

5. A Committee or a competent person, as the case may be, may call in the aid of one or more assessors, specially qualified in the opinion of the Committee or of the competent person to give assistance to the Committee or to the competent person in the matter under enquiry or in any matter relevant to such enquiry.

6(1) Each report by a Committee or by a competent person shall be in writing, and shall be addressed to the Governor.

(2) Such reports shall be signed by the members of the Committee who concur therein or by the competent person, as the case may be, and shall in the former case be accompanied by any report signed by any dissenting member thereof.

(3) Such report shall be forwarded to the Governor as soon as conveniently possible after the conclusion of the enquiry or, if the Governor has requested an interim report, as soon as conveniently possible after the receipt of such request.

7. Subject to the provisions of these Regulations, any Committee or competent person, as the case may be, may regulate the procedure to be followed at any enquiry in order that a report of such enquiry may be submitted to the Governor expeditiously.

Made in Council this 11th day of May, 1954.

IVOR O. SMITH,  
Acting Clerk to the Executive Council.

# BRITISH GUIANA

## REGULATIONS

### GOVERNING ACTING APPOINTMENTS AND ACTING ALLOWANCES TO PUBLIC OFFICERS.

1. These Regulations may be cited as the Public Officers (Acting Appointments and Acting Allowances) Regulations, 1954.

2. In these Regulations —

- (i) An officer's substantive salary comprises the whole of his emoluments from his substantive office and include personal allowance and duty allowance, if any; but does not include house allowance or fees or allowances for out-of-pocket expenses.
- (ii) The salary of an office means the salary attached to the office exclusive of fees or allowances of any kind.
- (iii) "Specified Office" means an office specified in the Schedule hereto.

3. An officer duly appointed to act in a specified office during the absence of the substantive holder of the office whether on full pay leave or otherwise shall be paid in addition to his substantive salary an acting allowance calculated on the following basis —

- (a) If the salary of the specified office is not incremental, at a rate equal to half the difference between his substantive salary and the salary of the specified office.
- (b) If the salary of the specified office is incremental, at a rate equal to the difference between his substantive salary and the minimum salary of the specified office.

4. No allowance except otherwise authorised, shall be paid in respect of any acting period of less than 30 continuous days but when an officer is eligible to draw an acting allowance the whole of the continuous period for which he has acted shall count for the purpose of calculating his allowance.

5. An officer who, while drawing acting allowance, is incapacitated by illness may receive his acting allowance for a period not exceeding fourteen working days from the date of such incapacity unless it is necessary to appoint an officer before the expiration of that period to perform the duties of the specified office, in which case the officer so appointed, if entitled to draw acting allowance, shall draw it from the date of his appointment.

6. An officer who is drawing the acting allowance may continue to draw such allowance while he is on casual leave provided it has not been necessary to appoint another officer to perform the duties of the specified office.

7. Where an officer discharges the duties of a specified office in addition to his own he shall be remunerated as follows:—

- (a) If the offices are distinct and separate offices in different departments or do not stand to one another in any immediate relation of superiority or subordination, he shall receive half the initial emoluments of the specified office in which he is acting and the whole of his substantive salary.
- (b) Otherwise he shall be remunerated as though his case fell under Regulation 3.

8. Subject to the provisions of Regulation 9, when a duty allowance is attached to an office, an officer appointed to discharge the duties of that office, shall in the absence of any special arrangements draw the duty allowance in addition to any acting allowance to which he is entitled and such allowance may be drawn while on casual leave provided it is not necessary to make special arrangements in the officer's absence for another officer to perform the duties of the office, and always provided that an officer shall not draw duty allowance in respect of more than one post at any one time.

9. Where a post in the Medical Department, the holder of which is required to possess specialist qualifications on the basis of which he receives a specialist personal allowance is vacant, whether because it has not been filled or by reason of the absence on leave of the substantive holder and a particular officer who although not possessing the necessary specialist qualifications is considered to have the required degree of professional skill has been assigned temporarily to the post, he shall be granted a temporary personal allowance equivalent to  $\frac{3}{4}$ ths of the appropriate specialist personal allowance; provided that where the officer so assigned is already in receipt of a personal qualification allowance he shall not receive in all more than the appropriate specialist personal allowance.

10. House allowance, if any, payable in respect of the office in which an officer is acting, shall be paid to him if it is at a higher rate than the house allowance payable in respect of his substantive office; the latter shall in that event lapse, or accrue to the person, if any, appointed to act in the office. In no case may a person receive house allowance in respect of more than one office.

11. Acting allowance shall cease to be drawn by an acting officer if he proceeds on local vacation leave.

12. When a person not in the public service is appointed to act in an office rendered vacant for any reason he shall be remunerated at such a rate as the Governor may decide.

13. These Regulations shall be deemed to have come into force on the first day of January, 1954.

Approved by the Governor in Council this 30th day of June, 1954.

IVOR O. SMITH,  
Acting Clerk to the Executive Council.

## SCHEDULE

## GENERAL :

Head of a Government Department;  
 Deputy or Assistant Head of a Government Department;  
 Professional or Specialist appointments;  
 District and Assistant District Commissioners;  
 Technical appointments carrying a minimum salary of  
 not less than \$2,400 per annum;  
 Executive and Clerical appointments above the grade of  
 Class I Clerk in the General Clerical Service;  
 Secretaries (Female).

## AGRICULTURE DEPARTMENT :

Manager, Government Estates, Essequibo;  
 Farm Manager, Government Stock Farm.

## EDUCATION DEPARTMENT :

Chief Attendance Officer.

## LOCAL GOVERNMENT DEPARTMENT :

Land Settlement Officer;  
 Superintendent, Land Settlement Schemes.

## MAGISTRATES' DEPARTMENT :

Head Bailiff;  
 Senior Collecting Officer.

## MEDICAL DEPARTMENT :

Steward or Warden, Medical Institution,  
 Welfare Officer (Venereal Diseases).

## POST OFFICE :

Chief Postmaster.

## PRISONS DEPARTMENT :

Steward.

## PUBLIC WORKS DEPARTMENT :

Chief Storekeeper.

## SOCIAL WELFARE ORGANISATION :

Chief Probation Officer;  
 Welfare Officer (Prisons).

## SOCIAL ASSISTANCE DEPARTMENT :

Warden, Alms House.

## SUPREME COURT :

Senior Marshal.