrol store or a dump of empty petrol containers.

The delivery of petrol from the Petrol Companies should be supervised. When delivery is made in bulk, the accepting officer should see that the delivery hose is firmly secured to the fill-pipe before the filling of the tank is commenced and that no leakage occurs.

★37. Conveyance of Petrol.—The conveyance of cans of petrol in official vehicles is prohibited except in emergency and for the replacement of an "Individual Reserve Stock," when two-gallon cans must be used. In accordance with the Ministry of Transport's Statutory Rules and Orders No. 1052, 1932, para. 24, the number of cans carried must not exceed 15. Subject to the above exceptions, if petrol cannot be drawn into a vehicle direct from a Departmental pump it should be delivered by the authorized suppliers in the normal way or, where convenient, direct into the vehicle tank.

38. Petrol filling.—Vehicle petrol tanks must be filled during daylight, whenever possible, and whether the filling is done from a pump or from cans the following precautions must be taken :—

- (a) All naked lights in the vicinity, including the oil lamps on the vehicle, must be extinguished and the oil lamps must not be re-lighted until the vehicle is at a safe distance from the petrol store.
- (b) The engine must be stopped.
- (c) When a pump is used the delivery nozzle must be kept in *actual contact with the edge of the mouth of the petrol tank during the whole operation of filling.*
- (d) Care must be taken to ensure that the quantity of petrol asked for or put into a tank will not exceed the capacity of the tank. Any petrol overflowing or spilled on any part of a vehicle during refuelling must be wiped up before the engine is started. If the driver is present when a vehicle is refuelled from a pump he should attend at the nozzle end of the hose and should turn off the supply should there be any risk of overflowing.
- (e) All spilt petrol must be immediately covered with sand from the supply available in the vicinity of the petrol store or pump.

GENERAL FIRE PRECAUTIONS.

39. Garages.—Garages should be thoroughly ventilated at all times. There is risk of fire when there is an accumulation of petrol vapour. Petrol must not be used for washing or cleaning purposes in any circumstances whatever.

The use of naked lights within a garage, for soldering or other purposes, must be confined to a self-contained workshop or to one enclosed by a petrol-vapour-proof partition. If there is not a workshop, all operations requiring naked lights must be performed outside the garage altogether.

Cleaning, adjusting and re-mantling of interior gas

fittings should never be effected until after the garage doors and windows have been open sufficiently long to allow all petrol vapour to disperse. Veritas oil lamps, where in use, should invariably be lighted outside the garage.

Where official vehicles are accommodated in public garages the rules of the establishment should be observed.

Fire Buckets.—The use of fire buckets for other than emergency purposes is prohibited.

39A. Motor Vehicles.—Naked lights (braziers, primus stoves, torch-blowing lamps, etc.) must not, in any circumstances whatever be allowed inside or hung from the rear of a motor vehicle.

39B. Oily rags.—The accumulation of oily rags in a confined space, e.g., cupboard or locker, where there is not free circulation of air, may give rise to spontaneous combustion. Discarded rags should therefore be disposed of not less frequently than once a week.

40. Batteries.—Lighting and starting, etc. batteries or accumulators give off inflammable gas and consequently it is dangerous to use naked lights, including matches, near them.

41. Fire Appliances.—A fire extinguisher and a refill will be provided with every motor vehicle.

The extinguisher must always be carried upon the vehicle, fixed in its proper position, and care should be taken to see that it is kept fully charged and that a refill is always available. Immediately a charge is used another refill should be applied for.

A card describing the correct method of removing the extinguisher from the bracket is exhibited on each vehicle and the driver should make himself familiar with the instructions on this card. Attention should be called to any case in which the card is missing or is illegible.

A fire appliance beyond that provided on the vehicle is not required by the Dept. for an official motor vehicle garaged at the home of an Emergency Lineman.

42. Exhaust Fumes.—Special care should be taken to avoid inhaling exhaust gases either in a garage or in the open air.

Owing to the risk of suffocation, a motor vehicle should never be started up in a garage the doors of which are closed. As a precaution against fire and the accumulation of gases the garage doors should be opened a few minutes before the engine is started up, and should remain open during this operation and until such time as the exhaust gases have all dispersed. (See also Rule 4 (xi)).

43. Starting up Engine.—If a motor vehicle engine is not started up correctly, serious injury to the hand or, in the case of a motor-cycle combination, to the foot, may result should a backfire occur, and care should always be taken to ensure that the ignition is sufficiently retarded.

The starting handle should rest against the thumb and palm of the hand and should be gripped by the fingers only, i.e., the thumb should not embrace the handle. Always pull up on the handle, never push downwards.

When the starting handle is hanging straight down, push it in as far as possible, and turn it in a clockwise direction until it engages with the end of the crankshaft; then pull up against the compression as quickly as possible for a quarter turn. Repeat the operation. As a rule three smart upward pulls only are necessary.

A descriptive pamphlet "Care in starting up engines" (MTE 57) is available for drivers of motor vehicles other

than motor-cycle combinations. The maker's instruction book of the type of vehicle in question should also be consulted.

PEDAL CYCLES

44. Care of Cycles.—The Rules contained in the Book of Instructions for Cycle Riders (P 1162 H) a copy of which should be in the possession of every rider of an official cycle, should be strictly observed. The safety of the rider and the life of the machine depend largely upon the cycle being kept in good repair and proper adjustment and upon its being cleaned and inspected daily. The Inspr.'s attention should always be called to worn parts and bearings requiring renewal, particularly those affecting head adjustment. A workman must not use a cycle unless he is satisfied that the machine is in good order, that it is equipped with an effective bell (or horn) and a red rear reflector, and that the rear mudguard is enamelled white for a length of 14 ins. from the rearward end. In the interests of the rider's safety, the red rear reflector should be correctly fitted and both reflector and white reflecting patch kept clean and unobscured. Supplies of white enamel and brushes for re-enamelling the mudguards are available on requisition from the Stores Dept., Birmingham Depot. The red reflector should be fixed on the stay ends (on the lower stay ends if double stays are fitted) of the cycle, and should face squarely to the rear. If it is found that the glass of the reflector is no longer vertical and at right angles to the axis of the machine, is broken or chipped, or fails for any reason to give a good reflection, it should be replaced.

All riders may have, on application, an electric rear lamp in addition to the reflector and white patch *but not in place of them*. When a bicycle is not fitted with a rear lamp bracket, a detachable bracket can be obtained from the Stores Dept., Birmingham Depot.

45. Receipt of Cycles and Cycle Parts.—The instructions contained in STORES, Workmen's Procedure, D0011 and Office Procedure, A 0031, should be followed:—

- (a) when accepting delivery of cycles and cycle parts
- (b) when a consignment is found to be damaged or part of it is missing
- (c) when a consignment advised as despatched does not come to hand.

Payment for carriage of a cycle should not be made on delivery.

When cycle parts are received by post direct from a contractor, the cost of postage should be noted for entry in the space provided at the foot of the relative requisition.

Adjustments necessary on receipt.—A cycle is issued oiled and adjusted ready for use, and further adjustment should not be necessary beyond possibly an alteration in the height of the seat pillar and the handle bars or the inflation of the tyres.

Brakes.—A cycle fitted with a free wheel should be equipped with two brakes which must be in working order. Each brake should be tested separately. Brake blocks should be replaced in pairs as they become worn.

Cycle Numbers.—The G.P.O. number of the cycle will be found on the seat lug, and this number should always be quoted in correspondence relating to the cycle.

46. Parts and Accessories.—Parts or accessories should not be removed without instructions.

47. Cycle Loads.—The maximum weight of tools and stores which may be carried on an official cycle is 50 lb. in addition to the usual cycle accessories.

48. Tool Baskets and Satchels.—A satchel and a tool basket are supplied with each official bicycle. A carrier will also be supplied in any case in which the Sec. Engr. considers it necessary. In no circumstances must a parcel be tied to the handlebars

49. Accidents.—Form P 694G should be used for reporting any accident in which an official pedal cycle is involved. A copy of the form should always be held by a workman on a cycling duty, in the case provided (SS 425 or SS 425A) and should be completed immediately after the occurrence of an accident. The form should be handed in, together with the full general statement and the required sketch map, without delay, to the responsible officer upon the rider's return to hqrs.

50. Precautions against Loss.—Every effort should be made to guard official cycles against loss. They should invariably be secured by padlock and chain when left unattended. When cycles are left or stored on premises to which the public or officers other than the riders have access, the key of the cycle shelter should be held by a responsible officer.

51. Irregular Use of Official Cycles.—In no circumstances should an official cycle be used for other than official purposes. A workman should not keep the machine at his home without express permission.

52. Cleaning and Minor Repairs.—Allowances for cleaning and effecting minor repairs to official pedal cycles are as follows:—

- (a) Official cycle (or reserve) in use for part or whole of the week 1s. per week
- (b) Official cycle out of use during whole week 2d. per week
- (c) Official cycle in use for part of week and a private cycle on other days of the week 1s. per week plus 2d. if private cycle used on Sunday
- (d) Official cycle unserviceable for whole week but private cycle used on one or more week-days 2d. per week for official cycle plus 2d. a day up to 5 days for private cycle, i.e. a maximum of 1s. per week, 2d. extra may be paid if private cycle used on Sunday
- (e) Private cycle where no official cycle assigned (see Rule 55) 2d. per day including Sunday

Minor repairs are defined as under:—

- Repairing punctures.
- Patching covers with canvas.
- Fitting air tubes and covers to front wheel.
- Adjusting slightly worn bearings.
- Oiling bearings.
- Fixing front wheels, saddles, brake block holders and brake blocks, pedal rubbers, pedal rubber bars, valve stem rubbers, lubricators and rear reflectors.

Officers receiving the weekly allowance must perform such work outside official hours, except in cases where a cycle which is required for immediate use is found to be in need of repairs. In such circumstances the repairs must be carried out at once (see "Schedule of Construction and Maintenance Items, etc." (Rg. 71) for allocation of official time spent on repairs at a rider's hqrs., or during a journey).

53. Requisitions for Cycle Parts.—Application for the replacement of worn out cycle parts should be made by the rider on TE 250. Each item required should be specified accurately and clearly, the correct descriptions of parts being given and only one item appearing on each line of the form. Demands for replacement parts of lamps should state the name of the maker in each case. If springs for the repair of saddles are required, "Front" or "Back" springs should be specified.

A diagonal line should be drawn across any unused lines remaining on TE 250.

Purchases of cycle parts should be made only in very exceptional circumstances. Local Orders in this connexion will be issued by the Insp. Where local purchase is resorted to care should be taken that parts of good quality are obtained.

54. Outfits.—The following materials, supplied in repair outfits, can also be obtained separately if required :

- I.R. solution
- patches
- patching rubber
- valve sleeves
- canvas.

55. Use of Private Cycles.—A workman should not use a private cycle on official work without first obtaining the authority of the Engr. A private cycle used officially must be provided with efficient brakes and be fitted with an effective bell (or horn), and an unobscured and efficient red rear reflector. A red rear lamp may be carried by the rider in addition to the reflector if so desired.

A private pedal cycle, the use of which has been duly authorized, should not be used in connexion with the removal of faults or as an aid to line maintenance when :—

- (a) other conveyance is available at no greater expense or without serious loss of time ;
- (b) another officer of the Dept. is taking a hired conveyance over the same ground.

Allowances for Use of Private Cycles.—The following rates of payment will be made for the hire of private pedal cycles. The rates include the allowance of 2d. a day for cleaning and minor repairs (see Rule 52).

One day (Sunday or week-day) or part thereof	1s. 2d.
Two consecutive days	1s. 10d.
Three or more consecutive days	10d. a day

In calculating payment at these rates the maximum amount payable for any one week, including Sunday use, is 5s. 10d., excluding Sunday, 5s.

The rates allow for the estimated cost of insurance which should be undertaken by the officer himself.

SPECIAL CONVEYANCES

56. Hiring.—Except in cases of breakdown involving the stoppage of two or more important circuits, special conveyances should not be employed by a workman without authority (see Rule L 7).

Cycles should, if possible, be hired without any adverse agreement as to the conditions of repair in case of damage. The P.O. is not liable for damage to hired cycles or other hired property, when the damage arises from fair wear and tear or unavoidable accident, unless at the time of hiring an agreement to the contrary was entered into. Such an agreement would be implied if attention were drawn to a notice exhibited in the owner's shop to the effect that the person hiring accepted responsibility for the machine.

Hired motor vehicles must be insured by the owner against third party life risks.

Emergency Cycles.—In an emergency the Pmr. may be asked to carry a cycle.

57. Use of Mail Vans for conveyance of Workmen and Stores.—In emergency a workman with stores and tools may be conveyed by an official Mail Van subject to the following conditions :—

- (a) The Mail service as scheduled must not be materially interfered with. Deviation from the authorized route must not be involved and special stops, if any, should be few in number and of brief duration.
- (b) The workman must produce his Official Pass Card and must travel alongside the driver. Not more than one workman may be carried at a time.
- (c) The total weight of mails, passengers and stores, exclusive of the driver, must not exceed the authorized limits for the vehicle.
- (d) Inflammable stores or stores likely to cause damage to the mails or the van must not be carried.
- (e) Smoking whilst on the van is prohibited.

In the event of a request for help on the road, the use of the mail van is left to the discretion of the Postman Driver on the particular journey.

E N D

TRANSFER OF RULES TO ENGINEERING INSTRUCTIONS

(File this page in front of Section O)

Instructions on the use of motor transport are being transferred to Engineering Instructions as opportunity offers and, under the E.I. distribution scheme, workmen will receive only the motor transport E.I.s which concern them.

One E.I. has been issued, which concerns drivers only, and it contains the following Rg. 40, Section O paragraphs which should be regarded as cancelled thereby :—

Pars. 1 to 8, 14, 28, 34, 35, 39A, 39B and 40 to 43.

The remaining Section O instructions are being dealt with and, when all have been fully covered in E.I.s, an advice will be issued.

(Section O, page 1, follows)

GENERAL STATEMENT OF STATUTORY
POWERS.

1. The various Telegraph Acts from 1863 to date confer on the Postmaster-General certain powers subject, however, to certain limitations.

The Acts relate to the conditions under which telegraph and telephone plant may be placed in public thoroughfares; on private property, including rlys. and canals; or on the sea-shore or in tidal waters.

The following are definitions of the terms most frequently met with:—

Telegraph means wires, cables, pipes and apparatus, whether used for purposes of telegraphic or telephonic communication.

Telegraphic Line means telegraphs, posts (which includes poles, standards, stays and struts), cables, apparatus, pneumatic tubes, pipes and anything used for telegraphic and telephonic communication.

Street and Public road include all highways repairable at the public expense; also all streets and roads, and footpaths bounded by walls, fences or hedges on both sides, over which there is a public right of way, even though they are not repairable at the public expense. The latter, generally described as "private," are known officially as "unadopted" thoroughfares.

PROCEDURE.

2. **Streets and Public roads.**—The first step to be taken before placing a telegraphic line in a street or road is to obtain the consent of the body having control, except in the case of underground work in Rural Districts for which consent is not required.

The body having control is, generally, for main country roads, the County Council, and for others, the Municipal Corporation or Urban or Rural District Council. In the case of "unadopted" roads, the "body having control" is the owner of the soil. He is generally the "frontager" *i.e.*, the owner of the adjoining property: in Scotland, however, the law is different and in many instances consent is sought from the local authority only.

When a Telegraphic Line is required in a street or public road, the S.E. applies to the body having control for consent to the "placing" of an "overhead telegraphic line" or "underground telegraphic line" as the case may be.

If consent is refused or is given subject to objectionable conditions, the P.M.G. has the right to appeal to the Courts.

In the case of an overhead line in a Rural District, the P.M.G. must, after obtaining consent, publish a notice describing the intended course of the line. This notice must be—

- (i) posted at the side of the road at distances of not more than a mile apart;
- (ii) left at every dwelling house fronting on and within 50 feet of the road; and
- (iii) inserted as an advertisement in a local newspaper in two successive weeks.

The line cannot be erected until 21 days have elapsed from the date of the last advertisement, and during

this period any person who considers his land or building to be prejudicially affected may make objection. If the objection is not overcome, the matter is referred to the arbitration of the Board of Trade. The work must not be proceeded with pending settlement of the objection.

In the case of **underground** telegraphs the next step after consent is obtained—as already mentioned, consent is not required in Rural Districts—is to settle the depth, course and position with the Road Authority and the Sewer Authority. These are generally one and the same body. If there is a disagreement the matter may be referred to the Courts, as in the case of a dispute about consent.

The last formality to be observed before commencing the work is to notify the Road Authority and the Sewer Authority of the intention to open or break up the ground. Five days' notice is required in the case of overhead work and ten days in the case of underground work, stating the time of commencement. (Similar notice must be given before alterations or repairs are carried out, but in case of emergency the work may be put in hand and the notice given as soon as possible afterwards.)

In carrying out works in public thoroughfares traffic must not be stopped or hindered further than is necessary for the proper execution of the work. Not more than one-third of the width of a carriageway may be closed at one time; and if the remaining two-thirds is insufficient to permit two vehicles to pass one another, not more than 50 yards of trench may be opened at one time without the special consent of the Road Authority.

Gas and water pipes may be altered by, and at the expense of, the P.M.G., but only under the superintendence of the owners. At least 24 hours' notice must be given before altering the position of such a pipe, specifying the time at which the alterations will be commenced. In practice, arrangements are made for such work to be done by the owner of the pipe at the expense of the P.M.G.

After opening or breaking up a street or road, the ground must be filled in without delay and the street or road restored to as good a condition as before the work was begun. In the meantime the place must be fenced, watched and lighted at night. The P.M.G. is also liable for the cost of keeping the street or road in repair for six months so far as such cost is increased by the opening or breaking up.

The Road Authority, if they so desire, may themselves fill in the ground and effect the reinstatement of the surface, charging the cost to the P.M.G. If they elect to do so, a reinstatement voucher, stating the locality and the work required, must be served as soon as the P.O. work is completed. The service of the voucher does not, however, relieve the P.M.G. of responsibility for any accident or damage that may occur as a result of his work, and, consequently, such temporary restoration as may be effected by the P.M.G. must be kept under constant observation until the permanent reinstatement is put in hand by the Road Authority.

No plant may be placed so as to stop, hinder or interfere with passage to or from any land or building.

Wires may not be placed over a street or road at so low a height as to interfere with the passage along it.

3. Private Property.—In the case of private property, including hedgebanks, consent for any fixture or attachment is required from the owner, lessee and occupier, if the tenancy of the latter is for a longer period than from year to year. Such consents must also be obtained for wires crossing gardens or pleasure grounds or land used for recreation, but generally, other lands, and also buildings, may be crossed **without** consent. If wires cross a dwelling house, however, there is an obligation to give a clearance of six feet.

In the event of refusal of consent, or the attachment to a consent of objectionable conditions, there is a right of appeal to the Courts, but the right is of but limited value, and as extensive use is made of private property for fixtures it is essential that a conciliatory attitude should be adopted towards all owners and occupiers and that every effort should be made to comply with any reasonable conditions they may attach to their consents. In particular, workmen should not enter private property for the purpose of construction or maintenance without advising the occupier.

Private wayleaves are usually negotiated from the Office of the Sec. Engr., application for consent being made on form TE 362, and, except in the case of fixtures required solely for the service of the occupier of the property concerned, no objection is taken to a small annual payment being agreed.

4. Telegraphs upon the Seashore or Tidal Waters.—The P.M.G. may place telegraphic works in any estuary or branch of the sea, or the shore or bed of any tidal water, with the consent of the persons having rights relating to the same. Appeal may be made to the Board of Trade if consent is withheld. It is necessary also to deposit with the Board of Trade a plan of the proposed work for their approval.

5. Railways and Canals.—The P.M.G.'s relations with the Railway and Canal Companies are very complex, but as regards the more important Companies they are based on the provisions of the Telegraph Act, 1868 (including certain agreements scheduled to it), under which the existing Telegraph systems were in January, 1870, transferred to the State.

Generally speaking, the P.M.G. obtained, on rlys. and canals authorized before 1870, perpetual and exclusive wayleave, the right to use the Companies' poles and a monopoly for the transmission of telegraphic messages over the rlys., except as regards messages on rly. business. Payment for these rights was made, in some cases, at the time, and in others is made annually.

Although the P.M.G. thus obtained wayleave, the Rly. Companies secured the right to maintain his telegraphs, but this right was modified in 1911 as stated below.

On rlys. authorized after 1877 the P.M.G. has free wayleave, but in some instances the Company's right of maintenance applies, subject to the modification of 1911 referred to below.

There are many sections of rly. authorized between the Transfer of 1870 and 1st January, 1878, which are generally described as "Interregnum" Railways and on these sections the P.M.G. has the right to place and maintain his telegraphs, subject to the consent of the

Rly. Co. to the placing, and the right of appeal to the Courts if consent be withheld.

In 1911 the P.M.G. obtained power to construct and maintain telegraphic lines for a distance not greater than $\frac{1}{4}$ mile on those rlys. and canals where previously the Company had the right to do so. For such construction and maintenance the consent of the Rly. Co. is not required, but at least 21 days' notice must be given, specifying the course, position and method of construction of the proposed line, and any difference which may arise on these matters is referable to the Courts. If any such line interferes with the Rly. or Canal, or the traffic thereon, it must be removed or altered at the P.M.G.'s expense.

6. Treecutting.—The P.M.G.'s powers to secure the cutting of trees growing on private property apply only to branches, etc., which overhang a street or public road and obstruct or interfere with any telegraphic line in, or about to be constructed in, the street or road.

When cutting of this nature becomes necessary the consent of the owner and of the occupier of the land on which the trees stand is sought to the work being done by the P.M.G. If they prefer to have the cutting done by their own servants the P.M.G. bears the expense. If agreement to the cutting cannot be obtained a report is made to Headquarters in order that the question of putting in operation the powers conferred by the Telegraph Acts may be considered.

The P.M.G. has no power to cut trees growing on private property which do not encroach on the highway, except by arrangement with the owner.

It is essential, therefore, in all cases that an officer applying for consent should satisfy himself that the person with whom he treats has power to grant permission, that is, is the owner or his authorized agent; for example, the consent of a casual gardener or of a tenant, without that of his landlord, is not sufficient. It is also essential that no cutting be done until the workman is satisfied that the proper consent has been obtained or, that, when consent has been refused he holds instructions to proceed in spite of the refusal.

In carrying out the cutting careful attention must be given to any conditions that are made, such as that slight pruning only is to be done. Further, as the Telegraph Acts provide that trees are to be lopped in a husbandlike manner and so as to avoid injury to their growth, the cutting must be carefully performed and, as far as practicable, in conformity with the wishes of the owner and the occupier.

Failure to observe these instructions may result in heavy claims being preferred against the Dept.

In the case of trees growing in streets or public roads which interfere with existing or proposed telegraphic lines, the P.M.G. is entitled, in some cases, to call upon the Local Authority to do such cutting as may be necessary at their own expense. In other cases cutting can be done only by arrangement with the Authority.

7. Injury and Damage.—In carrying out works the P.M.G. must do as little damage as possible and full compensation has to be made for all damage that is done.

Engineering Officers are answerable personally for all damage and injuries to the public happening through their negligence.

8. Damage to Post Office Plant.—If P.O. plant be damaged the P.M.G. is usually able to claim the cost of repairs under a provision that where a telegraphic line of the P.M.G. is destroyed or injured, the persons responsible must pay the expense of making good. If telegraphic communication is carelessly or wilfully interrupted they are also liable to a fine.

9. Alterations to Post Office Plant.

(A) DUE TO WORK EXECUTED UNDER A SPECIAL ACT OF PARLIAMENT.

If a road improvement or any other work, such as the construction of a tramway or rly., is done under a special Act of Parliament, the P.M.G. is able to recover the cost, unless specific provision is made otherwise, for instance, under an agreement or in another Act of Parliament, to prevent him from doing so. (The body or person by whom the special Act of Parliament has been obtained is referred to below as the "undertaker.")

Certain formalities have to be observed when an undertaker requires alterations to P.O. plant in consequence of work to be done under a special Act:—

- (i) The undertaker must give not less than seven or more than fourteen days' previous notice of the work, stating the nature of the alteration required.
- (ii) The P.M.G. must serve a counter-notice within seven days, stating his intention to make the necessary alterations or requiring the undertaker to do so.
- (iii) If the P.M.G. makes the alteration the cost must be paid by the undertaker. If, however, the P.M.G. requires the undertaker to carry out the alteration himself he must do so at his own expense and also pay the expenses of supervision.

(B) DUE TO GAS OR WATER OPERATIONS.

Where alterations to P.O. plant are required by a body supplying gas or water, such a body is considered to be an undertaker within the meaning indicated above and the formalities just mentioned have to be observed.

(C) DUE TO ALTERATION IN LINE OR LEVEL OF STREET OR ROAD.

If a Road Authority, acting under its general powers, alters the line or level of any portion of a street or road the Telegraph Acts provide that the P.O. plant, on receipt of one month's notice, must be shifted at the expense of the P.M.G. By "General Powers" is meant powers derived from Acts of general application, such as the Highways Acts and Public Health Acts. (Powers conferred by an Act of Parliament in regard to the execution of specific works are "Special Powers.")

(D) DUE TO OTHER WORKS IN STREETS OR ROADS EXECUTED BY ROAD AUTHORITIES.

There are works of a character such as the construction of underground conveniences, and of sewers or drains, which are not usually authorized by special Act of Parliament but are carried out under general powers. The Telegraph Acts, however, place the P.M.G. under no obligation to shift at his own expense in these cases and consequently it is usual to obtain an undertaking

to pay from the body concerned before the work of shifting is carried out.

(E) DUE TO ALTERATION OF PRIVATE PROPERTY.

P.O. plant affected by building operations or any other improvement or alteration of land or buildings has to be altered at the expense of the P.M.G., whether the telegraphs are on or across such land or buildings or are in an adjoining street or road; for instance, when the construction of a cellar or vault beneath a street or road necessitates the alteration of the telegraphs, the P.M.G. bears the cost.

Any person proposing to build on any land or to alter any land or building may give notice specifying the nature of the proposed work and requiring the removal or alteration of the P.O. plant so as not to interfere with the work, or with passage to or from the land or building.

The plant must be altered or removed within 14 days of the notice so as not to interfere with the use to which it is proposed to put the land or building.

If there is reason to doubt that there is a real intention to build or make an improvement the question can be referred to the Courts.

(F) DUE TO RAILWAY COMPANIES' WORKS.

If an alteration to P.O. plant on Rly. property is required in consequence of a Rly. Co.'s "works or traffic," that is, work not authorized by a special Act of Parliament, the alteration must be made at the cost of the P.M.G.

(G) DUE TO ELECTRIC LIGHT (OR POWER) AND TRAMWAY WORKS.

Alterations or additions to P.O. plant in connexion with the construction of electric power circuits are not made under the Telegraph Acts. They are made under special provisions for the protection of the P.M.G. contained in the Electric Lighting Acts and in the various special Electric Light (or Power) and Tramway Acts, to which reference is made later.

10. Protection from Electric Power (including Tramway and Railway) circuits.—As in the case of alterations to P.O. plant already referred to (under **Rule 9 (G)**), the P.M.G. does not proceed under the Telegraph Acts but under special provisions for his protection contained in the Electric Lighting Acts, etc.

(A) ELECTRIC LIGHT AND POWER.

In every special Act of Parliament or Provisional Order, authorizing the supply of electric light or power, there is incorporated a very important clause which provides for the service on the P.M.G. of one month's notice, with a plan, in the case of all works which it is proposed to construct in any highway (including bridges). The P.M.G. has power to approve the works subject to such conditions as he may see fit, and he makes it one of his conditions of approval that, in addition to the month's notice provided for by the Act, he should be given a further notice 48 hours before the actual commencement of the work. He waives his right, however, to a month's statutory notice in the case of service lines, *i.e.*, line supplying one consumer only.

If the P.M.G. does not approve or disapprove the works within a month he is deemed to have approved

them, and it is in approving the statutory notice that detailed requirements are made for the protection of P.O. plant, particularly for the prevention of contact and of damage by stray currents. The requirements may be the alteration of P.O. plant, the erection of guard wires, the provision of fuses and heat coils or the insertion of concrete in the case of underground works where the two sets of plant approach within two inches of one another.

The cost of meeting these requirements falls upon the undertaker.

If the undertaker supplies electricity in a manner not approved by the Electricity Commissioners or if his lines or works are defective or if the supply of electricity is attended with danger to the public or injuriously affects any telegraphic line of the P.M.G., the Electricity Commissioners may make requirements for remedying matters.

In the case of electric light or power circuits constructed without any special powers, such as an Act of Parliament or a Provisional Order and not confined to the premises of the owner, the Electricity Commissioners may require the owner to continue and use it only in accordance with their Regulations for the protection of the public and of the P.M.G.'s telegraphs. These Regulations provide that every reasonable means shall be taken to prevent the P.M.G.'s telegraphs, or telegraphic communication through them, being injuriously affected and they enable the P.M.G. to require alterations to the power lines and to make conditions for protection.

(B) ELECTRIC TRAMWAYS AND RAILWAYS.

In the case of Tramways, Trackless Trolleys and Light Rlys., all of which are referred to below as "tramways," protection is obtained from standard clauses in the Special Acts of Parliament, etc., under which they are authorized.

The effect of these clauses is that—

- (i) alterations to P.O. plant necessitated by the works authorized are subject to the procedure described in **Rule 9**;
- (ii) the electric lines have to be constructed and the undertaking has to be worked so as not to affect injuriously the P.O. plant;
- (iii) if a telegraphic line is affected, the undertakers have to pay the cost of such alterations as are necessary to remove the injurious affection;
- (iv) if any electric line is laid down or work done within ten yards of a telegraphic line of the P.M.G., not more than twenty-eight nor less than fourteen days' notice has to be furnished, giving full particulars of the work, and the P.M.G. may then make reasonable requirements for the prevention of injurious affection.

The P.M.G. has also the power, if he suspects that his plant within a mile of the tramway works is injuriously affected, to appoint an officer to make an inspection, and the tramway undertakers must make such electrical tests as may be required and produce their records.

These clauses enable the P.M.G. to require tramway undertakers to provide at their expense protective devices such as fuses and heat coils, guard wires, and protection against contact between underground telegraphs and underground power cables. The power to inspect tramway works is of value in tracing to their source stray currents which are causing electrolytic damage to the P.M.G.'s underground plant.

In the case of Rlys. worked by electricity, the conditions vary considerably; but in the case of the London Underground Rlys. and some others, the conditions are much the same as in the case of Electric Tramways.

11. Postmaster-General's Monopoly of Telegraph (including Telephone) business.—The Telegraph Acts confer upon the P.M.G., subject to certain exceptions, the exclusive privilege of transmitting telegrams. This privilege, generally referred to as "The Postmaster-General's monopoly," covers the transmission of telephonic messages and of electric signals by other means. (*For Wireless Telegraphy see below.*) The exceptions enable private persons, corporations or companies to establish telegraphic communication, by means of wires but not by means of wireless apparatus, solely relating to their own business or private affairs. Thus, a manufacturer or trader may establish telegraphic communication between his house and place of business, or between his main premises and a branch office or shop, or in some cases with a railway station, for the transmission of messages entirely in connexion with his own affairs; but he may not establish telegraphic communication with any other body or person, except in certain cases with a Rly. Co., unless he obtains a Licence from the P.M.G.

Circuits which do not infringe the P.M.G.'s monopoly are known in the P.O. as "A to A" circuits. Those which come within the scope of the monopoly are known as "A to B"; for example, fire alarm circuits.

12. Wireless Telegraphy (including Telephony).—Under the head of "Licensees" come the many holders of Wireless Licences but, apart from the P.M.G.'s monopoly, wireless matters are controlled by the Wireless Telegraphy Acts, which have for their object the regulation of wireless telegraphy and telephony.

No wireless telegraph station may be established or apparatus worked in any place in Great Britain or Northern Ireland or on any British ship, except under the Licence of the P.M.G. In granting a Licence the P.M.G. may make such terms, conditions and restrictions as he sees fit. The P.M.G.'s controlling or regulating power extends to stations which are used for the transmission of messages solely of an "A to A" character—in short, the effective control of all wireless telegraphy within Great Britain and Northern Ireland is vested in the P.M.G.

Owing to the danger which arises when wireless aerials are erected in the vicinity of overhead electric circuits, it is one of the conditions of a Licence that an aerial which crosses above, or is liable to fall upon, or to be blown on to, any overhead power wire (including electric lighting and tramway wires), must be guarded to the reasonable satisfaction of the owner of the power wire concerned.

P.O. ENGINEERING DEPT.
RULES FOR WORKMEN.

SECTION P.
P.M.G.'s POWERS.

13. Third-Party Attachments to Post Office Telegraphs.—Attachments of wires, wireless aerials, road-signs, etc., to P.O. poles or other fixtures are not to be encouraged, but in certain cases it is found advisable to grant such facilities to local authorities or other influential bodies and to private wayleave grantors in

order to prevent objection being taken to the erection of P.O. fixtures.

The unauthorized attachment of placards, advertisements, etc., to a pole or other P.O. property is an offence for which penalties are provided under the Post Office Act, 1908.

E N D.

