

2.	Typists	Age 16	60/- a week
						17	67/- a week
						18	75/- a week
						19	78/- a week
						20	81/- a week
						21	84/- a week
						22	87/- a week
						23	90/- a week
						24	93/- a week
						25	96/- a week

and then by annual increments of 4/- a week to a maximum of 115/- a week.

Comment:—

(1) The normal avenue of promotion for officers of Branch C is to vacancies in the following appointments in Branch B of the Foreign Service:—

Grade in Branch B.	Appointment.	Salary.
6	Superintendent of Typists	£150 (age 16) rising by annual increments of £20 to £210 and then by annual increments of £15 to £300 and thence by annual increments of £10 to £400.
6	Clerical Officer-Secretary	£150 (age 16) rising by annual increments of £20 to £210 and then by annual increments of £15 to £300 and thence by annual increments of £10 to £400, plus an allowance of £80 per annum.
6	Senior Superintendent of Typists	£460 rising by annual increments of £20 to £580.
5A	Chief Superintendent of Typists	£250 (age 18) rising by annual increments of £25 to £325 and then by annual increments of £20 to £445 and then by annual increments of £15 to £520 and thence by annual increments of £20 to £580.
5	Secretarial Assistant	

2. Any officer who is called upon to assume the full duties of a post higher than her own, either at her own or at another station, may after a continuous period of 61 days, be granted an allowance for performing such duties. Where the higher post is vacant, that is, where the salary of the post is not being paid to any other person, the allowance may be paid immediately the officer assumes the higher duties.

The allowance will be calculated so as to bring the salary of the officer up to the amount which she would receive if she were promoted to the grade in which she is acting.

Comment:—

It does not follow that an officer assuming higher duties will always receive an allowance, the payment of which will depend on her ability to assume the full duties of the post.

3. All the posts in Branch C will be filled by women.

CHAPTER IV.**REGULATION No. 3.****Foreign Allowances.**

1. A foreign allowance will be assigned to officers of Branch C serving abroad.

Comment:—

(1) Salary is intended to cover necessary expenditure in the United Kingdom and to take the first strain of the cost of living of the officer abroad, foreign allowances supplementing it to the extent to which the salary falls short of total necessary expenditure. In assessing foreign allowances, the following items, *inter alia*, are taken into account: (a) local cost of living; and (b) expenditure which an officer serving abroad necessarily incurs, either at home or abroad, over and above that of an officer of corresponding grade serving in the Foreign Office.

(2) Foreign allowance is not subject to United Kingdom income tax.

2. The amount of a foreign allowance to be assigned to an officer will be determined by the Secretary of State in the light of the conditions at the particular post.

3. When an officer to whom a foreign allowance is assigned is absent from her post abroad, the foreign allowance will be paid on the basis specified in paragraphs 4-7 of this regulation.

4. When an officer who is to return to her station after her absence is—

(i) Absent on Duty

(a) In the United Kingdom.

She will retain the foreign allowance of her post, less 12½ per cent., and draw subsistence allowance at the rates in force for the United Kingdom.

(b) Temporarily attached to another station.

She will retain the whole of the foreign allowance of her own post or draw that of the temporary post

whichever is higher and subsistence allowance at the discretion of the Secretary of State.

(c) In circumstances other than (a) and (b).

She will retain the foreign allowance of her post, less 12½ per cent., and draw subsistence allowance.

(ii) Absent on Earned Leave

She will draw no subsistence allowance but will retain the foreign allowance of her post, less 12½ per cent.

(iii) Absent on Sick Leave outside the Country where she is posted

She will retain the foreign allowance of her post less one-third, for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period the Secretary of State will exercise full discretion with regard to the further payment of foreign allowance.

5. The reductions under paragraphs 4 (i) (a) and 4 (i) (c) above will not be applied in respect of brief absences on duty within a total of 14 days in one calendar year. The reduction under paragraph 4 (ii) will not be applied in respect of brief absences on leave within a total of 14 days in one calendar year.

6. When an officer who is not returning to her post after her absence is—

(i) On Temporary Duty

(a) In the United Kingdom.

She will cease to receive her foreign allowance.

(b) At another station

She will receive the foreign allowance of the post.

(ii) On Earned Leave

She will cease to receive her foreign allowance.

(iii) On Sick Leave in the United Kingdom

No allowance will be payable.

7. An officer who is on sick leave in the country where she is posted will retain her foreign allowance, less 12½ per cent., for two months. Thereafter she will receive two-thirds of the full allowance for such period as the Secretary of State considers reasonable in the circumstances.

8. An officer who is called upon to assume the full duties of a higher post at her own station will receive an allowance equivalent to 12½ per cent. of the foreign allowance of an unmarried officer of the grade of the higher post, always provided that the officer's own foreign allowance together with the acting allowance shall not exceed the foreign allowance of the grade for which she is acting.

9. The additional foreign allowance referred to in paragraph 8 above will not be payable to any officer substituting for an officer absent on duty or leave and in receipt of her full foreign allowance under paragraph 5 above.

10. An officer who is called upon to assume the full duties of a higher post at another station will receive the foreign allowance of that higher post.