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The Secretary of State for Foreign Affairs presents for publication in the Edinburgh Gazette the subjoined amended Foreign Service Regulations.

These amendments are made under Article 6 of the Foreign Service Order-in-Council, which was made on 20 May, 1943, and which empowers the Foreign Secretary to make regulations for the Foreign Service from time to time.

The amendments relate to the Foreign Service Regulations as published in the London Gazette on 14 January, 1947, 20 June, 1947, 8 August, 1947, 20 February, 1948 and 24 May, 1949.

REGULATION No. 1.

HER MAJESTY'S FOREIGN SERVICE.

The Foreign Service is composed of the following four branches. Members of Branches A, B and C are liable to serve in the United Kingdom or abroad as and when required. Members of Branch D serve at posts abroad only.

1. *Branch A*, consisting of persons appointed to the Foreign Service for the performance of administrative duties.

2. *Branch B*, consisting of persons appointed to the Foreign Service mainly for the performance of executive and clerical duties.

3. *Branch C*, consisting of women appointed to the Foreign Service for the performance of secretarial, shorthand-typing and typing duties.

4. *Branch D*, consisting of persons appointed to the Foreign Service for the performance of messengerial and guard duties in diplomatic and consular posts abroad.

REGULATION No. 2.

MARRIAGE.

1. Any male member of the Foreign Service who proposes to marry a person who has not at all times since her birth been either a British subject or a citizen of the Republic of Ireland must notify the Head of Personnel Department of his intention. The Secretary of State reserves the right to inform the officer concerned that, if he marries such a person, he will have to resign.

Comment:—

Even when the Secretary of State does not adopt the course of calling on an officer to resign under this regulation, a marriage to a person who has not at all times

since her birth been either a British subject or a citizen of the Republic of Ireland may well diminish an officer's utility as a British representative abroad and limit the number of posts at which he can be employed. Such a marriage may result at some later stage in the officer's career in there being no post in the Foreign Service to which he can properly be appointed. In this case every endeavour will be made to find other official employment for him, but, failing that, it may be necessary to call for his resignation, or retirement.

2. Any woman member of the Foreign Service who proposes to marry must notify the Head of Personnel Department of her intention. As a rule a woman member of the Service will be required to resign upon marriage, but the Secretary of State reserves the right in special circumstances to permit her to continue as a member of the Service either unconditionally or subject to conditions.

Comment:—

This regulation applies to women members of the Service and to marriages contracted by them whether to British subjects or to other persons.

3. Any woman member of the Foreign Service resigning on marriage may, at the discretion of the Secretary of State and with the approval of the Treasury, be granted a gratuity.

To qualify for an award a minimum service of six years is required: previous unestablished service reckons towards this period but not for the purpose of calculating the gratuity.

REGULATION No. 3.

DIVORCE.

If a member of the Foreign Service becomes involved in a matrimonial suit which may, in the opinion of the Secretary of State, bring discredit upon that member or upon the Service, the Secretary of State may call upon him to resign. A member of the Service who becomes involved in a divorce suit must therefore notify the Head of Personnel Department of the facts of the case at the earliest possible moment.

REGULATION No. 4.

ACCEPTANCE OF FOREIGN DECORATIONS.

1. Generally speaking, members of the Foreign Service, like other persons in the service of the Crown, are not eligible for The Queen's permission to accept and wear foreign decorations and medals. Such permission may, however, be given in the case of decorations conferred for distinguished services in saving or attempting to save life, or, if such a case should arise, services performed by a

member of the Foreign Service while lent to a foreign Government, if he is paid by them and not from British public funds during the period of the loan.

2. A restricted form of permission may be granted in the case of decorations conferred in recognition of personal attention on a foreign Sovereign or Head of State, or a member of a foreign Royal Family, on the occasion of State or official visits by such personages, in the case of decorations conferred upon members of Her Majesty's Missions abroad when The Queen pays a State visit to a foreign country, and in the case of decorations conferred upon members of the Foreign Service when forming part of a Special Mission when The Queen is represented at a foreign Coronation, Wedding, Funeral, or similar occasion, or upon any diplomatic representative when specially accredited to represent Her Majesty on such an occasion (but not on the members of his staff).

3. The Queen's Regulations do not contemplate the grant of any permission for the acceptance and wearing of foreign decorations offered to Her Majesty's Ambassadors or Ministers abroad when leaving, even on final retirement.

4. In any case in which a member of the Foreign Service learns that the bestowal of a foreign decoration upon him is contemplated, his informant should be told of the desire of Her Majesty's Government to be consulted through the diplomatic channel before any final decision to confer it is taken, and also, if the case is clearly of such a character, that their consent is not likely to be forthcoming. In no case should the grant of The Queen's permission be assumed.

5. The foregoing applies equally to medals, including State decorations not carrying membership of foreign Orders of Chivalry. Medals for saving or attempting to save life, whether awarded by the Head or Government of a foreign State or by private life-saving societies or institutions, may be accepted and worn without restriction.

6. The wives of members of the Foreign Service are regarded as subject to the same general disabilities as their husbands where the acceptance of foreign honours is concerned.

REGULATION No. 5. PRESENTATIONS.

A member of the Foreign Service may not receive gifts or presentations, whether in the shape of money, goods, free passages, or other benefits, from any person in recognition of services rendered by virtue of his official position, or, in any case, from foreigners resident in the foreign country where that member is serving, without having first secured the permission of the Secretary of State.

Comment:—

This Regulation, which also applies to the families of members of the Foreign Service, should not be regarded as applying to small personal gifts such as may be received from colleagues and friends.

REGULATION No. 6. PRIVATE OCCUPATIONS.

1. No member of the Foreign Service may, without the permission of the Secretary of State, accept any post in the management of any trading, commercial, industrial, financial or professional firm or company.

Comment:—

Permission under paragraph 1 is only likely to be given in very exceptional cases, for instance, in some cases permission to become a director in a small private company which is confined to members of the officer's family may be given: or occasionally an officer may be permitted temporarily to take some part in the organisation of a firm as executor for a deceased relative until new arrangements for the carrying on of the firm's business can be made.

2. (1) No member of the Foreign Service may at any time engage in any activity which would in any way tend to impair his usefulness as a public servant.

(2) No member of the Foreign Service may engage in any occupation or undertaking which might in any way conflict with the interests of the Service or be inconsistent with his position as a member of the Foreign Service.

(3) In no circumstances may a member of the Foreign Service make use of his official position to further his private interests and any attempt to do so constitutes a grave disciplinary offence. Furthermore, a member of the Foreign Service commits an offence if he so acts as to create a reasonable suspicion that he has used his official position to further his private interests.

Comment:—

(1) There is, of course, nothing to prevent members of the Service from becoming members of, or occupying posts on the Councils of, charitable or learned societies, provided that their responsibilities in that concern are not serious enough to conflict with the discharge of their official duties and provided also that the activities of these societies are not such as to bring paragraph 2 (1) or (2) of this Regulation into play.

(2) The Treasury have laid down certain principles governing the receipt by Crown servants of payments for activities which are in some degree connected with their official duties but not actually part of those duties. These cover the writing of books and articles, broadcasting of talks, lecturing, &c. It is the duty of any member who may have any doubt as to the propriety of undertaking any particular work to consult the Head of Personnel Department.

(3) Paragraph 2 (3) above is based on the report of the Board of Enquiry appointed by the Prime Minister to investigate certain statements affecting Civil Servants—Cmd. 3037 of 1928. Paragraphs 17, 56 and 58 of this report are reproduced below, but members of the Foreign Service are advised to read the full report.

APPENDIX.

EXTRACTS FROM THE REPORT OF THE BOARD OF ENQUIRY
APPOINTED BY THE PRIME MINISTER TO INVESTIGATE
CERTAIN STATEMENTS AFFECTING CIVIL SERVANTS.

Paragraph 17.

We should be unwilling to lay down any hard-and-fast rule on the subject of gambling transactions by Civil Servants. These may take many forms, from a trifling bet upon a horse race to transactions such as those we have been considering, and the propriety of a Civil Servant engaging in any of them must necessarily depend to some degree upon the circumstances of the case. But of these circumstances, one of the most material to be considered is without doubt the functions of the Department in which he is employed. Thus Civil Servants employed in certain Departments will plainly come under a special obligation to be discreet and careful in all their private financial transactions; the Treasury is pre-eminently one such Department the Foreign Office is a second, and the Revenue Departments and the Post Office are others. We think that the opportunity of turning official information to private gain is likely to be much less frequent in the Foreign Office than, for instance, in the Treasury, but that such opportunities occur from time to time in most Departments there can be no doubt whatsoever; and where this is so, and indeed we might say so long as the public, whether rightly or wrongly, believe it to be so, Civil Servants engaged in those Departments cannot and ought not to expose themselves, their Departments or the Civil Service at large to public criticism by gambling or by rash and hazardous speculation. It is unnecessary to elaborate the reasons for a rule of this kind, which we should have thought was elementary and axiomatic.

Paragraph 56.

The first duty of a Civil Servant is to give his undivided allegiance to the State at all times and on all occasions when the State has a claim upon his services. With his private activities the State is in general not concerned, so long as his conduct therein is not such as to bring discredit upon the Service of which he is a member. But to say that he is not to subordinate his duty to his private interests, nor to make use of his official position to further those interests, is to say no more than that he must behave with common honesty. The Service exacts from itself a higher standard, because it recognises that the State is entitled to demand that its servants shall not only be honest in fact, but beyond the reach of suspicion of dishonesty. It was laid down by one of His Majesty's Judges in a case some few years ago that it was not merely of some importance but of fundamental importance that in a Court of Law justice should not only be done, but should manifestly and undoubtedly be seen to be done; which we take to mean that public confidence in the administration of justice would be shaken if the least suspicion, however ill-founded, were allowed to arise that the course of legal proceedings could in any way be influenced by improper motives. We apply without hesitation an analogous rule to other branches of the public service. A Civil Servant is not to subordinate his duty to his private interests; but neither is he to put himself in a position where his duty and his interests conflict. He is not to make use of his official position to further those interests; but neither is he so to order his private affairs as to allow the suspicion to arise that a trust has been abused or a confidence betrayed. These obligations are, we do not

doubt, universally recognised throughout the whole of the Service; if it were otherwise, its public credit would be diminished and its usefulness to the State impaired.

Paragraph 58.

Between the regular investment or management of a private fortune on the one hand, and speculative transactions in stocks, exchange or commodities on the other, there are obviously numerous gradations, and it may often be difficult to draw the precise line of demarcation between what is lawful and what is prohibited; it may even be inadvisable to make the attempt, because many things, though lawful, may yet be inexpedient. But some transactions fall indubitably on one side of the line rather than upon the other. It might well be desirable for a Civil Servant in all circumstances to avoid transactions wholly speculative in character; but where he is employed in any Department to which, whether rightly or wrongly, the public attribute the power of obtaining special information, such as the future course of political or financial events likely to affect the rise and fall of markets, then we assert unhesitatingly that participation in such transactions is not only undesirable or inexpedient, but wrong. The knowledge that Civil Servants so employed are engaged in them could not fail to shock public confidence at home, and, especially if matters of foreign exchange are involved, to produce a deplorable effect upon opinion abroad.

REGULATION No. 7.

INTEREST IN CONTRACTS.

1. Any member of the Foreign Service having an interest in a company or partnership or business with which a contract with a Government Office is concluded or may be concluded, must disclose the measure of that interest fully to the Under-Secretary of State for Administration in writing.
2. Any member who has occasion to come in contact in his official capacity with any matter concerning a company, partnership or other business concern in which he has an interest, must disclose that interest to the Under-Secretary of State for Administration.
3. Paragraphs 1 and 2 of this Regulation do not, however, apply to the mere holding of shares in a public company by a member of the service unless such holding is so great as to give the member a controlling interest in the said company.

REGULATION No. 8.

BANKRUPTCY AND INSOLVENCY.

1. A member of the Foreign Service who becomes bankrupt or insolvent must at once report the fact to the Secretary of State. If the member is serving abroad, the report should be made through the Head of the post at which he is serving. Failure to report this matter is a serious disciplinary offence.
2. A member who has reported his bankruptcy or insolvency must then at the earliest possible moment submit a complete statement of the facts of his case to the Secretary of State, who will decide, in his discretion, whether the circumstances are such as to call for disciplinary action under Regulation No. 12.

Comment:—

- (1) If the officer who has become bankrupt or insolvent has committed any act of dishonesty or has otherwise acted discredibly, he may be dismissed. The Secretary of State may also take steps to prosecute the offender if there is evidence of the misappropriation of public monies.
- (2) Pending the result of any enquiry into his case, the officer concerned may be continued in his post unless there is *prima facie* reason to believe that public monies have been or are likely to be involved, in which case he will be suspended.
- (3) In no circumstances may an officer who is bankrupt or insolvent continue to be employed on duties involving the handling of public money.

REGULATION No. 9.

POLITICAL ACTIVITIES.

For the purposes of this Regulation political activities fall into two categories, viz., national and local political activities.

2. The extent to which members of the Foreign Service may engage in or be granted permission to engage in activities falling within one or both of the above-mentioned categories is dependent upon their grades and subject to certain conditions.

3. Any member of the Foreign Service desiring to engage in political activities of either category must consult in advance the Head of Personnel Department.

4. A member of the Foreign Service may not engage in political activity of such a kind as to conflict with the interests of the Service or be inconsistent with his position as a member of the Service.

REGULATION No. 10.

OFFICIAL SECRETS AND CUSTODY OF OFFICIAL DOCUMENTS.

1. It is the duty of every member of the Foreign Service to acquaint himself with the provisions of the Official Secrets Acts of 1911, 1920 and 1939.
2. Any offence under the Official Secrets Acts committed by a member of the Foreign Service is, unless the member establishes extenuating circumstances, a serious disciplinary offence (see Regulation No. 12), exposing the member to disciplinary penalties, whether or not he is also prosecuted for the criminal offence in the courts.

Comment:—

The Official Secrets Acts apply to all confidential documents or information which come into the possession, custody or knowledge of members of the Service. Any improper communication of confidential documents or information is a criminal offence under these Acts, even if the communication is made to another person in Her Majesty's Service. It is also a criminal offence if a member of the Service fails to return official documents if their return is demanded by the Foreign Office (see paragraphs 10 and 11 below and comment thereto as regards members of the Service who have retired and as regards the papers of members of the Service who die). The appendix to this Regulation gives extracts from the Official Secrets Acts containing those portions of them which are likely to be of most importance to members of the Service. Members of the Service, however, are not thereby excused from making themselves acquainted with the provisions of the Acts as a whole. No definition is given in the Acts of "official documents," and there is no rule given in the Acts as to the burden of proof on the question whether a document or information was "entrusted in confidence." So far as the application of the Acts is concerned, it is for the courts to determine their effect, and the Secretary of State has no authority to give an official interpretation of them. On the other hand, so far as disciplinary offences are concerned, it is within the power of the Secretary of State to make his own rules as to what shall be deemed to constitute "official documents" and as to what test shall be applied to determine whether information or documents are confidential. Certain rules for this purpose are inserted in paragraphs 6 and 7 below.

3. Negligence by a member of the Service in the custody, disposal or handling of official documents or in communicating confidential information is a disciplinary offence.
4. Any improper communication of confidential official documents or confidential official information, whether orally or in writing, is a disciplinary offence.
5. Any failure by a member of the Service to return official documents to the Foreign Office, if their return is demanded, is a disciplinary offence.

6. All information and documents falling within the classes specified in paragraph 7 of this Regulation shall, for the purposes of these Regulations and of deciding whether a disciplinary offence has been committed, be deemed to be confidential and official, unless the Secretary of State otherwise decides; and the onus of proof to show, in any case, that any information or any document falling within these classes is not confidential or is not official will rest upon the member of the Service concerned.

Comment:—

In the case of information or documents not falling within the classes specified in paragraph 7 of this Regulation, the question whether they are official and confidential is left by these Regulations to be decided according to the circumstances of each case, without any rule placing the onus of proof on the officer concerned to show that they should not be held to be official or confidential.

- 7.—(a) The classes of documents referred to in paragraph 6 above comprise all documents or correspondence (and copies thereof) relating to any matter of official concern to any branch of Her Majesty's Service and emanating from or addressed to—

- (i) any diplomatic mission or consulate of Her Majesty;
- (ii) any Department of any of Her Majesty's Governments in the United Kingdom or the Dominions, or of the Governments of India or of any territory under British administration;

- (iii) any Department of any foreign Government ;
 - (iv) any foreign diplomatic mission or consulate ;
 - (v) any person in the service of any of the diplomatic missions, consulates or Government Departments referred to in (i), (ii), (iii) and (iv) above.
- (b) The classes of information referred to in paragraph 6 above comprise all information relating to any matter of official concern to any branch of Her Majesty's Service and obtained orally from, or from documents or observation at, any of the sources specified in (i), (ii), (iii), (iv) and (v) of sub-paragraph (a) above.

Comment :—

(1) Documents and correspondence may be official and confidential under this paragraph, *notwithstanding that they have been addressed or sent in a personal form or marked "personal" or "private."* Indeed, the presumption is that they are official and confidential. It is in fact, a common practice to send most secret information or most confidential instructions in a letter so marked. Similarly, oral information may be official and confidential although it has been given casually and in a non-official manner.

(2) The enumeration in paragraph 7 is not, and is not intended to be, exhaustive. Written or oral communications from non-official persons relating to matters of official concern may often be confidential official information and, if in writing, official documents. As indicated by the comment to paragraph 6, the difference between documents which are covered by the enumeration in paragraph 7 (a) and information covered by the enumeration in paragraph 7 (b), and documents or information not so covered, is that in the former case there is a strong *prima facie* presumption that the document or information is both official and confidential, and in the latter case there is no such presumption.

8. Members of the Foreign Service shall, on the outbreak of war or other emergency, destroy official documents which are in their possession or custody, in accordance with the instructions in force for such eventuality. Except in cases of emergency, they shall not destroy the originals or sole copies of official documents except under authority from the Foreign Office, unless it is clear that such documents do not possess, or no longer possess, any interest for the purpose of official record. They may, however, from time to time destroy surplus copies or documents of ephemeral interest, in accordance with standing instructions.

9. (a) Members of the Foreign Service must not, without the permission of the Secretary of State, publish any book or article, take part in a television programme, or give any public lecture or broadcast, which is based in whole or in part upon their experiences as members of the Service or upon information obtained by them as a member of the Service.

(b) The reproduction *in extenso* of unpublished official documents (and this includes memoranda prepared by officials in their official capacity and with access to official information) is not permitted.

(c) Members of the Service, in publishing any book or article, or in giving any public lecture or broadcast talk (whether such book, lecture or talk is or is not based upon their experiences as members of the Service, or upon information obtained by them as members of the Service), must not, without the permission of the Secretary of State, refer to or permit any reference to be made to the position they hold or have held as a member of the Service.

10. Former members of the Foreign Service, or of those services which are now incorporated in the Foreign Service, remain subject to the Official Secrets Act as regards all official documents and as regards all confidential information obtained by them while members of the Service.

11. Whenever a member of the Service ceases to be a member, he shall inform the Secretary of State of all papers in his possession which come, or may reasonably be thought to come, under any of the provisions of this Regulation. The Secretary of State may then give directions as to the future custody and disposal of such papers. A failure by the member to comply with the provision of this paragraph, or with the directions of the Secretary of State under it, will be a matter of which the Secretary of State may take account in connexion with his recommendations to the Lords Commissioners of Her Majesty's Treasury as regards the award of a pension.

Comment :—

When a member of the Foreign Service dies, he cannot by his will bequeath to any other person papers which are the property of Her Majesty's Government as official papers, nor can he give any right to his executors or legatees to read secret papers which he could not show them in his lifetime. Members of the Service should make

arrangements to secure that, on their death, all papers which might come under this Regulation are delivered to the Foreign Office for examination and decision as to their custody and disposal.

APPENDIX.

EXTRACTS FROM THE OFFICIAL SECRETS ACTS.

OFFICIAL SECRETS ACT, 1911.

Section 2.

Sub-section (1).

If any person, having in his possession or control any.... document or information.... which has been entrusted in confidence to him by any person holding office under His Majesty, or which he has obtained owing to his position as a person who has held office under His Majesty.... (a) communicates.... the document or information to any person, other than a person to whom he is authorised to communicate it, or a person to whom it is in the interest of the State his duty to communicate it, and (b) retains.... the document in his possession or control when he has no right to retain it or when it is contrary to his duty to retain it ; that person shall be guilty of a misdemeanour.

Sub-section (3).

A person guilty of a misdemeanour under this section shall be liable to imprisonment with or without hard labour to a term not exceeding two years, or to a fine, or to both imprisonment and a fine.

Section 12.

In this Act.... the expression "office under His Majesty" includes any office or employment in or under any department of the Government of the United Kingdom or of any British possession.

OFFICIAL SECRETS ACT, 1920.

Section 1.

Sub-section (2).

If any person (a) retains for any purpose prejudicial to the safety or the interests of the State any official document, whether or not completed or issued for use, when he has no right to retain it, or when it is contrary to his duty to retain it, or fails to comply with any direction issued by any Government Department, or any person authorised by such Department with regard to the return or disposal thereof ; or (b) allows any other person to have possession of any official document issued for his use alone, or communicates any official code or pass-word issued, or, without lawful authority or excuse, has in his possession any official document.... issued for the use of some person other than himself, or, on obtaining possession of any document by finding or otherwise, neglects or fails to restore it to the person or authority by whom or for whose use it was issued.... ; or (c).... he shall be guilty of a misdemeanour.

REGULATION No. 11.

SOLICITATION OF OUTSIDE INFLUENCE IN SUPPORT OF PERSONAL CLAIMS AND COMPLAINTS.

1. *Furtherance of personal claims.*

Members of the Foreign Service must not attempt to solicit political or other outside influence to further their position in the Service or their personal claims in any matter affecting the Service.

2. *Submission of complaints.*

A member of the Service who wishes to make a complaint on a personal matter affecting his position in the Service may make a direct approach to the Head of the appropriate administrative department or to a visiting Inspector. If he fails to obtain satisfaction he may raise the matter with his official superior* and ask that the complaint be referred to the Deputy Under-Secretary of State for Administration. Serious complaints may be submitted to the Deputy Under-Secretary of State for Administration who will if necessary refer them to the Permanent Under-Secretary of State and the Secretary of State.

Comment :—

A member of the Foreign Service may, like anyone else, write to his Member of Parliament, so long as it is about a general problem affecting others besides the writer himself and not connected with his official work or matters of which he has special knowledge in his official capacity ; or, if it is a personal problem, so long as it is not one

relative to his position in the Service. What he must not do is to attempt, by writing to a Member of Parliament or other outside person in authority, to obtain some personal advantage in regard to Service matters, e.g., to secure some desirable appointment for himself.

* See definitions in Regulation No. 12.

REGULATION No. 12. DISCIPLINARY QUESTIONS.

1.—(i) This Regulation applies to all cases where a member of the Service is accused of a disciplinary offence. It does not apply to cases where an officer is merely admonished.

(ii) In this Regulation the expression "disciplinary offence" means conduct by a member of the Service prejudicial to the interests of the Service, or disobedience of official instructions.

Comment to paragraph 1:—

It is not possible or desirable to attempt to lay down rules which determine in all circumstances what conduct constitutes a disciplinary offence nor the penalty that would be appropriate. Some offences are of such a nature, or are committed in such circumstances, that a warning or reprimand would be an appropriate penalty; other offences are of such a nature, or are committed in such circumstances, that dismissal from the Service or a reduction in rank or seniority would be an appropriate penalty. There are certain courses of conduct which are reprehensible if the member holds a high post, but less serious when the member is of junior status. There are also courses of conduct which would merit merely an admonition and these may appropriately be dealt with by the Head of the Post at which the officer is serving or by the Head of Personnel Department direct.

(iii) In this Regulation "Promotion Board" means either the whole Board or a Committee of the Board selected by the Permanent Under-Secretary of State in the case of members of Branch A, and by the Under-Secretary of State for Administration in the case of members of Branch B.

(iv) Any reference in this Regulation to a person holding any office includes a person who is, with the authority of the Secretary of State, temporarily acting for the holder of that office.

2. In this Regulation the expression "official superior" means in the case of—

(i) *a member of the staff of a Diplomatic Mission Abroad:* the Head of that Mission or a Foreign Service Inspector or, in the case of the Head of the Mission or an officer in charge of a Mission, a Foreign Service Inspector or a person charged by the Secretary of State to investigate the matter.

(ii) *a member of the staff of a Consulate:* the senior Consular Officer of the district or a Foreign Service Inspector, or, in the case of the Senior Consular Officer of the district, the Head of the Diplomatic Mission of the country in which the Consulate (if any) is situated or a Foreign Service Inspector;

(iii) *a person (other than a member of Grade 5 or above of Branch A) working in the Foreign Office, or on leave or on duty in the United Kingdom away from his normal post:* the Head of the Department in which the person is working, or where the person concerned is himself the Head of a Department, the Superintending Under-Secretary of State for that Department; or, where the person concerned is not working in any particular Department or where the cause of the complaint arose from his conduct outside the course of his work in his Department, the head of the functional or administrative Department within whose province the cause of the complaint lies;

(iv) *a person working in the Foreign Office or on leave or on duty in the United Kingdom away from his normal post who is a member of Grade 5 or above of Branch A:* the Under-Secretary of State for Administration.

3. The Secretary of State, or the Under-Secretary of State for Administration acting on behalf of the Secretary of State, may suspend a member of the Foreign Service from duty if the question whether he has been guilty of a disciplinary offence is raised and the Secretary of State, or the Under-Secretary of Administration acting on behalf of the Secretary of State, considers that his suspension is desirable until a decision has been reached. Where an officer is suspended his remuneration in respect of any period of suspension may, if the Secretary of State shall so decide, be withheld wholly or in part. In the event of his reinstatement, it may, however, be resumed wholly or in part should the Secretary of State so determine.

4.—(a) Complaints of disciplinary offences by a member of the Service shall be made by the official superior in a letter addressed to the Under-Secretary of State for Adminis-

tration setting out the full facts of the case. A copy of this letter shall be communicated to the person complained of either by the official superior or, if he has not done so, by the Under-Secretary of State for Administration, and at the same time the person complained of shall be reminded of the procedure described in this Regulation.

(b) If a complaint received by the Under-Secretary of State for Administration is of such a nature that further investigation is required before it can be decided that there is *prima facie* evidence that a disciplinary offence has been committed by any particular person, the Under-Secretary of State for Administration may convene a Committee of Enquiry, the membership of which he shall determine, to carry out an investigation into the matters concerning which a complaint has been made. If the Committee of Enquiry find that there is *prima facie* evidence that a disciplinary offence has been committed by some particular person, the Committee of Enquiry shall so report, and their report shall, for the purposes of this Regulation, replace the letter from the official superior.

Comment to paragraph 4:—

Where the official superior is the Under-Secretary of State for Administration, then the correspondence shall be addressed to the Permanent Under-Secretary of State who will act in place of the Under-Secretary of State for Administration in all subsequent proceedings under this Regulation.

5. The member of the Service complained of may present his defence to the complaint against him in a letter addressed to the Under-Secretary of State for Administration. The latter may at his discretion refer this letter or any part of it or any points arising from it to the official superior for his comments; both the Under-Secretary of State for Administration's letter and the official superior's reply will in that case be communicated to the person complained of in order that he may have an opportunity of making any further reply which he may think necessary.

6. It is not desirable that the official superior should address any other communications about the case to the Under-Secretary of State for Administration or to any other person, but, should he do so, they will be treated in accordance with the procedure laid down in paragraphs 4 and 5 of this Regulation.

7.—(a) The Under-Secretary of State for Administration, on receipt of the letter of complaint from the official superior, may, in any case in which—

(i) the facts are admitted by the person complained of;

(ii) the person complained of requests that his alleged offence shall be dealt with summarily; decide that the offence alleged is one for which a warning or a reprimand is an adequate penalty. He may, in such cases, impose this penalty which shall be communicated by him or by the official superior to the person concerned.

(b) If the person complained of disputes the facts alleged against him, and has not asked for his alleged offence to be dealt with summarily, or if the Under-Secretary of State for Administration considers that the offence is one for which a warning or a reprimand may not be an adequate penalty, the case shall be referred, in the case of members of Branches A and B, to a Committee of the Promotions Board which shall be held under the Chairmanship of the Under-Secretary of State for Administration in the case of members of Branch A, and under the Chairmanship of the Head of Personnel Department in the case of members of Branch B. In cases concerning members of Branches C and D the case shall be referred to a committee called by the Under-Secretary of State for Administration consisting of representatives of Personnel Department and of Establishment and Organisation Department. In the case of either Committee (both of which are hereinafter referred to as a "Disciplinary Board") a legal adviser of the Foreign Office shall also sit as a member of the Committee.

Comment to paragraph 7 (b):—

The presence of a Foreign Office legal adviser at a Disciplinary Board is designed to assist the Committee's proceedings by ensuring:—

(a) that the Board, which sits as an investigatory body, is properly advised as to the exercise of its functions in that capacity;

(b) that where there is a conflict of evidence there is someone present who is trained to assess the value of evidence and the weight to be attached to any particular kind of evidence;

(c) that where questions as to the interpretation of regulations or of other written documents may be involved, there is someone present who is qualified by training and experience, to give an opinion upon such questions.

8. In all cases which are to be referred to a Disciplinary Board the person complained of will be asked by the Under-Secretary of State for Administration in writing whether he

wishes to appear in person before the Board. He will at the same time be told that, subject to the consent of the Board, he may bring any witnesses whom he may desire and in presenting his case orally, may have the assistance of a friend or colleague (who may be an Association representative) present with him. If the Board itself wishes to summon any witnesses, the person complained of will be informed, and shall have the right to be present when witnesses are giving evidence. All the letters referred to in paragraphs 4, 5 and 6 of this Regulation shall be laid before the Board.

9. When the Disciplinary Board has completed its consideration of the case, it shall furnish the Secretary of State in writing with its opinion of the facts (if these are in dispute) and as to what (if any) offence is proved, and with its advice upon the penalty. In advising upon the penalty, the Board shall consider whether any offence which it has found to be proved is of so serious a character that dismissal from the Service or a reduction in rank or a loss of seniority would be an appropriate penalty, or whether the offence is one which would be adequately dealt with by a warning or a reprimand.

10.—(a) The decision as to the penalty is vested in the Secretary of State after he has considered the report and advice of the Disciplinary Board.

(b) The decision of the Secretary of State shall be communicated to the person concerned by the Under-Secretary of State for Administration or by the Head of Personnel Department.

REGULATION No. 13.

TRANSFERS AND PROMOTIONS.

In regard to all appointments whatever in the Foreign Service, the Secretary of State will be free to make any such selection as, on his own responsibility, he may deem right without being bound by claims founded on seniority or on membership of the service.

Comment:—

(i) The Secretary of State is not bound by the recommendations referred to in paragraph 3 below.

(ii) In accordance with Article 5 (3) of the Foreign Service Order in Council, 1943, the secondment or appointment of Foreign Service Officers to posts outside the Foreign Service will not be excluded when it can be shown to be useful to the public service.

2. All members of the Service, whether married or unmarried, must be prepared to go to any post at which their services may be required.

Comment:—

When appointments and transfers are made, account will be taken, so far as possible, of the circumstances and wishes of the individual; members of the Service will, however, be expected to regard an intimation that they are to be transferred to a certain post as an order and not as a request.

3. Recommendations for transfers and promotions in or to Grade 6 or above in Branch A will be made to the Secretary of State by the Branch A Promotions Board; for transfers and promotions in or to Grades 7 and 8 of Branch A to the Under-Secretary of State for Administration by the Head of Personnel Department; for promotions to Grades 1, 1A, 2, 3 and 4 and for transfers within Grades 1, 1A, 2 and 3 in Branch B to the Under-Secretary of State for Administration by the Branch B Senior Promotions Board; and for promotions within Grades 5 and 6 of Branch B and within Branches C and D to the Head of Personnel Department by the Branch B Junior Promotions Board.

Comments:—

The Branch A Promotions Board will be convened by the Permanent Under-Secretary as and when he considers it desirable for the purpose of advising the Secretary of State on appointments to higher posts in the Service as well as on other administrative or disciplinary questions. The Board will sit under the Chairmanship of the Permanent Under-Secretary of State and will ordinarily consist of the Ministers of State, the Parliamentary Under-Secretaries of State, the Deputy and Assistant Under-Secretaries of State, the Head of Personnel Department and the principal Private Secretary to the Secretary of State.

The senior and junior Branch B Promotions Boards will be convened by the Head of Personnel Department as and when he considers it desirable. The Senior Board will normally sit under the Chairmanship of the Head of Personnel Department and will ordinarily consist of one or more members of Personnel Department, a Foreign Service Inspector, if available, and such other heads of the administrative departments of the Foreign Office as

may be co-opted from time to time. The Branch B Junior Promotions Board will normally sit under the Chairmanship of the Assistant in Personnel Department and will ordinarily consist of one or more members of Personnel Department, and such senior members of the administrative departments of the Foreign Office as may be co-opted from time to time.

REGULATION No. 14.

ACCEPTANCE OF OUTSIDE APPOINTMENTS.

1. The assent of the Secretary of State must be obtained before a member of Grades 1-6 of Branch A of the Foreign Service, after resignation or retirement, accepts an appointment in a business or other body:—

(a) which is in contractual relationship with the Government;

(b) which is in receipt of any subsidies or their equivalent from the Government;

(c) in which Government is a shareholder;

(d) which is in receipt from the Government of any loans, guarantees, or other forms of capital assistance;

(e) with which Services or Departments or Branches of Government are, as a matter of course, in a special relationship; and

(f) any semi-public organisation brought into being by the Government and/or by Parliament.

2. After the lapse of two years from the date of retirement, such assent will no longer be required.

REGULATION No. 15.

RETIREMENT.

1. Retirement at the wish of the Department will take place at any time after the officer reaches the age at which he will be eligible to receive a pension. He will not necessarily be required to retire on reaching this age.

2. The decision to retain an officer beyond his minimum retiring age will be based on the following considerations:—

(a) Efficiency.

(b) Physical fitness.

(c) Necessity for promotion of junior officers at a suitable age.

(d) Any change in the requirements of the Service after contraction or reorganisation.

Comment:—

The decision to retain an officer will be taken on the recommendation of the appropriate Promotions Board.

3. An officer may retire at his own wish when he has reached the age at which he is eligible for pension or at any time thereafter.

4. An officer of a grade not lower than that of Second Secretary (Grade A.8 or B.4) may be required to retire under the special procedure laid down in Section 2 of the Foreign Service Act, 1943.

5. An officer of a grade lower than that of Second Secretary who has attained the age of 50 years may retire voluntarily or be required to retire under the special procedure and on the conditions laid down in Section 34 of the Superannuation Act, 1949.

6. The Consular Service Order in Council, 1896, the Consular Service Order in Council, 1921, and the Consular Service Order in Council, 1935, are revoked as from 1st October, 1953.

REGULATION No. 16.

GRADES AND SALARIES.

1. The grades and salaries of members of the Foreign Service are as follows:—

(a) Branch A

Grade 1.	£6,000.
Grade 2.	£4,250.
Grade 3.	£3,600.
Grade 4.	£3,400.
Grade 5.	£2,700.
Grade 6.	£2,100-2,700.
Grade 7.	£1,450-2,050.
Grade 8.	£635-1,110.

(b) Branch B

Grade 1.	£2,400.
Grade 1A.	£1,900-2,100.
Grade 2.	£1,720-1,935.
Grade 3.	£1,350-1,605.
Grade 4.	£1,110-1,285.
Grade 5.	£385-1,050.
Grade 6.	£250-725.

(c) Branch C

Grade 1. 101s. (age 16)-230s. a week.

Grade 2. 89s. (age 16)-195s. a week.

(d) Branch D

Grade 1. £550-690.

Grade 2. £520-605.

Grade 3. £460-510.

Comment:—

Rates of pay for women in Branch A and Branch B are differentiated, but they will become, by annual improvements the same as the men's scales by 1961. The rates of pay for Branch C will be improved by annual increases until 1961. The maximum will then be 233s. a week for a C1 officer and 216s. a week for a C2 officer. The rates quoted are Stage 3 rates.

2. Any officer who is called upon to assume the full duties of a post higher than his own, other than as Chargé d'Affaires, either at his 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.

Comment:—

It does not follow that an officer assuming higher duties will always receive an allowance, the payment of which will depend on his effective assumption of the full duties of the post.

3. If a Head of Mission, being under the age of 60, is recalled from his post on a rupture of diplomatic relations, or in other special circumstances and if he is not appointed to another post, he may, at the discretion of the Secretary of State and provided that it is the intention to re-employ him in his existing grade or in a higher grade, continue to receive the full salary attaching to the post which he has just vacated for a period not exceeding twelve months, after which the position will be reviewed. During this period of twelve months he will be required to perform such duties as may be assigned to him by the Secretary of State. If during this period he declines to proceed to any vacant post in which the Secretary of State is prepared to employ him, he will immediately be placed *en disponibilité* without salary or pension rights while still unemployed.

REGULATION No. 17.

OUTFIT ALLOWANCES, TRANSFER GRANTS
AND UNIFORMS.

1. OUTFIT ALLOWANCES.

These are payable on the following basis:—

(a) On first appointment abroad:—

Married Officers.

Branch A	300
Branch B	150
Branch D	90

Single Officers.

Branch A	150
Branch B	75
Branch C	75
Branch D	45

(b) On first appointment abroad as an officer of Grade 3 in Branch B. An additional allowance of £150 for a married officer or £75 for a single officer.

(c) An officer who marries after appointment abroad will receive the difference between the married and single rate of allowance on the occasion of his first posting overseas subsequent to marriage subject to the following conditions:—

- (i) he was not of a grade higher than A8/B4 during his last tour abroad; and
- (ii) he is not over 35 years of age; and
- (iii) he has not previously served more than one tour of duty abroad; and
- (iv) his first appointment abroad after marriage is on or after April 1st, 1956.

Comment:—

Payment of the allowances under (a), (b) and (c) to officers in Branch A and Branch B is subject to production of a certificate that the sums claimed have been expended for the purposes laid down.

(d) On first appointment as Head of Mission (Branch A):—

As a Grade 5, 4 or 3 officer	£ 300
As a Grade 2 or 1 officer	300

These payments are in place of transfer grants. If, however, it is to an officer's advantage to receive a transfer grant instead of the £300, he may do so.

(e) On appointment to a post at which special clothing is, in the opinion of the Secretary of State, necessary for climatic reasons (see Annex 1):—

Married Officers,

(if accompanied by their wives).

Branch A	up to £75
Branch B	up to £45
and Branch D	up to £45

Single Officers.

Branch A	up to £50
Branch B	up to £30
Branch C	up to £30
and Branch D	up to £30

Comment:—

Payment of these allowances is subject to the production of a certificate that the sums claimed have been expended for the purposes laid down, and is limited to three occasions in an officer's career. They are additional to outfit allowances and transfer grants.

2. TRANSFER GRANTS.

(a) On transfer from one post to another post abroad or from the United Kingdom to a post abroad (other than in circumstances, except under paragraphs 1 (b) and 1 (c) above, in which an outfit allowance is payable):—

Branch A, Branch B and Branch D:—

Married Officer with 2 or more children 10%, other married officers 8% and single officers 5% of the mean of the officer's salary scale, minimum £25.

Branch C: 5% of the mean of the officer's salary scale, minimum £25.

(b) On transfer from a post abroad to a post in the United Kingdom:—

Branch A and Branch B:—

Married officers with 2 or more children 15%, other married officers 12% and single officers 10% of the mean of the officer's salary scale.

Branch C: 10% of the mean of the officer's salary scale.

Comment:—

Where promotion is involved on transfer these grants will be calculated on the officer's new salary. No grant will be made on promotion alone.

3. UNIFORMS.

(a) The actual reasonable cost of a Foreign Service Uniform will be allowed to officers of Branch A and Branch B when its purchase is authorised.

(b) Branch D officers will be provided with uniforms at public expense.

(c) The actual reasonable cost of a new uniform will be allowed to a Head of Mission provided that payment has not previously been made for more than one uniform.

Comment:—

(i) Officers who were formerly members of the separate Diplomatic, Commercial Diplomatic or Consular Services are considered to have received the cost of one uniform by means of the outfit allowance paid to them on first appointment.

(ii) Where an officer who has been authorised to buy a new uniform prefers to have an old one altered to fit him, he may, as an alternative, be allowed the cost of alteration within the cost of a new uniform.

(d) The actual reasonable cost of the alterations of the uniform rendered necessary by promotion will be allowed to officers in Branch A and Branch B subject to production of a certificate that the amount has been paid for the purpose claimed.

Comment:—

(i) Where an officer prefers to buy a new uniform instead of having his present one altered he may receive the cost which would have been incurred if he had had the necessary alteration made to his existing uniform.

(ii) An allowance for a second new uniform other than in the case provided for in paragraph 3 (c) above will not be granted except where special circumstances are proved to the satisfaction of the Secretary of State.

**REGULATION No. 18.
FOREIGN ALLOWANCES.**

1. A foreign allowance or, in the case of Heads of Diplomatic Missions, *frais de représentation*, will be assigned to members of the Foreign Service serving abroad, which will be determined by the Secretary of State in the light of conditions at the particular post and which will be varied from time to time in accordance with movements in local cost of living, rates of exchange and recommendations of the Foreign Service Inspectors.

Comment:—

(i) 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 allowance, the following items, *inter alia*, are taken into account:—

(a) local cost of living;

(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; and

(c) representational expenditure, where appropriate, i.e., expenditure which, while optional for a private individual, is obligatory for a member of the Foreign Service resident abroad by virtue of his official position. In certain grades part of this item must be accounted for.

(d) The officer's marital status and children.

(ii) When an officer is in receipt of a foreign allowance which includes provision for children, that provision is computed as follows:—

For children who are under the age of 18 and not gainfully employed:—

(a) *who accompany the officer and live with him at the Post:—*

Branch A.—For the first child: 8 per cent. of the total of the mean gross salary and basic foreign allowance of a married Grade 7 officer at the Post. For the second and subsequent children: 3 per cent. of the same total.

Branch B.—For the first child: 8 per cent. of the total of the mean gross salary and basic foreign allowance of a married Grade 4 officer at the Post. For the second and subsequent children: 3 per cent. of the same total.

Branch D.—Seventy-five per cent. of the figure for Branch B.

(b) *who are at boarding school in the United Kingdom:—*

Branches A, B and D.—£150 a year for the first child, £175 a year for the second child, £200 a year for the third and subsequent children.

(c) *who are not at the officer's post and not at boarding school in the United Kingdom:—*

Branches A and B.—£50 a year for each child.

Branch D.—£40 a year for each child.

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

2. Except when an officer is in receipt of subsistence allowance under Regulation No. 22 paragraph 3, foreign allowance is payable from the day after arrival at a post. When an officer is leaving his post on transfer it is payable for the day of his departure or his last day of duty if he takes local leave before transfer.

3. WHEN AN OFFICER WHO IS TO RETURN TO HIS STATION ON DUTY AFTER HIS ABSENCE IS:—

(i) Absent on duty:—

(a) in the United Kingdom:—

He will retain the foreign allowance of his post, less 12½ per cent., and draw subsistence allowance at the rates in force for the United Kingdom. The necessity for the payment of subsistence allowance will be reviewed after two months' absence.

Comment:—

In the case of a married officer who takes his wife and family (if any) with him, he will draw subsistence allowance for himself only. The officer will be responsible for the travelling expenses of his wife and family.

(b) Temporarily attached to another station:—

He will retain the whole of the foreign allowance of his own post or that of the temporary post, whichever is the higher, and draw subsistence allowance at the discretion of the Secretary of State. Where approval is given for his wife to accompany him officially, he may also draw subsistence allowance for his wife at the discretion of the Secretary of State.

(c) In circumstances other than (a) and (b):—

He will retain the foreign allowance of his post, less 12½ per cent., and draw subsistence allowance. When an officer is married and approval is given for his wife to accompany him officially, he may draw subsistence allowance for his wife.

(ii) Absent on Earned Leave:—

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

(iii) Absent on Sick Leave outside the country where he is posted:—

If an officer is married and takes his wife and family (if any) with him or if he is unmarried he will retain the foreign allowance of his 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.

If the officer is married and leaves his wife and family (if any) at his station his case will be dealt with on its merits.

4. The reduction under paragraphs 3 (i) (a) and 3 (i) (c) above will not be applied in respect of brief absences on duty within a total of 14 days in one calendar year nor will the reductions under paragraph 3 (ii) be applied in respect of brief absences on leave within a total of 14 days in one calendar year but any absence whether on leave, duty or both combined which exceeds 14 days will entail a reduction over the whole period.

The reductions under paragraph 3 (i) (c) will not be applied to a Head of Mission who is absent from his station but on duty within the country in which he resides nor will it be applied to a head of a consular post who is away from his station but on duty within his consular district.

5. WHEN AN OFFICER WHO IS NOT RETURNING TO HIS POST AFTER HIS ABSENCE IS:—

(i) On Temporary Duty:—

(a) In the United Kingdom:—

He will cease to receive his foreign allowance and will receive a taxable allowance at the following rates:—

				Married Officers £	Single Officers £
<i>Branch A</i>					
Grade 4	(officer	other	than		
	Head of Mission)	520	245
Grade 5	535	245
Grade 6	565	265
Grade 7	495	235
Grade 8	245	110

				Married Officers £	Single Officers £
<i>Branch B</i>					
Grade 2	285	125
Grade 3	225	95
Grade 4	175	60
Grades 5 and 6	125	25
<i>Branch C</i>				...	25
<i>Branch D</i>				125	25

(b) At another station:—

He will receive the foreign allowance of the post which he is temporarily filling.

(ii) On Earned Leave:—

He will receive the allowance described in paragraph 5 (i) (a) above.

(iii) On Sick Leave in the United Kingdom:—

No allowance will be payable.

6. When a married officer who is not returning to his station is absent on temporary duty or on earned leave but leaves his wife and family (if any) at his station the case will be dealt with on its merits.

7. An officer, married or unmarried, who is on Sick Leave in the country where he is posted will retain his foreign allowance, less 12½ per cent., for an aggregate of two months in any period of twelve months. Thereafter he 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 his own station may receive an allowance equivalent to 12½ per cent. of the foreign allowance of an officer of his own marital status 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 he 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 his full foreign allowance under paragraph 4 above.

10. Subject to a deduction of 12½ per cent., to be granted to the Chargé d'Affaires as provided in paragraph 11 of this Regulation, the Head of a Diplomatic Mission will continue to receive his *frais de représentation* in full during absences on authorised leave or on duty outside the country in which he resides on the condition that he continues to defray the expenses of the upkeep of the Mission during his absence. On the expiry of his authorised leave, if he is still absent from his post, the extent of any further deduction will be determined by the Secretary of State.

11. When an officer acts as Chargé d'Affaires at a Diplomatic Mission during the absence of the Head of Mission, he will draw, in addition to his own foreign allowance, an allowance equivalent to 12½ per cent. of the *frais de représentation* of the absent Head of Mission to enable him to meet the additional cost of entertainment.

REGULATION No. 19.

HOME SERVICE ALLOWANCES.

1. Home Service Allowances will be payable to members of certain grades in certain Branches of the Foreign Service appointed for duty in the Foreign Office, after appointment abroad, as follows:—

ENTERTAINMENT ALLOWANCE.

2. An annual allowance to provide for necessary entertainment for official purposes, not liable to Income Tax, is payable at the following rates:—

Branch A.

	Married Officers.	Single Officers.
	£	£
Grade 4	200	100
Grade 5	175	90
Grade 6	175	90
Grade 7	125	65
Grade 8	50	30

3. Entertainment allowance is not payable after the first thirty consecutive days when an officer is on sick leave and will be abated by 50 per cent. in the case of officers seconded to other Government Departments.

RENT AND REPRESENTATION ALLOWANCE.

4. An annual allowance, liable to Income Tax, towards expenditure on rent and representation necessarily arising from an officer's position as a member of the Foreign Service, is payable at the following rates:—

Branch A.

	Married Officers. (Payable after 28 days)	Single Officers.
	£	£
Grade 5	195	80
Grade 6— Salaries—		
£2,700	195	80
£2,500-2,699	225	95
£2,300-2,499	255	110
£2,100-2,299	285	125
Grade 7	285	125
Grades 8 and 9	160	60

Branch B.

	Married Officers. (Payable after 28 days)	Single Officers.
	£	£
Grades 1 and 2	285	125
Grade 3	225	95
Grade 4	175	60
Grades 5 and 6	125	25

Branch C — 25

EDUCATION ALLOWANCE.

5. An allowance liable to Income Tax, will be payable for each child at a boarding school in the United Kingdom to officers in Branches A, B and D (except Grade 1 in Branch A) up to a maximum of £150 for the first child, £175 for the second child and £200 a year for the third and subsequent children. This allowance will not be payable after the end of the academic year in which the child reaches the age of 18.

6. The period during which Home Service Allowances will be continuously payable to any individual will be limited to a maximum of five years.

REGULATION No. 20.

LEAVE.

I.—ORDINARY LEAVE.

1. Members of the Foreign Service are eligible for ordinary leave at the following rates:—

(a) *Officers serving abroad (on the basis of a 7-day week).*

Branch A

Grade 4 and above: 42 days plus 14 days local leave a year.

Grades 5-7: 35 days plus 7 days local leave a year rising to 42 days plus 14 days local leave a year after 10 years' total service.

Grade 8: 35 days plus 7 days local leave a year.

Branch B

Grade 4 and above: 35 days plus 7 days local leave a year rising to 42 days plus 14 days local leave a year after 15 years' total service.

Grade 5: 35 days plus 7 days local leave a year.

Grade 6: 24 days plus 4 days local leave a year.

Branch C

Grade 1: 24 days a year on appointment to that grade rising to 24 days plus 4 days local leave a year after five years' service.

Grade 2: 21 days a year rising to 21 days plus 3 days local leave after five years' service.

Branch D

Grades 1 and 2: 29 days plus 7 days local leave a year.

Grade 4: 24 days plus 4 days local leave a year.

(b) *Officers serving in the United Kingdom (on the basis of a 5-day week)*

Branch A

Grades 1-4: 30 days.

Grades 5-7: 25 days rising to 30 days after 10 years' total service.

Grade 8: 22 days rising to 25 days after ten years' total service and to 30 days after 20 years' total service.

Branch B

Grade 2: 25 days rising to 30 days after 10 years' total service.

Grades 3-4: 22 days rising to 25 days after 10 years' total service and to 30 days after 20 years' total service.

Grade 5: 18 days rising to 22 days after 10 years' total service, 25 days after 20 years' total service and to 30 days after 30 years' total service.

Grade 6: 15 days rising to 18 days after 10 years' total service.

Branch C: 15 days rising to 18 days after 10 years' total service.

The above rates for officers serving in the United Kingdom apply to officers who become members of the Foreign Service on or after 1st July, 1956. Officers employed as at 30th June, 1956, may, where and so long as it is favourable to them, retain the leave allowance of their grade at that date, adjusted as necessary for a five-day week and subject to a maximum of 30 days when working in the United Kingdom.

Comment:—

It is impossible to define local leave to cover conditions at every post but generally speaking it is leave for which travelling expenses are not paid direct from public funds.

2. Officers who are stationed at certain posts or in certain countries which shall from time to time be specified by the Secretary of State with the approval of the Treasury as unhealthy for purposes of leave of absence (see Annex II), and who, at the expiration of that leave, return to the same post or any other of the specified posts, are eligible for additional ordinary leave at the rate of 14 days a year, with a maximum of 28 days.

3. In calculating, for the purposes of paragraphs 1 (a) and 2 above and 6 to 8 below the number of days of ordinary leave to which an officer is entitled at any time:—

(a) Sundays occurring during a period when leave is being taken are counted;

(b) the remainder of the calendar year in which leave is taken may, if the officer so desires, be included in the computation;

(c) if an officer falls sick while on ordinary leave or during travelling time under paragraph 10 below and furnishes a medical certificate to that effect, the period of sickness will be regarded as sick leave.

4. Permission to take ordinary leave is granted subject to the exigencies of the Service.

5.—(a) Officers can take the ordinary leave for which they are eligible under this regulation only with the permission—

(i) in the case of officers serving at a post abroad, of the Secretary of State and, where appropriate, of the Head of the Post or of the Superintending Post or in the case of Superintending Consular Officers, of the Head of the Mission;

(ii) in the case of an Assistant Under-Secretary of State or of the Head of a Department in the Foreign Office of the Permanent Under-Secretary or of the Superintending Under-Secretary of State as the case may be;

(iii) in the case of other officers serving in the United Kingdom, of the Head of the Department or Section in which they are serving.

(b) Applications for leave from Heads of Posts should state the name of the officer to be left in charge.

(c) Brief absences on local leave may be authorised by the Head of Post without reference to the Foreign Office. Such absences must, however, be reported in Life Certificates.

6. Subject to the limitations of paragraph 9 below, ordinary leave may be taken—

(a) in the country where the officer is serving or in another country;

(b) in one period during the calendar year covering all the leave for which the officer is eligible in that year;

(c) in more than one period during the calendar year;

(d) by accumulating in accordance with paragraph 8 below.

Comment:—

Officers passing through the United Kingdom on transfer will normally be required to take at that time any leave for which they are then eligible.

7. Where an officer has spent sick leave in the United Kingdom, he should take any ordinary leave for which he is eligible at the time his sick leave terminates before he returns to his post abroad, unless the Secretary of State decides otherwise.

8. The following rules apply to accumulated leave:—

(a) *Branch A.*

Officers abroad may accumulate the ordinary leave to which they are entitled under paragraph 1 above up to but not exceeding the total ordinary leave to which they are entitled for three years.

(b) *Branches B, C and D.*

Officers abroad may accumulate the ordinary leave to which they are entitled under paragraph 1 above up to but not exceeding the total ordinary leave to which they are entitled for 3½ years.

(c) The amounts in paragraphs (a) and (b) above may be increased by up to 28 days in the case of officers serving at posts or in countries referred to in paragraph 2 above.

(d) An officer abroad who has accumulated ordinary leave must, unless the Secretary of State decides otherwise, on the next occasion when he is granted travelling time and travelling expenses for the purpose of proceeding on leave, take all the accumulated leave to which he is entitled.

9. No leave may be accumulated in respect of service in the United Kingdom save in exceptional circumstances and with the express permission of the Secretary of State.

10. Travelling time (*i.e.*, the time actually occupied by the outward and return journey by an approved route between the country where the officer is serving and the country where he is taking leave) is allowed on one

occasion during each calendar year with the proviso that travelling time thus allowed shall not exceed the time occupied by a journey to and from the United Kingdom by an approved route.

Comment:—

For the conditions on which travelling allowances are granted see Regulation No. 21.

11. The provisions of paragraphs 2, 6 to 8 and 10 apply only to officers serving abroad.

II.—SICK LEAVE.

12. Unless otherwise stated, the following paragraphs of this Regulation apply to members of the Service whether they are serving in the United Kingdom or abroad.

13. The grant of sick leave is subject in all cases to the Secretary of State being satisfied that the officer to whom it is granted has a reasonable prospect of recovery so as to enable him to return to his duties.

14. The grant of sick leave to any officer for a period exceeding four days is conditional on the production by the officer of a certificate signed by a duly qualified medical practitioner indicating the nature of the illness and the period estimated to be required for recovery. If the number of days during which any officer is absent on sick leave in any period of twelve months without such certificate shall exceed seven in the aggregate, the number of days of absence in excess of seven shall be deducted from the amount of ordinary leave allowable.

15. The permissions required for the grant of sick leave are the same as those described for ordinary leave in paragraph 5 of this regulation. In the case of officers serving abroad, permission need not be sought from the Foreign Office for any period of sick leave not exceeding 14 days.

16. The Secretary of State may require further medical certificates or periodical medical certificates reporting progress where he considers it desirable.

17. Subject to the provision of a medical certificate showing that the officer is likely to be able to resume his duties within a reasonable period, sick leave on full pay may be granted for a period or periods not exceeding six months in the aggregate during any period of twelve months. An officer who has had sick leave on full pay for the maximum period may be granted sick leave on half pay, subject always to a maximum of twelve months' sick leave (whether on whole or half pay and whether on the basis of a medical certificate or not) in any period of four years.

18. Where an officer has been granted the maximum amount of sick leave which can be granted on full or half pay, the grant of further sick leave will be conditional on the receipt by the Secretary of State of a reliable medical certificate showing that the officer is considered likely to be able to resume his duties within a reasonable period. If further sick leave is granted, the officer may be paid a salary at the rate not exceeding the amount of pension (if any) for which he would have qualified if he had retired for reasons of health at the time when his period of sick leave expired (hereafter referred to as pension rate of pay); or on half pay if this would be less than pension rate of pay. If the officer is unable to furnish a medical certificate as described above, the Secretary of State may, if he thinks fit, call on him to retire on grounds of ill-health.

Comment:—

(1) Periods of sick leave in excess of twelve months during any period of four years will be excluded from service on which annual increments of salary or pension on retirement are calculated.

(2) See paragraph 7 of this regulation as to the taking of accrued ordinary leave at the end of sick leave in the case of an officer serving abroad.

(3) See paragraph 3 (c) of this regulation as regards officers falling sick during their ordinary leave.

19. Any officer who is absent on sick leave as a result of an accident or assault in the United Kingdom shall not be allowed paid sick leave if a claim for damages lies against a third party, other than a servant of the Crown acting during the course of his duty, in respect of the accident or assault, but sums amounting to not more than the sums which would otherwise have been paid had the absence been due to ordinary sickness may be advanced to such a person, if he undertakes to refund the total amount of the sum so advanced or the proportion thereof represented in the amount of damages received.

20. Any period of absence in such a case shall, if a refund of the sums advanced is made in full, be ignored for the purpose of reckoning sick leave, or, if a refund is made in part only and covering, therefore, part only of the period of absence, there shall be reckoned as sick leave only that part of the total period of absence for which no refund is made.

Comment:—

For the purposes of paragraphs 19 and 20 of this Regulation, accident includes any event which causes personal injury.

III.—LEAVE (GENERAL).

21. Every officer serving abroad must inform the Personnel Department, in advance if possible, of the date on which he intends to proceed on leave, and of the address to which he is going. Every subsequent change of address must be reported to that Department. Every officer serving at home must keep the Personnel Department informed of the address or addresses to which he is going while on leave. If any part of his leave is to be spent outside the United Kingdom he should so inform the Personnel Department and give an address at which he can be contacted.

22. Every officer serving abroad must inform the Personnel Department in advance of the date on which he intends to leave the United Kingdom in order to return to his post from leave.

23. The actual dates of every officer's departure from his post abroad on leave and of his return must be officially reported to the Foreign Office by telegram in the case of Heads of posts and by despatch in other cases.

Comment:—

When circumstances permit, officers serving abroad will be expected to spend their ordinary leave in the United Kingdom in order that they may keep in touch with developments in this country. They will be expected to undertake such tours or refresher courses and to pay such visits to Government Departments in London as are required of them. Time spent in this way will not count against leave. Officers will, during the period of such tours and visits, be eligible for subsistence allowance at the home rates. (See Regulation No. 21.)

24. Every officer serving in the United Kingdom must, whenever absent from the Foreign Office for whatever reason, leave his address with his superior officer or must follow such other procedure in this connection as may be indicated in the departmental instructions in force at the time.

REGULATION No. 21 TRAVELLING ALLOWANCES

1. Whenever an officer makes a journey on public service, the amount of the fares by rail, ship, aircraft or motor car, as the case may be, for the journey in question by the approved route will be payable to him.

Comment:—

The "approved route" means the route approved for the particular journey in question. In many cases there is a standard route for journeys between different countries which will be the "approved route." An officer who makes the journey by a route other than the approved route (e.g., travels by air or in his own car when the approved route is by rail, etc.) will not be able to claim more than the amount payable for a journey by the approved route. On the other hand, if the route which he takes is cheaper than the approved route he will not be able to claim more than the actual expenses incurred.

2. Journeys on the public service include:—

(a) Any journey made by an officer serving at home or abroad for the purpose of attending an international conference or discussion or consultation, or of making a tour or visit, which the officer makes with the authority of the Secretary of State.

Comment:—

The Secretary of State may delegate to the Head of a Diplomatic Mission authority to sanction journeys by members of the Service in the territories within his jurisdiction.

(b) Any journey from the United Kingdom made by an officer to his post abroad on his appointment to such post

(c) Any journey to his new post made by an officer on transfer from the place where the officer was previously serving or, if he was on leave at the time of transfer, from the place where he was spending his leave. If, however,

the journey from the place where he was spending his leave, is more expensive than the journey from his previous post, the officer cannot claim more than the amount payable in respect of a journey from the United Kingdom or from his previous post as the Secretary of State may decide.

(d) Where the journey in the cases referred to in (b) and (c) above is made by an officer who is being moved at his own request before the completion of three years' service at his post or by an officer who is being moved on account of misconduct, the officer is not entitled to be repaid the cost of his, or his family's or servants' travelling expenses.

3. The amount of the fares by rail, ship, aircraft or motor car, as the case may be, by an approved route, will be payable to an officer serving abroad:—

(a) If he is proceeding from or returning to his post during ordinary leave, in the cases specified in paragraph 4 below.

(b) If he is proceeding from or returning to his post during sick leave, in the cases specified in paragraph 5 below.

(c) If he is retiring on pension and is proceeding from his post to his place of retirement. If the journey to the place of his retirement is a more expensive journey than a journey to the United Kingdom, the officer will not be entitled to claim more than would be payable in respect of the journey to the United Kingdom.

Comment:—

An officer who retires in circumstances where he is not granted a pension (i.e. at his own request or for misconduct) may not claim any travelling allowances on retirement.

4. An officer will only be entitled to receive the amount of fares in the cases referred to in paragraph 3 (a) above (ordinary leave) after 24 months' consecutive service abroad in the case of officers in Branch A and 30 months' consecutive service abroad in the case of officers in Branches B, C and D or, in the case of officers of any branch serving at certain posts which are regarded as unhealthy for purposes of leave, after eighteen months' consecutive service. Where leave is taken in a country other than the United Kingdom, the amounts payable in respect of fares will not usually be paid from public funds and will only be allowed if the Secretary of State decides that payment from public funds is warranted by special circumstances and, in any case, will not exceed those which would be payable in respect of a journey to or from the United Kingdom by an approved route. If, however, the amount of the fares to or from the place at which leave is being taken is less than the amount of the fares for a journey to the United Kingdom, the officer will only receive the amount of the fares for the journey actually taken.

5. In the cases referred to in paragraph 3 (b) above (sick leave), the Secretary of State may, at his discretion subject to the production of a medical certificate, allow the payment to the officer of the amount of the fares from his post to such place as the officer may proceed under medical advice on health grounds or for the purposes of undergoing treatment which is not available locally.

6.—(a) An officer who is making a journey in any of the cases referred to in (b) or (c) of paragraph 2 or in (a) or (c) of paragraph 3 above will be entitled to receive the amount of the fares by the approved route for members of his family, as defined in paragraph (b) below. In the cases referred to in (a) of paragraph 2 and (b) of paragraph 3 he will only be entitled to receive the amounts of the fares for any members of his family if the Secretary of State in any particular case so decides.

Comment:—

(i) Families will be expected to travel together. Where the officer's family do not travel with him their expenses will not be paid unless the Secretary of State is satisfied that there was a good reason for separate journeys. Family travelling expenses will be payable only where the family reside continuously with the officer at his post and not in respect of short-term visits to the post other than those specifically authorised in paragraph 7 below.

(ii) Travelling expenses will be allowed for an officer's wife in cases under (a) of paragraph 2 only where the journey is a local duty journey and is of a strictly representational or ceremonial nature and where the Secretary of State has been satisfied in advance that it was necessary or desirable for her to accompany the officer.

(b) The members of an officer's family referred to in (a) above are:—

(i) his wife. In the case of officers of Branch A and Branch B, if the officer is not living in an hotel and is unmarried or a widower without children and occupies

a post abroad with representational duties, or a widower who has his children with him, the Secretary of State may at his discretion allow the payment to an officer of the fare of a sister or other relative;

(2) sons who at the time of the beginning of the journey are under 16 years of age, or who, though 16 years of age or over, reside with and are dependent on their father by reason of physical or mental infirmity;

(3) unmarried daughters residing with and dependent on their father;

(4) sons up to the age of 18 years who are resident at their father's post abroad and are receiving full-time education at that post.

Comment:—

Adopted or stepchildren are included in the above enumeration.

(c) The amount of the fares of the members of the family of an officer serving abroad who dies, leaving his family abroad, for a journey from the place where they are to the place to which they desire to go, will be paid at the request of his widow or other member of his family up to the amount of the fares from the officer's post to the United Kingdom.

(d) If a member of the family of an officer serving abroad who is resident with the officer at his post is seriously ill and is required to proceed elsewhere on health grounds or for the purposes of treatment, the Secretary of State may, at his discretion, subject to the production of a medical certificate, allow payment to the officer of the return fares of the sick person and (where necessary) another person travelling with a sick person from the officer's post to such place as the sick person may proceed on medical advice.

7. An officer of Branch A, B or D serving overseas and accompanied by his wife may claim the cost of one return passage by the approved route in respect of each child resident in the United Kingdom who visits him at his post, or for his wife who visits the child or children in the United Kingdom, once during each normal tour of duty provided:—

(a) that the child is under the age of 18 and not gainfully employed;

(b) that at the date of the child's departure from or the wife's departure for the United Kingdom the officer has already served for six months at his post (three months in the case of certain unhealthy posts) and has a reasonable expectation of remaining a further six months at the post before returning to the United Kingdom on an authorised transfer or leave journey.

Comment:—

(i) A normal tour of duty for this purpose is 24 months for a Branch A officer or 30 months for a Branch B or Branch D officer of consecutive service abroad. At certain posts regarded as unhealthy for purposes of leave this period is reduced to eighteen months for all branches.

(ii) Where the child is of a previous marriage of the officer or his wife, payment of the fares will be considered on the merits of the case.

8.—(a) An officer who is making a journey in any of the cases referred to in (b) or (c) of paragraph 2 or (a) or (c) of paragraph 3 above will be entitled to receive the amount of the fares by the approved route for servants (within the limits specified in paragraph (b) below). The Secretary of State may in special circumstances authorise the payment of the fares of a servant accompanying the officer in the cases referred to in (b) of paragraph 3 (provided no member of the family is also accompanying the officer) and (a) of paragraph 2 above.

(b) The maximum number of servants in respect of whom the amounts of fares may be paid are:—

(i) *Branch A*

Heads of Missions: 5;

Married officers in Grade 4, 5 and 6 (other than Heads of Missions): 3;

Married officers in Grades 7 and 8 and unmarried officers in Grades 4, 5, 6: 2;

Other officers: 1;

except that in the cases referred to in (a) of paragraph 3 (ordinary leave) the maximum number of servants is—

Heads of Missions: 3;

Married officers in Grades 4 to 6 (other than Heads of Missions): 2;

Other officers: 1.

(ii) *Branch B*

Married officers in Grade 4 and above: 2;

Unmarried officers of Grade 4 and above: 1;

except that in the cases referred to in (a) of paragraph (ordinary leave) the maximum number of servants for the above Branch B officers is one.

(iii) *Branch C and Branch D.*

No expenditure for servants will be payable.

Comment:—

Comment (1) to paragraph 6 (a) above also applies to the case of servants.

(c) Where an officer serving abroad dies, leaving at his post servants whom he had brought from the United Kingdom or elsewhere to his post and for whose return to their homes he had made himself responsible, the amount of the fares for such servants (within the limits of (b) above) for a journey from his post to their home will be paid on request up to the amount of the fares to the United Kingdom.

9. When the fares are payable under the previous paragraphs of this regulation these will be:—

(a) Officers of Branch A and Grade 4 and above in Branch B:—

(i) Officer and members of his family: First class fares (including sleeping berths for a land journey).

(ii) Servants: Second class fares.

Where, however, the servant is a nurse or governess travelling with the officer's child or children of 10 years of age or under, a first class fare may be claimed. This does not apply, however, to a journey or part of a journey by land where

(a) there is only one such child; or

(b) First class sleeping accommodation is available on payment of a supplement to a second class fare (in which case this supplement will be payable).

First class fares, however, will be payable in respect of servants in cases where no second class accommodation is available or, in exceptional cases abroad, where the Secretary of State is satisfied that second class accommodation is unsuitable for Europeans.

(b) Officers of Grades 5 and 6 in Branch B, and members of their family, Branch C officers and officers in Branch D and members of their family:—

Second class fares whether by sea or land, including sleeping berths where necessary for land journeys, except for B 5 officers and their families whose fares will be first class elsewhere than in the United Kingdom. First class fare will, however, be payable where the Secretary of State is satisfied that second class accommodation is unsuitable for Europeans.

Comment:—

In the interest of economy certain restrictions are temporarily in force in respect of class of travel by air and by sea on certain routes.

10.—(a) In any case where the amount of fares is payable under the preceding paragraphs of this regulation, except in the case of journeys on ordinary and sick leave, a subsistence allowance will be granted to meet the expenses of food and sleeping accommodation where these are not included in the fare. The subsistence allowance (or a proportion thereof—see (b) below) will be at the rate in force at the time for the countries traversed by an approved route or for journeys by sea except when reduced as under (c) below.

(b) Officers will receive subsistence allowance at the authorised rate for their grade. The full authorised rate will be payable in respect of the officer, three-quarters of this rate in respect of an officer's wife, half of this rate in respect of each member of his family over the age of 12 months and three-eighths of this rate for each servant, subject to the limitations as to numbers laid down in paragraphs 6 (b) and 8 (b) of this regulation.

(c) Where some, but not all, of the items for which subsistence allowance is granted are provided in the fare, the subsistence allowance will be proportionately reduced.

Comment:—

(i) Where the expenses of a sleeping berth on a long journey are paid, only two-thirds of the subsistence allowance, to meet the cost of food, will be granted.

(ii) Subsistence allowances are payable only where the expenses of the journey are met from public funds. If, however, no fare is payable (e.g., a journey on one of Her Majesty's ships) and the officer has to pay for his board or if the fare payable does not include board, then a modified subsistence allowance is payable.

11. Necessary and reasonable expenses (such as taxi fares, fees for registration of luggage, portage, &c.) incidental to the journey in respect of which the amount of the fare is payable under the preceding paragraphs of this regulation will be payable to the officer on his application supported by a certificate.

12. Where an officer is proceeding to his post on transfer or on first appointment abroad or leaving his post on retirement on pension or on an appointment to the United Kingdom, or when an officer dies while serving abroad, the cost of transporting his personal effects by an approved route and method of transport will be allowed up to such limits as to volume, cost and nature as the Secretary of State may consider to be reasonable, except in the circumstances indicated in paragraph 2 (d) or when the officer retires in circumstances in which he is not granted a pension.

Comment:—

This paragraph applies to heavy luggage containing personal effects as opposed to ordinary travelling luggage, which is covered by paragraph 11 above, and furniture which is dealt with in paragraph 14 below. It includes such things as clothes, household linen, blankets, cutlery, crockery, books and small articles of decoration and will normally be restricted to one-third of the limits referred to in paragraph 14 below as to weight and size or 15 cwt., whichever is the greater. Whenever possible three competitive tenders should be obtained for packing and transport of personal effects exceeding a gross weight of 10 cwt. The cost of transporting heavy articles such as pianos would not be allowed under this head. The cost of transport of drink and stores is not allowed in any circumstances. As regards the transport of motor cars, see paragraph 17.

13. When an officer proceeds on leave and transfers to another post abroad, he may be allowed storage charges on his personal effects at either his old post or his new post until he occupies furnished accommodation at the latter. If he leaves his old post prior to notification of his new post he may be allowed storage charges on his personal effects at his old post, at a port in the United Kingdom or at a port *en route*.

14.—(a) Where an officer is appointed or transferred to a post and has been authorised by the Secretary of State to rent unfurnished accommodation, the cost of packing, unpacking and transporting the officer's own furniture by an approved route and method of transport to his post will be allowed, but only within the following limits:—

Branch A

(i) In the case of unmarried officers of Grades 1 to 6 and married officers of lower grades, up to 10½ tons or 2,100 cubic feet or 60 cubic metres (equivalent to about three van loads).

(ii) In the case of unmarried officers below Grade 6, up to 4 tons or 800 cubic feet or 23 cubic metres.

Branch B

(i) In the case of married officers of Grade 4 and above up to 7 tons or 1,400 cubic feet or 40 cubic metres.

(ii) In the case of unmarried officers of Grade 4 or above or married officers of Grade 5, up to 4 tons or 800 cubic feet or 23 cubic metres.

(iii) In the case of married and unmarried officers of Grade 6 and unmarried officers of Grade 5, up to 2 tons or 400 cubic feet or 12 cubic metres.

Branch C

Branch C officers will not be authorised to transport furniture.

Branch D

Up to 1½ tons or 350 cubic feet or 10 cubic metres.

Comment:—

(i) In order to ensure that claims for the cost of transporting furniture and personal effects are as low as possible, officers should, whenever possible, obtain three competitive tenders for packing and transport.

(ii) Where the cost of packing cases or lift vans is included in the charge for removal of furniture, these may be either retained for further use or sold and the proceeds credited to public funds. No storage charges for empty cases or vans can be allowed.

(b) Where an officer is allowed the cost of transporting his furniture under (a) above but cannot immediately find suitable unfurnished accommodation at his new post, he will be allowed charges for storage abroad of his furniture up to the limits specified in (a) above, for a reasonable period.

Comment:—

This storage may be at his new post or his old post. The period allowed will not ordinarily exceed three months. Storage charges in the United Kingdom will not be accepted.

(c) Where an officer has been given a rent allowance for furnished accommodation or where his official residence, though furnished, has not been completely equipped, he will be allowed the cost of transporting by an approved route and method of transport any essential articles of furniture which are not included in the furniture provided.

(d) Where an officer is leaving his post on retirement on pension or on appointment to the United Kingdom, or when an officer serving abroad dies, the cost of transporting his furniture to the United Kingdom or place of retirement by an approved route and method of transport will be allowed up to the limits as to quantity specified in (a) above, and up to the limits as to cost of the transport to London. In the case of an officer on retirement the cost of transport to his place of retirement in the United Kingdom may be paid.

(e) Where the officer is being removed in the circumstances indicated in paragraph 2 (d) and in the comment to paragraph 3 no allowances can be claimed under this paragraph.

15. Where an officer serving abroad is, at the time of his transfer to a new appointment, in possession of furniture at his old post and is not granted an allowance for transferring his furniture to his new post under paragraph 14 (a) above, the officer will, at his option, be allowed (unless the transfer is made in the circumstances indicated in paragraph 2 (d)) either the cost of removing the furniture to London up to the limits of the quantity of furniture specified in paragraph 14 (a), or the cost of storing the furniture up to these limits as to quantity, and up to the limits as to cost of the transport of the furniture to London.

Comment:—

If the officer is subsequently transferred to another post abroad in circumstances where he may be allowed the cost of removing his furniture to this post, he may then apply for the cost of removing his furniture under paragraph 14 (a) from London or the place abroad where he stored it, as the case may be. If he retires on pension or dies and his furniture has been stored abroad under paragraph 15, application may be made for the cost of removing his furniture to London under paragraph 14 (d).

16. Where an officer serving abroad insures personal and household effects in any part of the world against all risks of loss and damage (including breakage), by means of a comprehensive world-wide policy, one-third of the annual premium within certain limits, as laid down from time to time and subject to the following limits of value, may be paid from public funds:—

	Grade of officer	Insurance limit £
(1) Where an allowance for the removal of furniture has been given.	Head of Mission ...	6,000
	A 4 to A 6 (other than Head of Mission) ...	3,750
	A 7, A 8 and B 1 to B 4 (married) ...	2,500
	A 7, A 8 and B 1 to B 4 (single) ...	1,600
	B 5 and B 6 (married) ...	1,200
	B 5 and B 6 (single) ...	600
	Branch D (married) ...	1,050
	Branch D (single) ...	600
(2) Where an allowance for the removal of any essential articles of furniture or items of equipment has been given.	Head of Mission ...	4,500
	A 4 to A 6 (other than Head of Mission) ...	2,400
	A 7, A 8 and B 1 to B 4 (married) ...	1,700
	A 7, A 8 and B 1 to B 4 (single) ...	1,350
	B 5 and B 6 (married) ...	850
	B 5 and B 6 (single) ...	500
	Branch C ...	500
	Branch D (married) ...	800
	Branch D (single) ...	450
(3) Where an allowance for the removal of personal effects only has been given.	Head of Mission ...	2,000
	A 4 to A 6 (other than Head of Mission) ...	1,500
	A 7, A 8 and B 1 to B 4 (married) ...	1,000
	A 7, A 8 and B 1 to B 4 (single) ...	700
	B 5 and B 6 (married) ...	350
	B 5 and B 6 (single) ...	200
	Branch C ...	200
	Branch D (married) ...	350
	Branch D (single) ...	200

Comment:—

(1) Personal effects are deemed to include linen and blankets but not kitchen equipment, cutlery or crockery, which are provided for in the second category.

(2) The cost of insuring furniture and effects during transit under any policy of a type other than that referred to above will not be allowed. No claim for compensation in respect of loss or damage to effects in transit will be considered if the risk could have been covered by a policy such as that referred to above.

17. Where an officer of Grade 8 of Branch A or Grade 4 of Branch B or above is appointed or transferred to a post abroad at which it is necessary for the proper execution of his duties that he should have his own private motor car the cost of transporting a British car from the United Kingdom or from his previous post by an approved route and method of transport may, in certain circumstances, be allowed.

Comment:—

The motor car need not be included within the limits as regards weight and cubic capacity specified in paragraph 14 above. The cost of transporting a car from the United Kingdom to a post abroad will not normally be paid if the car is more than three years old. Where an officer is transferred from one post abroad to another post abroad he is normally expected to sell his car and buy another for use at his new post. Exceptionally, where local sale is impossible, he may be paid the full cost of transport to his new post. Where the car is very new, he may be paid the cost to his new post within the cost of transporting it from the United Kingdom. The cost of transporting a car to the United Kingdom will not be allowed except in the case of an officer who dies at his post abroad or who returns to the United Kingdom to retire on pension.

The additional premium on a life insurance policy to cover risk of travel and service abroad may be refunded.

Payments under this paragraph will be limited to policies covering amounts not exceeding in total twice the officer's annual salary.

REGULATION No. 22.**RENT ALLOWANCES.**

1. A member of the Foreign Service serving abroad at a post at which a furnished residence is not provided will receive a rent allowance sufficient, in the opinion of the Secretary of State, to enable him to defray the cost of renting suitable furnished accommodation, excluding services and other tenant's charges. Alternatively, in special cases approved by the Secretary of State, an officer may be provided with a rent allowance sufficient to enable him to defray the cost of renting suitable unfurnished accommodation excluding services and other tenant's charges, in which cases, under the provisions and within the limits of paragraph 14 of Regulation No. 21, he is entitled to claim the cost of transporting his own furniture to his post.

Comment:—

(i) The Ministry of Works Regulations regarding Government property will apply in all cases where Government furniture is provided. No charge will be made for the use of Government furniture.

(ii) Branch C officers will not be allowed to claim the cost of transporting furniture (see paragraph 14 (a) of Regulation No. 21).

(iii) An officer who wishes to transport his furniture to a post at public expense must apply for prior authority to do so. The cost of transport will not be allowed unless the Secretary of State is satisfied that unfurnished accommodation is available at the post at a reasonable rent.

2. The rent allowance becomes payable from the day when an officer arrives at his post unless he is granted a subsistence allowance, in which case it becomes payable when this allowance terminates. Subject to paragraph 4 below, rent allowance ceases to be payable on the day on which the officer leaves his post on termination of his appointment.

3. An officer who is unable to find suitable accommodation immediately on arrival at his new post may be allowed to claim, in lieu of foreign and rent allowances, subsistence allowance for himself and for each member of his family (including servants) for whom fares are payable from public funds, for a period not normally exceeding 28 days and at the rates specified in paragraph 10 (b) of Regulation 21. A married officer who is transferred to the United Kingdom will receive subsistence allowance for himself only for the first 28 days.

4. Where an officer who has been granted a rent allowance is transferred to another post otherwise than at his own request and can show that he has been unable to dispose of the lease of his residence, he will be allowed to claim, as compensation for the rent for which he is liable, a sum which shall not exceed the rent allowance previously granted to him, for a period which will be determined by the Secretary of State but which will not exceed three months except in special cases.

5. An officer who has been granted a rent allowance may receive that allowance during the periods of authorised absence if the Secretary of State is satisfied that he has not been able to sub-let.

Comment:—

Officers who rent accommodation must furnish a certificate from the Head of the Diplomatic Mission or the Superintending Consular Officer—as the case may be—that they have made the most economical arrangements consistent with their rank and requirements. They must themselves defray any additional expenditure on rent which may be caused by maintaining larger or more expensive establishments than are necessary. They must also endeavour to obtain a clause (known as a "diplomatic clause") in any lease which will enable them to terminate it at short notice in the event of a transfer before its expiry. In the case of a tenancy agreement which does not already provide for termination at short notice, an agreement should be made in writing with the lessor to enable the tenancy to be terminated before its expiry if the lessee is transferred.

REGULATION No. 23.**LANGUAGE ALLOWANCES.**

1. While members of the Foreign Service are expected, wherever possible, to learn the language of the country in which they are serving, language allowances will be payable to them in respect of knowledge of certain languages in accordance with the following conditions.

2. An allowance of £100 a year (£150 in the case of Arabic), liable to Income Tax, will be payable to any officer of Branch A who is certified by the Civil Service Commission to have passed an examination in and to possess a competent knowledge, colloquial and otherwise, for ordinary purposes, of any of the following languages: for so long as the officer serves in the country in which the language is the official language.

Class 1.

Amharic	Hebrew
Arabic	Japanese
Burmese	Persian
Chinese	Siamese.

Class 2.

Bulgarian	Modern Greek
Cambodian	Polish
Czechoslovakian	Pushtu
Finnish	Russian
Hungarian	Serbo-Croat
Korean	Turkish
Kurdish	Vietnamese.
Laotian	

3. The allowance may be increased to £200 (£300 for Arabic) a year (taxable) to officers who acquire a high standard of proficiency in any of the languages in Class 1. Officers who reach a very high standard of proficiency in Chinese and Japanese will be eligible to receive an allowance of £300 a year (taxable).

4. Officers in receipt of an allowance in respect of languages in Class 1 may continue to receive it at half rate for a period of five years after leaving a post at which the allowance was payable. In the event of an officer qualifying for a higher rate of allowance after leaving the post, the continuation allowance may be related to the higher rate. If after a lapse of five years an officer in receipt of such continuation allowance has not returned to a post where the language is the official language, his allowance will be discontinued unless he has requalified in the language.

5. A language allowance of £30 a year (taxable) will be payable to any officer of Branch B of the Foreign Service who is certified by the Civil Service Commission to have passed an examination in, and to possess a competent knowledge, colloquial and otherwise, for ordinary purposes of the language (other than English) of the country in which the officer is currently serving.

6. This allowance may, subject to the same conditions, be increased to £60 a year (£90 in the case of Arabic) (taxable) in respect of the following languages:—

Amharic	Kurdish
Arabic	Laotian
Bulgarian	Modern Greek
Burmese	Persian
Cambodian	Polish
Chinese	Pushtu
Czechoslovakian	Russian
Finnish	Serbo-Croat
Hebrew	Siamese
Hungarian	Turkish
Japanese	Vietnamese.
Korean	

7. Officers in receipt of an allowance in respect of languages referred to in paragraph 6 above may continue to receive it at half rate for a period of five years after leaving a post at which the allowance was payable. If after a lapse of five years, an officer in receipt of such a continuation allowance has not returned to a post where the language is the official language, his allowance will be discontinued unless he has requalified in the language.

8. Officers in Branch B who reach the Branch A standard in the languages referred to in paragraph 2 above will be eligible to receive the appropriate rate of Branch A allowance.

9. An allowance of 10s. 0d. a week (taxable), for full-time use of the language, or 6s. 0d. a week (taxable), for occasional use of the language, will be payable to any officer of Grade C1 of Branch C of the Foreign Service who is certified by the Civil Service Commission to have passed an examination in, and to possess a competent knowledge, colloquial or otherwise, of a language (other than English) of the country in which the officer is currently serving.

10. An allowance of £10 a year (taxable) will be payable to any officer of Branch D of the Foreign Service who is certified by the Head of the post to possess a knowledge, colloquial and otherwise, for ordinary purposes, of the language (other than English) of the country in which the officer is currently serving.

11. This allowance may, subject to the same conditions, be increased to £20 a year (taxable) in respect of the languages referred to in paragraph 6 above.

12. An officer may, at any time, receive only one full allowance under the provisions of this regulation.

Comment:—

(i) Officers in Branch A and Branch B may be allowed tuition fees on a reasonable scale for the study of other languages as well as those mentioned in paragraphs 2 and 6 above except for the study of French in the case of Branch A. The approval of the Secretary of State must be obtained for the course of study proposed before expenditure is incurred under this regulation. Candidates for any allowances payable to Branch C and Branch D officers will normally be required to pay their own tuition fees except in certain cases where a knowledge of the language is certified as essential, when tuition fees may be allowed to Branch C officers for the following languages:—

German	Portuguese
Italian	Spanish

Should an officer of Branch C resign before the end of the tour of duty in respect of which tuition fees have been paid, the Secretary of State may, at his discretion, call upon her to refund the fees in question. Tuition fees can only be claimed once in respect of each language.

(ii) It will be necessary for a Branch A officer to requalify for any language allowance after an absence of five years or more from a country where the allowance is payable and for a Branch B officer to requalify for an allowance in respect of the languages referred to in paragraph 6 above after an absence of more than five years, and for an allowance in any other language after an absence of more than two years from a country where the allowance is payable.

(iii) An allowance is payable only where the language concerned is the official language of the country except in special cases.

(iv) Examinations are held abroad and in London as necessary, not more often than once in six months at the request of officers who wish to compete. No Branch C officer will be allowed to take part in an examination unless the Foreign Office is satisfied that she is required to make use of the knowledge of the language in her official duties.

REGULATION No. 24

OVERTIME AND HOURS OF ATTENDANCE.

1. In the Foreign Office the standard working week is 42 hours including lunch and tea intervals but not including time occupied in travelling to and from the place of work. In certain circumstances certain grades will be compensated by additional payment for additional hours which are required to be worked.

2. There is no standard working week for Foreign Service staff overseas and no overtime is payable.

ANNEX 1

LIST OF PLACES FOR WHICH ADDITIONAL OUTFIT ALLOWANCE FOR SPECIAL CLOTHING IS GRANTED

<i>Hot</i>	<i>Hot</i>
Ahwaz.	Guayaquil.
Aruba.	Haifa.
Asuncion.	Hayti.
Barranquilla.	Honolulu.
Beira.	Houston.
Beirut.	Indonesia.
Brazil (N. of 25° S.).	Iraq.
Burma.	Jedda.
Cambodia.	Khartoum.
China (S. of 35° N.).	Khorramshahr.
Cuba.	Korea.
Curaçao.	Laos.
Dakar.	Lourenço Marques.
Dominican Republic.	Leopoldville.
Duala.	Loanda.
Madagascar.	Taiz.
Manila.	Tel Aviv.
Massawa.	Vietnam.
Monrovia.	
Nepal.	<i>Cold</i>
New Orleans.	Harbin.
Nicaragua.	Helsinki.
Panamanian Republic.	Lulea.
Persian Gulf.	Moscow.
Salvador.	Mukden.
San Juan.	Narvik.
Siam.	Reykjavik.
Singapore.	Tromso.
Somalia.	Urumchi.
	Warsaw.

ANNEX 2

PLACES UNHEALTHY FOR PURPOSES OF LEAVE

Addis Ababa.	Iskenderun.
Ahwaz.	Jedda.
Aruba.	Khartoum.
Asmara.	Khorramshahr.
Asuncion.	Laos.
Barranquilla.	La Paz.
Beira.	Leopoldville.
Brazil (N. of 23° S. and Santos).	Loanda.
Burma.	Manila.
Cambodia.	Mersin.
Canton.	Mogadishu.
Chungking.	Monrovia.
Curaçao.	Nicaragua.
Dakar.	Panamanian Republic.
Dominican Republic.	Persian Gulf.
Duala.	Quito.
Guayaquil.	Resht.
Hankow.	Salvador.
Hayti.	San Juan.
Harar.	Siam.
Honduras.	Singapore.
Indonesia.	Vietnam.
Iraq.	Yemen.

AN ACCOUNT pursuant to the Bank Notes (Scotland) Act, 1845, the Currency and Bank Notes Act, 1928, and the Coinage Act, 1946, of the Amount of Notes authorised by Law to be issued by the several Banks of Issue in Scotland, and the Average Amount of Notes in Circulation, and of Bank of England Notes and Coin held during the Four Weeks ended Saturday, the 7th day of December, 1957.

Name and Title as set forth in Licence	Name of Firm	Approved Offices	Circulation authorised by Certificate	Average Circulation during Four Weeks ended as above			Average Amount of Bank of England Notes and Coin held during Four Weeks ended as above		
				£5 and upwards	Under £5	Total	* Gold and Bank of England Notes	Coin other than Gold Coin	Total
Bank of Scotland	The Governor and Company of the Bank of Scotland	{ Edinburgh Glasgow }	£ 851,198	18,566,344	9,494,259	28,060,603	28,282,845	688,575	28,971,420
Royal Bank of Scotland	Royal Bank of Scotland	{ Edinburgh Glasgow }	216,451	9,570,886	6,972,778	16,543,664	16,939,756	466,565	17,406,321
British Linen Bank	British Linen Bank	{ Edinburgh Glasgow }	438,024	8,859,262	5,089,335	13,948,597	13,968,907	413,382	14,382,289
Commercial Bank of Scotland Limited...	Commercial Bank of Scotland Limited	{ Edinburgh Glasgow }	374,880	14,512,905	6,337,339	20,850,244	21,440,888	668,336	22,109,224
National Bank of Scotland Limited ...	National Bank of Scotland Limited ...	{ Edinburgh Glasgow }	297,024	8,970,306	5,671,732	14,642,038	14,522,555	479,139	15,001,694
Clydesdale and North of Scotland Bank Limited	Clydesdale and North of Scotland Bank Limited	{ Glasgow Aberdeen }	498,773	19,280,669	5,945,886	25,226,555	25,590,749	634,492	26,225,241

I hereby certify that each of the Bankers named in the above Return, who have in Circulation an amount of notes beyond that authorised in their Certificate, have held an amount of Bank of England Notes and Gold and Coin other than Gold Coin not less than that which they are required to hold during the period to which this Return relates.

Dated 18th day of December, 1957.

D. NEISH, Registrar of Bank Returns.

*This column includes Bank of England Notes deposited at the Bank of England which, by virtue of Sec. 9 (1) of the Currency and Bank Notes Act, 1928, are to be treated as gold coin held by the Bank.

A RETURN showing (1) the amounts due to Depositors in Trustee Savings Banks in Great Britain and Northern Ireland and in the Post Office Savings Bank and (2) the Nominal Amount of Government Stock and Bonds held on the Post Office Register:—

	AMOUNT DUE TO DEPOSITORS		
	30th November 1957	31st October 1957	30th November 1956
TRUSTEE SAVINGS BANK :—	£	£	£
(a) Ordinary Departments	824,310,000†	807,640,000†	806,042,000
Accrued Interest	559,000†	18,264,000†	548,000
(b) Special Investment Departments	316,594,000	305,173,000	284,074,000*
Accrued Interest	332,000	10,033,000	279,000
TOTAL £	1,141,795,000†	1,141,110,000†	1,090,943,000*
POST OFFICE SAVINGS BANK	1,657,525,000	1,667,047,000	1,661,701,000
Accrued Interest	37,413,000	34,050,000	37,521,000
TOTAL £	1,694,938,000	1,701,097,000	1,699,222,000
GROSS TOTAL £	2,836,733,000†	2,842,207,000†	2,790,165,000*

The Accrued Interest shown above is the estimated amount to date, not credited to depositors' accounts. In the Trustee Savings Banks Interest is generally credited yearly on the 20th November; in the Post Office Savings Bank it is credited yearly on the 31st December.

	NOMINAL AMOUNT OF STOCK AND BONDS HELD		
	£	£	£
POST OFFICE REGISTER :—			
(a) Trustee Savings Banks Section :—			
Held for Depositors	138,738,000	138,794,000	135,879,000
Held for Special Investment Departments ...	27,129,000	27,164,000	25,787,000
(b) Post Office Section :—			
Held for the Public	770,056,000	780,149,000	802,069,000
Held for the National Debt Commissioners	7,324,000	7,319,000	7,579,000
TOTAL £	943,247,000	953,426,000	971,314,000

National Debt Office † Including one department of the Birmingham Municipal Bank.
18th December, 1957. * Adjusted figures.

G. D. KIRWAN,
Comptroller General.

Ministry of Labour and National Service,
H.M. Factory Inspectorate,

8 St. James's Square, London, S.W.1.
10th December, 1957.

THE Chief Inspector of Factories has appointed Dr. G. M. Stirling to be Appointed Factory Doctor under the Factories Acts, 1937, and 1948 for the Cowdenbeath District of the County of Fife.

B. W. A. CRUTCHLOW,
H.M. Deputy Chief Inspector of Factories.

EXEMPTIONS FROM KEY INDUSTRY DUTY

THE Treasury have made an Order under section 10 (5) of the Finance Act, 1926, exempting the following articles from Key Industry duty for the period beginning December 23, 1957 and ending February 18, 1958:—

Goods containing dutiable parts or ingredients, the following:—

Metallic residues and wastes, fit only for the recovery of metal or for use in the manufacture of metallic compounds.

Optical glass in the form of sheets or slabs, containing not less than 50 per cent. by weight and not more than 70 per cent. by weight of the oxides of lanthanum, tantalum,

and thorium, and containing not more than 10 per cent. by weight of silicon dioxide.

Synthetic organic chemicals, analytical reagents, other fine chemicals and chemicals manufactured by fermentation processes, the following:—

monoAminoacetic acid

p-Cresol

Decane-1: 10-diol

Magnesium carbonate in the form of 4 ounce blocks measuring approximately 4 inches by 4 inches by 2 inches.

Methylionone containing not less than 60 per cent. and not more than 80 per cent. by weight of a-isomethylionone.

Methyl m-toluate (a methyl ester).

Sodium xanthate.

This Order is the Safeguarding of Industries (Exemption) (No. 12) Order, 1957. Copies of the Order may be obtained (price 2d. net, by post 4d.) from H.M. Stationery Office, Kingsway, London, W.C.2, and branches, or through any bookseller.

Board of Trade,
Horse Guards Avenue, London, S.W.1.

December, 19, 1957.

STATEMENT showing the QUANTITIES SOLD and AVERAGE PRICES OF BRITISH CORN per cwt. of 112 Imperial pounds computed from the returns received by the Department of Agriculture for Scotland in the week ended 21st December, 1957, pursuant to the Corn Returns Act, 1882, the Corn Sales Act, 1921, the Agriculture (Miscellaneous Provisions) Act, 1943 and the Agriculture (Miscellaneous Provisions) Act, 1954.

BRITISH CORN	Quantity Sold	Average Price per cwt.
	cwt.	s. d
WHEAT	9,315	21 4
BARLEY	47,212	20 5
OATS	86,287	22 2

NOTE.—The above statement is based on returns received from 23 prescribed towns in Scotland in the week ended 21st December, 1957. The prices represent the average for all sales returned at these towns and include transactions between growers and merchants and transactions between merchants, during the week ended 14th December, 1957.

J. JOHNSTON.

Department of Agriculture for Scotland,
Old Corn Exchange, Grassmarket,
Edinburgh, 1.

TOWN AND COUNTRY PLANNING (SCOTLAND)
ACT 1947

THURSO TOWN COUNCIL
BURGH OF THURSO—DEVELOPMENT PLAN

NOTICE is Hereby Given that the above Development Plan was, on the eleventh day of December, 1957, submitted to the Secretary of State for approval.

The Development Plan relates to land situate within the Burgh of Thurso as extended with effect from 16th May, 1958.

A certified copy of the Development Plan, as submitted for approval has been deposited for inspection by the public at the Town Clerk's Office, 29 Traill Street, Thurso.

The certified copy of the Development Plan so deposited is available for inspection by the public free of charge, at the place mentioned above between the hours of 10 a.m. and 1 p.m. and 2 p.m. and 5 p.m. from Mondays to Friday, both inclusive, and between 10 a.m. and 1 p.m. on Saturdays.

Any objection or representation with reference to the Development Plan must be made in writing to the Secretary of State before the 28th day of February, 1958. The objection or representation must state the grounds on which it is made, and should be addressed to the Secretary, Department of Health for Scotland, St. Andrew's House, Edinburgh, 1. Any person making such an objection or representation may, by sending to the Town Clerk, Town Clerk's Office, Thurso, a request in writing, specifying therein an address for service, require the Town Clerk to serve him with a Notice of the eventual approval of the Development Plan.

Dated the twentieth day of December, 1957.

GILBERT L. ROBERTSON, Town Clerk.

Town Clerk's Office, Thurso.

COUNTY COUNCIL OF THE STEWARTRY OF
KIRKCUDBRIGHT

LOCAL GOVERNMENT (SCOTLAND) ACT, 1947

NOTICE is Hereby Given in accordance with the terms of Section 147 (5) of the Local Government (Scotland) Act, 1947, that the County Council of the Stewartry of Kirkcudbright have resolved to alter, by extending, the boundaries of the Stewartry Central Special Scavenging District so as to include therein a portion of the Parish of New Abbey including properties at Shambellie House, New Abbey.

The full terms of the resolution and maps showing the boundaries of the altered Special District may be inspected in my office between the hours of 9 a.m. and 5 p.m. on Mondays to Fridays, and 9 a.m. to 12.30 p.m. on Saturdays, from 24th December, 1957, to 18th January, 1958.

ROBT. C. MONTEATH, County Clerk.

County Offices, Kirkcudbright.

20th December, 1957.

THE CLYDEBANK INVESTMENT COMPANY
LIMITED

A PETITION has been presented by the above-named Company which is incorporated under the Companies Acts 1862 to 1900 and has its Registered Office at 104 West George Street, Glasgow, to the Sheriff Court of Lanarkshire at Glasgow setting forth that the Capital is in excess of the wants of the Company and Craving the Court to confirm the Reduction of Capital to £3,500 divided into 700 Ordinary Shares of £5 each of which 610 Ordinary Shares are issued and 90 are unissued, in which Petition, Sheriff Substitute Allan G. Walker has of date 17th December 1957 pronounced an Interlocutor ordering intimation of the Petition and advertisement, as therein provided, and allowing any persons interested to lodge answers within eight days after such Intimation or advertisement; of all which Intimation is hereby given.

DONALD BINNIE & Co.,

Solicitors for the Petitioner.

190 West George Street, Glasgow, C.2.

20th December, 1957.

The Companies Act, 1948
Members' Voluntary Winding Up
Notice of Appointment of Liquidator
Pursuant to Section 305

Name of Company—William Dickson (Chemists) Limited.
Nature of Business—Chemists.

Address of Registered Office—7 Royal Bank Place, Glasgow, C.1.

Liquidators Names and Addresses—Mrs Mary Jessie Dickson. Douglas Alexander Dickson.

Date of Appointment—19th December, 1957.

By Whom Appointed—By Directors and Members.

Dated this Nineteenth day of December, 1957.

M. J. DICKSON

D. A. DICKSON
Liquidators.

The Companies Act 1948
Company Limited by Shares
NAIRN & SPEIRS LIMITED
Creditors' Voluntary Winding Up

AT an Extraordinary General Meeting of the above Company, duly convened and held at the Masonic Hall, Duns, Berwickshire, on the 18th December, 1957, the undernoted Resolution was passed as an Extraordinary Resolution:—

"That it has been proved to the satisfaction of this meeting that the Company cannot by reason of its liabilities continue its business and that it is advisable to wind up the same and accordingly that the Company be wound up voluntarily."

It was further resolved that Angus MacBeath, C.A., 5 Coates Crescent, Edinburgh, 3, be, and is hereby nominated, Liquidator of the Company for the purpose of winding up.

At a meeting of Creditors of the Company duly convened and held at the Masonic Hall, Duns, Berwickshire, on the 18th December 1957, the appointment of the said Angus MacBeath, C.A., 5 Coates Crescent, Edinburgh, 3, as Liquidator of the Company was confirmed.

Dated this twentieth day of December 1957.

ANGUS MACBEATH, Liquidator.

The Companies Act, 1948
Notice of Appointment of Liquidator
pursuant to Section 305
Creditors' Voluntary Winding Up

Name of Company—Nairn & Speirs Limited.
Nature of Business—Building Contractors.

Address of Registered Office—20 South Street, Duns, Berwickshire.

Liquidator's Name and Address—Angus MacBeath, C.A., 5 Coates Crescent, Edinburgh, 3.

Date of Appointment—18th December, 1957.

By Whom Appointed—Members confirmed by Creditors.

ANGUS MACBEATH, Liquidator.

20th December, 1957.

**THE NATIONAL TAILORING & CLOTHING
GUILD (GLASGOW) LIMITED**

AT an Extraordinary General Meeting of the above-named Company, duly convened and held at 17 Cochrane Street, Glasgow, C.I. on 17th December, 1957, the following Special Resolution was duly passed, namely:—

"That the Company be wound up voluntarily and that William Scott Cochrane, Solicitor, 29 St. Vincent Place, Glasgow be and he is hereby appointed Liquidator for the purposes of such winding up."

R. H. IRVING, Chairman.

23rd December, 1957.

**THE NATIONAL TAILORING & CLOTHING
GUILD (GLASGOW) LIMITED**

In Members' Voluntary Liquidation

I, WILLIAM SCOTT COCHRAN, Solicitor, 29 St. Vincent Place, Glasgow, C.I., hereby give notice that I have been appointed Liquidator of the above Company by Special Resolution of the Company dated 17th December, 1957.

W. SCOTT COCHRAN, Liquidator.

23rd December, 1957.

THE SHOTTS IRON COMPANY LIMITED
(In Members Voluntary Liquidation)

NOTICE is Hereby Given that, in pursuance of Section 290 of the Companies Act 1948, a General Meeting of the Members of this Company will be held within the office of Messrs. Carter, Greig & Coy., Chartered Accountants, 5 St. Andrew Square, Edinburgh, 2, on Friday the 31st day of January 1958 at 3 p.m. for the purpose of having an account laid before them showing the manner in which the winding up of the Company has been conducted and the property of the Company disposed of and of hearing any explanation which may be given by the Liquidators.

JOHN BILSLAND, Liquidator.

GEORGE W. FRASER, Liquidator.

5 St. Andrew Square, Edinburgh, 2.

20th December, 1957.

BROWNIESIDE COAL CO. LIMITED
(In (Members') Voluntary Liquidation)

NOTICE is hereby given pursuant to Sections 279 and 305 of the Companies Act 1948 that at a Meeting of Members of BROWNIESIDE COAL CO. LIMITED held at 24 St. Vincent Place, Glasgow, C.I. on 18th December 1957 it was resolved:—

"(a) that the Company be wound up voluntarily.

(b) that Mr W. S. Jarvie, C.A., 24 St. Vincent Place, Glasgow, C.I. be appointed liquidator."

J. W. JARVIE & Co.,

24 St. Vincent Place, Glasgow.

NAIRN & SPEIRS LIMITED
(In Creditors' Voluntary Liquidation)

NOTICE is hereby given that the Creditors of the above-named Company are required to send their names and addresses with particulars of their debts or claims and relative Affidavits and Claims to 5 Coates Crescent, Edinburgh, 3, on or before the twelfth day of February 1958, being the date fixed for that purpose by the Liquidator of the Company.

Dated this twentieth day of December, 1957.

ANGUS MACBEATH, Liquidator.

THE UDDINGSTON HALLS COMPANY LIMITED
(In Liquidation)

Members' Voluntary Winding Up

I, DAVID MILLER YOUNG, Chartered Accountant, 228 Clyde Street, Glasgow, hereby give notice that I have been appointed Liquidator of THE UDDINGSTON HALLS COMPANY LIMITED by Special Resolution of the Company passed on the Eleventh day of December, 1957.

DAVID M. YOUNG, Liquidator.

228 Clyde Street, Glasgow, C.I.

23rd December, 1957.

THE UDDINGSTON HALLS COMPANY LIMITED
(In Liquidation)

Members' Voluntary Winding Up

AT an Extraordinary General Meeting of the UDDINGSTON HALLS COMPANY LIMITED held within the Registered Office at 228 Clyde Street, Glasgow, on the Eleventh day of December, 1957 the following resolution was duly passed as a Special Resolution, viz.:—

"That The Uddingston Halls Company Limited be wound up voluntarily and that David Miller Young, Chartered Accountant, 228 Clyde Street, Glasgow, be and is hereby appointed the Liquidator for the purposes of such winding up."

DAVID M. YOUNG, Liquidator.

228 Clyde Street, Glasgow, C.I.

23rd December, 1957.

To the creditors and other persons interested in the succession of the deceased DUNCAN FERGUSON GARDNER, who resided at 29 Snowdon Place, Stirling.

WILLIAM SHUTTLETON GIBBON, C.A., 20 Barnton Street, Stirling, judicial factor upon the estate of the said deceased DUNCAN FERGUSON GARDNER, hereby intimates that he has prepared and lodged in Court a state of funds and scheme of division of the said estate, to be considered and approved of by the Court, of which all concerned are hereby required to take notice.

FAIRBAIRN & THOMSON,

25 Melville Street, Edinburgh.

Solicitors for Judicial Factor.

23rd December, 1957.

CANTEENS LIMITED

NOTICE is hereby given pursuant to Section 293 of the Companies Act, 1948, that a meeting of the Creditors of the above Company will be held within room No. 4 Religious Institution Rooms, 200 Buchanan Street, Glasgow, C.I. on Friday 27th day of December, 1957, at 12 noon, for the purposes specified under Sections 293-295 of that act.

An Extraordinary Meeting of the Shareholders of the Company will be held at the above premises on the same day at 11.45 a.m.

Dated this 16th day of December, 1957.

By Order of the Board,

J. R. FREW, Director.

Registered Office—

21 Cochrane Street, Glasgow, C.I.

THE Estates of DAVID LOW FLEMING BELLAMY, lately carrying on business under the name of BELLAMY & CAMERON, Building Contractors, 62 Strathern Road, West Ferry, Dundee, and thereafter residing at and carrying on business at 43 Strathern Road there, were Sequestered on 20th December 1957 by the Sheriff of Perth and Angus at Dundee.

The first Deliverance is dated the 12th day of December, 1957.

The Meeting to elect the Trustee and Commissioners is to be held at 10 o'clock forenoon on Tuesday the 31st day of December 1957 within the Royal Hotel, 5 Union Street in Dundee.

A composition may be offered at this Meeting; and to entitled Creditors to the first Dividend their Oaths and grounds of debt must be lodged on or before the 20th day of April 1958.

All future advertisements relating to this Sequestration will be published in the *Edinburgh Gazette* alone.

CHARLES F. M. GRAHAM, Solicitor,

27 Bank Street, Dundee.

Agent.

20th December, 1957.

Sequestration of WILLIAM JAMES HARRIS

THE Trustee hereby intimates that an account of his Intromissions with the funds of the Estate, brought down to 7th December, 1957, has been made up by him and examined and audited by the Commissioners who have postponed the declaration of a dividend until the recurrence of another statutory period.

WILLIAM FORSTER SIMPSON,

Chartered Accountant, Trustee.

Dundee, 21st December, 1957.

A PETITION having been presented to the Sheriff of Stirling, Dumbarton and Clackmannan at Dumbarton, at the instance of JOHN BEATTIE & SON, Slaters and Plasterers, 47 Church Street, Dumbarton for the sequestration of the estates of WILLIAM BLAIR, Senior, 36 Dumbuck Crescent, Dumbarton the Sheriff Substitute of this date granted Warrant for citing the said William Blair, senior, to appear within the Sheriff Court House, County Buildings, Dumbarton on the Seventh day of January 1958, at 11 a.m. to show cause why sequestration of his estates should not be awarded; of all which intimation is hereby given.

GEORGE D. SNOWDEN,
Agent for Petitioners.

53 High Street, Dumbarton.
20th December, 1957.

A PETITION having been presented to the Sheriff of Aberdeen, Kincardine and Banff at Aberdeen, at the instance of The Commercial Bank of Scotland Limited, having their Head Office at Fourteen George Street, Edinburgh, for Sequestration of the Estates of Miss ETHEL ELIZABETH BENZIE, Farmer, Toll of Daies, Oyne, in the County of Aberdeen the Sheriff Substitute of this date granted warrant for citing the said Miss Ethel Elizabeth Benzie to appear in Court on the third day of January, 1958 at 10.30 a.m. to show cause why Sequestration of her Estates should not be awarded; of all which Intimation is hereby given.

W. BALFOUR ROBB, Advocate,
16 Bridge Street, Aberdeen.
Petitioners' Agent.

20th December, 1957.

Sequestration of McPHILLIPS & MARTIN, carrying on business as Restaurateurs at 14 King's Road, Portobello, and Miss MARGARET MARY McPHILLIPS residing at 16 King's Road, Portobello and JAMES MARTIN, residing at 43 Nantwich Drive, Edinburgh, the individual partners thereof as such partners and as individuals.

ALEXANDER STEEDMAN WHITE, Chartered Accountant, 50 Frederick Street, Edinburgh, has been elected Trustee on the Estate. The Examination of the Bankrupt will take place within the Sheriff Court House, Edinburgh, on Tuesday, 31st December, 1957 at two o'clock afternoon. The Creditors will meet within the Chambers of Messrs. Romanes & Munro, C.A., 50 Frederick Street, Edinburgh, on Friday, 10th January, 1958 at eleven o'clock forenoon.

ALEX. S. WHITE, C.A. Trustee.
Edinburgh, 23rd December, 1957.

Sequestration of EDWARD W. BRANNAN, Butcher, 113 Lauriston Place, Edinburgh.

ANGUS MACBEATH, Chartered Accountant, has been elected Trustee on the estate. The examination of the Bankrupt will take place in the Sheriff Court House, Edinburgh, on Tuesday, 7th January, 1958 at 2 p.m. Creditors will meet in No. 5 Coates Crescent, Edinburgh, on Tuesday, 21st January, 1958, at 11 a.m.

ANGUS MACBEATH, C.A.
5 Coates Crescent, Edinburgh, 3.
21st December, 1957.

ANDREW McEWEN COCHRAN'S Sequestration.

AN action has been raised in the Sheriff Court of Lanarkshire at Glasgow at the instance of MAURICE CRICHTON, Chartered Accountant of 8 Gordon Street, Glasgow, Trustee on the sequestrated estates of ANDREW McEWEN COCHRAN residing at 20 Belmont Crescent, Glasgow, Pursuer against the said Andrew McEwen Cochran, Defender in which action the pursuer craves the Court to find and declare that the defender is earning a salary in excess of what is required as a suitable alimentary provision to him in his circumstances, to fix the amount of such excess and to ordain the said sum to be paid monthly in arrear by the defender to the pursuer as Trustee foresaid to be applied by the pursuer in terms of the Bankruptcy (Scotland) Act 1913 and that until the further orders of the Court: and to find the pursuer entitled to the expenses of the application out of the funds of the said sequestrated estates and to find any person opposing the application liable in expenses; and in which action Mr Sheriff Substitute Henry Ward Pirie has pronounced the following interlocutor:—

"Glasgow, 21st December, 1957. The Sheriff Substitute having considered the foregoing Petition, Directs "intimation of the import thereof and of this deliverance

"to be published forthwith in the *Edinburgh Gazette*: "Appoints a copy of said Petition and of this deliverance "to be served on the defender Andrew McEwen Cochran, "and Ordains him, if he intends to shew cause why the "prayer of the Petition should not be granted to appear "and be heard thereon before the Sheriff Substitute (Mr "Norman M. L. Walker), within his Chambers, Room "No. 18 County Buildings, 40 Wilson Street, Glasgow, on "Tuesday, the Seventh day of January 1958 at Ten o'clock "forenoon, under certification."

"H. W. PIRIE."

Of all which intimation is hereby given.

J. CORBETT DEWAR, Solicitor,
41 West George Street, Glasgow, C.2.
Agent for the said Maurice Crichton, C.A.

THE BANKRUPTCY ACTS, 1914 AND 1926

FROM THE LONDON GAZETTE

RECEIVING ORDERS

Joseph Cohen, 5 Edilom Road, Crumpsall, Manchester, 8, in the county of Lancaster, clothing manufacturer.

Daniel Benny Craigie (known as Danny Craig), of 13 Upper Berkeley Street, W.1. in the county of London, musician, and lately residing at 221 Eversholt Street, N.W.1, at 9 Upper Park Road, N.1, at 80 Porchester Terrace, W.2, at Top Flight, 5, Westbourne Terrace, W.2, and at 86a Holland Park, W.11, all in the county of London.

John Clement D'Agincourt, trading as Da Costa and Partners, whose residential and present business addresses are unknown and lately carrying on business at 83 George Street, Portman Square, London, W.1., auctioneer and estate agent.

Clarence Leslie Southern, residing at 24 Littleworth Street, Evesham, in the county of Worcester, and carrying on business at Springhill Lodges Post Office, Moreton, in Marsh, in the county of Gloucester, shopkeeper and sub postmaster.

Universal Blind Company (sued as a firm), Theodore Road, London, S.E.13, blind manufacturers.

Ivy Timothy, (married woman), residing at 14 Providence Street, Elland, in the county of York, and Hazel Moles (married woman), residing at 9 Claremont Street, Elland aforesaid, lately trading and carrying on business in co-partnership under the name or style of Timothy & Moles, at 8 Elland Lane, Elland aforesaid, general dealers.

James William Heydon, of 90 Chapel Hill, Huddersfield, in the county of York, and lately residing and carrying on business at The Two Dutchmen Inn, Town Gate, Marsden, in the said county, as a publican.

Norman Alfred Wray, of 26 Morpeth Street, in the city and county of Kingston upon Hull, progress chaser.

Louis Phillips, of New Era Company, Mount Felix, Walton-on-Thames, Surrey, import and export merchant.

S. J. Sheppard, (male), Sparrow Lodge, North Kilworth in the county of Leicester, formerly of 3 Long Row, Newton Harcourt in the county of Leicester, farm worker.

Terence O. Bytheway, 182 Tunnel Road, Liverpool, 7, and of Windsor Stores, 196 Windsor Street, Liverpool, 8, in the county of Lancaster, tobacco dealer.

John R. Spence, 5 Higher Hillgate, Stockport, Cheshire, and formerly of 941 Stockport Road, Levenshulme in the city of Manchester, occupation unknown.

S. J. Phillips, (male), Brashfield Road, Bicester in the county of Oxford, master builder.

Ronald Ralph Falla, of Hazeldene, Hoads Hill, Wickham, lately residing and carrying on business at 12 Fratton Road, Portsmouth, and formerly carrying on business at 175 Albert Road, Southsea, all in the county of Hants, as a butcher.

Alexander Thomas Strayter, residing at 1 Clovelly Street, Newtown, Rochdale and lately residing at 18 Fenton Street, Rochdale, in the county of Lancaster, handyman.

ORDERS ANNULING, REVOKING, OR RESCINDING ORDER.

A. E. Morgan, (male), of Bristol Pike and Elwood Avenue, Andalusia, Pennsylvania, U.S.A., builder, described in the Receiving Order as late of "Durstun," 23 St. James's Road, Sutton, Surrey, whose present whereabouts the Petitioning Creditors are unable to ascertain, a domiciled Englishman.

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