

during the first year of their service. After a year of approved service, an increase of pay to 16s. a week may be allowed; after a second year, an increase of pay to 17s. a week; after a third year, an increase to 18s.; after a fourth year, an increase to 19s.

In any case of absence without pay a Boy Clerk's increment shall be postponed one day for every day of such absence—absence without pay equally with the interval between two successive engagements not being reckoned as service for any purpose contemplated by the Regulations.

Boy Clerks may also be engaged and paid by the hour at the rate of 4½d. per hour during their first year of service; at the rate of 5d. per hour during the second; 5½d. during the third year of service; and afterwards at the rate of 6d per hour. Any who may be engaged by the week and who may be required to attend for more than 7½ hours on Monday, Tuesday, Wednesday, Thursday, or Friday, or more than 4½ hours on Saturday, will be paid at the hourly rate for such overtime attendance. But in no case must overtime attendance exceed 12 hours in any one week. They may also be paid by the piece at such rates as may be fixed by the Civil Service Commissioners, with the approval of the Lords Commissioners of the Treasury.

9. No service, however much it may happen to be prolonged, will confer any claim to superannuation or compensation allowance; and Boy Clerks will not be retained, as such, after they shall have reached the age of 20.

10. If a public holiday, on which the office is closed, fall within the period of a Boy Clerk's engagement, he may be paid in respect of it as for a working day. Boy Clerks may, with the consent of the Department in which they are serving, or if not at the time serving, with the consent of the Civil Service Commissioners, be allowed holidays, with pay at the rate for the official day in the proportion of one day for every 24 full days of actual and approved service previously rendered by them as Boy Clerks. But no Boy Clerk shall be allowed to take more than 12 days' leave under these conditions, between the 1st day of January and the 31st day of December, both days inclusive, in any one year, and in calculating the leave to be allowed in any given year, no service rendered before the 1st day of January of the preceding year shall be counted.

Holiday pay can only be allowed for holidays actually taken, not for days on which the Boy Clerk is drawing pay in respect of employment in any capacity in the Public Service.

11. Boy Clerks who may fall ill while serving in any Department, and whose illness may be attested by medical certificate to the satisfaction of the authorities of such Department, may be allowed sick-leave, receiving three-fourths of the rate of pay for the official day; provided that no Boy Clerk shall be paid for holidays and sick-leave, taken together, for more than 28 days within any one year, exclusive of public holidays.

12. Except in conformity with Regulations 10, 11, 15, and 16, Boy Clerks will only receive pay for the hours, or parts of hours, during which they actually attend.

13. No person who has been trained, either wholly or partially, at the public expense, for the occupation of a teacher in schools in connection with the Board of Education in England, the Committee of Council on Education for Scotland, or the Commissioners of National Education, Ireland, is eligible for employment as a Boy Clerk until the consent of those Departments, given in conformity with rules sanctioned by the Lords of the Treasury, has been notified to the Civil Service Commissioners.

14. Boy Clerks are not intended to travel during an engagement, nor will they, as a rule, be required to accept engagements at a distance from their residence; but any Boy Clerk who may be ordered to travel will be allowed such reasonable and customary expenses as the Lords of the Treasury may in each case approve.

15. If any case of infectious disease should occur in the house where a Boy Clerk is living, he must immediately report the fact to the Officer under whom he is employed, and must, if required, at once discontinue his attendance. In cases of such enforced absence from his employment, it is in the discretion of the Head of the Department in which he has been serving to allow the Boy Clerk full pay at the usual rate for the period for which it is medically certified that his attendance at the office would be likely to be dangerous to his colleagues.

16. In any year in which an open Competition for situations as Assistant Clerk (Abstractor Class) in the Civil Service or for Clerkships of the Second Division is held, a Boy Clerk who obtains from the Head of the Department in which he is serving leave of absence to attend such Examination may also, at the discretion of the Head of the Department, be allowed pay, at the usual rate, for the days during which he is attending the Examination.

17. Service Marks for each full period of three calendar months of actual approved service, subject to a maximum of twelve such periods, will be allowed to Candidates attending Examinations for the following situations, viz.:-

Clerkships in the Second Division of the Civil Service,

Second Class Clerkships (Lower Section) for Port Service in the Department of His Majesty's Customs,

Assistantships of Excise,

Assistantships of Customs,

who are serving or have served as Boy Clerks; but the number of marks to be allowed for each period may be different at successive examinations.

18. In the promotions of permanent Civil Servants [Assistant Clerks (Abstractor Class) and others] under Clause 15 of the Order in Council of 29th November 1898, not less than one and not more than two years' approved service as Boy Clerk or Boy Copyist may be allowed to reckon towards the six years' established service required by the said clause.