

Second Division of the Civil Service is fixed and defined:

And whereas it appears from certain recent reports made by Sir Matthew White Ridley, Bart., and others, appointed by Her Majesty to be Royal Commissioners for inquiring into various questions connected with the organization of the Civil Departments of the State, that further regulations are required in order to secure greater uniformity in the rules governing officers of higher rank than the Second Division in the several Departments:

Now, therefore, Her Majesty, by and with the advice of Her Privy Council, is pleased to order, and it is hereby ordered, as follows:—

1. This Order shall apply to all permanent officers in the Civil Service drawing salaries, or placed on scales of salary, in excess of those of the Second Division as constituted by the Order in Council of the twenty-first March, one thousand eight hundred and ninety.

2. Candidates for Clerkships falling within the description contained in Clause one, and filled by open competition under the scheme known as "Class I," shall be not less than twenty-two, and not more than twenty-four years of age.

3. Every person hereafter certificated by the Civil Service Commissioners for appointment to the Civil Service shall be subject to a strict probation for a period of two years, during which his conduct and capacity in the transaction of business shall be subjected to such tests as may be determined by the Chief of the Department for which he is certificated, and he shall not be finally appointed to the Public Service unless his two years' probation shall furnish to the Chief of his Department satisfactory proof of his fitness to be permanently employed in that Department.

4. All officers appointed after the date of this Order, and all officers who shall, after the date of this Order, be promoted to any class carrying increase of salary, immediate or prospective, shall be liable to give an attendance of not less than seven hours a day, without any addition to the rates of salary in force at the date of this Order for a daily attendance of six hours:

Provided that no person promoted to a higher post shall in any case suffer immediate pecuniary loss by such promotion.

5. Promotion of officers from one class to another shall be strictly according to merit, and shall take place subject to the following conditions:—

(1.) That there is a vacancy in the higher class which, under the arrangements sanctioned for the time being by the Commissioners of the Treasury, it is competent for the authorities of a Department to fill up;

(2.) That the work of the Department requires such vacancy to be filled up;

(3.) That the officer proposed for promotion has been reported by the Head of the Division or Department in which he is serving fit to discharge the duties of the higher office.

6. Officers who are required to attend seven hours a day shall be allowed a half-holiday on alternate Saturdays, provided that the Heads of the Departments in which such officers are serving are satisfied that the state of public business will permit.

7. The ordinary annual holidays allowed to officers shall not exceed thirty-six week-days during each of their first ten years of service and forty-eight week-days thereafter, exclusive in both cases of Christmas Day, Good Friday, the Queen's Birthday, and (subject to the convenience of the public service) the four Bank Holidays: Provided that nothing in this clause shall affect the rights

of existing officers who, under the regulations of the respective departments in which they are serving, are entitled to holidays in excess of those herein prescribed.

8. Sick leave may be granted by the Head of a Department to any officer serving in such department, subject to the following conditions, viz.:—

(1.) After two days' continuous absence, a certificate by a duly qualified medical practitioner shall be required.

(2.) If the number of days during which any officer in any year is absent without such medical certificate shall exceed seven in the aggregate, the number of days by which such aggregate period of absence exceeds seven shall be deducted from the amount of ordinary annual holidays which may be allowed under clause seven of this Order.

(3.) Continuous sick leave on full salary shall not be granted for any period longer than six months, but at the expiration of such six months the Head of the Department may at his discretion grant further leave, with salary at half the ordinary rate for any period not exceeding six months. After twelve months' continuous sick leave no officer shall be paid any salary, except with the consent of the Commissioners of the Treasury, who may at their discretion, in special circumstances, allow payment of salary during any further period of sick leave at a rate not exceeding the amount of pension (if any) for which, at the expiration of twelve months' sick leave, the officer would have been qualified.

(4.) Cases of repeated but not continuous sick leave amounting in the aggregate to upwards of twelve months during any period of eighteen months shall be reported to the Commissioners of the Treasury, who shall decide the payments in respect of salary to be made during such sick leave.

9. An Attendance Book shall be kept in every Department for the purpose of recording times of arrival and departure.

10. It shall be competent for the Head of any Department to call upon any officer of such Department to retire at the age of sixty on such pension as by the length of his service he is qualified to receive.

Retirement shall be compulsory for every officer on attaining sixty-five years of age. But in special cases, the Commissioners of the Treasury may, at the instance of a department, extend an officer's employment for a further period, in no case exceeding five years, on being satisfied that such officer's retirement at sixty-five would be detrimental to the interests of the Public Service.

11. No officer shall be allowed to accept any part in the management of any society, or any trading, commercial, or financial company of whatever description, which would require the attendance of such officer at any time between the hours of ten A.M. and six P.M.

New Higher Division of the Playfair Scheme.

12. The grant of duty-pay to the class of officers known as the New Higher Division of the Playfair Scheme shall be discontinued, provided that officers at present in receipt of duty-pay shall continue to receive the same so long as they retain the posts to which such duty-pay is attached.

13. In consideration of the cessation of such duty-pay, there shall be established an upper grade of such New Higher Division, with salaries commencing at four hundred pounds per annum, and rising by annual increments of twenty pounds