

OFFICE COPY



**STAFF
HANDBOOK**



THE POST OFFICE STAFF HANDBOOK

Manipulative Grades

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STAFF HANDBOOK
(Manipulative Grades)

Record of Amendments

(a) The lists below give details of all current corrections distributed on or before the 1.9.66.

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6/2	*14/3	*29/3	32A/2	*36/2
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*8/2	*24/5	31/2	*34/4	*38/2
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TABLE OF CORRECTIONS ISSUED LATER THAN SHEET 1A OVERLEAF

Details of new or revised sheets (including manuscript amendment sheets) issued after publication of this edition of sheet 1A should be entered in columns 1-3 when corrections are carried into this book.

New or revised sheets (including manuscript amendment sheets)		Initials of amending officer and date*	Initials of checking officer and date†
Sheet No.	Month and No. of issue		
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30	3 Nov 66	lol 2/5/67	
23	1 Jan 67	lol 2/5/67	
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22/2 23/2	JUNE 68		
24/6			
36/3 37/3 38/3	JULY 68		
39/3			

* Note for authorised holders of HPM A: Where, in accordance with HPM A II 6, files of sheets 1A are held for control purposes, columns 1-2, as appropriate, should be attended to when amendments are received from the Supplies Department: the entry in column 3 should be inserted when distribution is made to reception points.

† This column is for use in respect of office held copies only. The checking officer should draw a line under the last entry checked and against that entry insert (in column 4) his initials and the date.

A. INTRODUCTION TO THE POST OFFICE STAFF HANDBOOK

1. When an individual comes into the Post Office he takes on, as he would in any other organisation, certain conditions of service. Some of these conditions concern things like pay and working hours, others consist of duties and obligations, some of which arise out of his particular job and others from the fact that he has become a Civil Servant.

Personnel Rules Div. 3.

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2. The conditions of service (apart from the technical details associated with particular duties) are given more fully in **Rg. 17 and Rg. 40**. These Rules are available to anybody who wishes to consult them, and supervising officers and staff representatives will be able to advise individuals about them. But the rules are far too large for everybody to have a personal copy and much of them consists of detailed information which may well never apply to a given individual.

Personnel Rules Div. 3.
3. This Staff Handbook is a shortened version of **Rg. 17 and Rg. 40**, and designed to provide a guide to them and a summary of them. In addition it reproduces quite a large number of rules which it is particularly important for every individual to know about.

4. ★The Staff Handbook is supplied on an individual basis to the majority of the staff and is intended to be the officer's personal copy; but for other staff (grades which normally work at desks) copies are made available in the office for their easy reference. All officers, whether or not they receive personal copies, should acquaint themselves with the rules applicable to their grade. Ignorance of a rule cannot be accepted as a reason for breaking it.★

5. An officer must keep his Staff Handbook in good condition, and enter amendments without delay. He may take the book home and keep it there, but he must be prepared to produce it at the office for inspection if he is asked

to do so and he should surrender it when he leaves the Service.

6. Officers are reminded that there are two other sources of information about the duties and conditions of service which may affect them and which they should know about.

7. The first source is the instructions about particular duties, which are generally issued in the form of rule books. Officers should see that they possess those books which they should have; an officer in doubt should ask his immediate supervising officer.

8. The second source is the Post Office Circular. This comes out every week (there are also occasionally supplementary issues), and gives, among other things, details about changes in Post Office services and regulations on which action has to be taken. Officers are recommended to read the Post Office Circular as soon as possible, and when they are located at a distance from their office they should ask to see the copy held by the local Postmaster or Exchange Supervisor.

9. Definition of Terms used in this Handbook.

9.1 The title "Local Manager" is used to indicate a Head Postmaster, Telephone Manager or Head of Department, the deputies of these officers, and other higher ranking officers who act for them in the exercise of their delegated powers. Where reference to the local manager himself is intended, this is indicated in the text by the term "Local Manager personally".

9.2 The term "Supervising Officer" covers the generality of supervising officers, whether or not they exercise the local manager's delegated powers.

10. **Tradesmen.** The rules in this Handbook hold good for Tradesmen only in so far as they do not conflict with existing trade agreements.

B. PERSONAL DECLARATION

1. The Post Office exists in order to provide services for the public. Most of these services are connected with personal communications—posts, telegraphs and telephones ; others provide means for transmitting, banking, and saving money.
2. Speed of action, honesty and discretion, are excellent and necessary virtues anywhere ; but in a Service which is concerned with handling other people's communications and money, they are perhaps the three that are the most essential of all.
3. The Personal Declaration (P 13) is used to remind everyone entering the Post Office of its duty to ensure that all communications and items entrusted to it reach the people for whom they are intended promptly and safely, and that the information in them reaches no one not entitled to it. The Personal Declaration also brings to the new entrant's notice extracts from the Acts of Parliament which lay upon the Post Office its essential duties.
4. The Personal Declaration, which each officer of the Post Office is required to sign, is reproduced below.

5. Personal Declaration

To be made by all Persons on entering employment in the Post Office

DUTY OF THE POST OFFICE

The first duty of the Post Office is to ensure that letters, parcels, telegrams, telephone messages and all other communications or items entrusted to it reach the people for whom they are intended promptly and safely, and that the information in them reaches no one not entitled to it.

To help the Post Office and its staff to render this essential service to the community, the Law makes certain provisions of which the more important are stated overleaf. It is important for you to know and understand those provisions, not only for your own sake as a Post Office servant, but also in order that you should not, through any fault or omission on your part, enable or tempt

others to break them. For this reason you should read carefully this statement and the one overleaf and then sign your name to the declaration below.

I have read and fully understand the statements above and overleaf and have received a copy to retain.

Signature

.....19.....

In the presence of :

Signature

Rank

Note.—The person signing this form should sign with his ordinary signature in the presence of a Supervising Officer. The Sub-Postmaster should witness the signature of persons employed at a Scale Payment Sub-Office.

SAFETY OF POSTAL PACKETS

Under the Post Office Act, 1953, it is an offence for a Post Office servant to **STEAL**, **SECRETE** or **DESTROY** a letter, parcel or any other postal packet in course of transmission by post, and the Act provides heavy penalties, including terms of imprisonment, for such offences.

Under the same Act it is an offence for a Post Office servant to **OPEN** or **DELAY** (without proper authority) a letter, parcel or any other postal packet in course of transmission by post, and the Act provides penalties of fine or imprisonment for such offences.

CARELESSNESS, **NEGLIGENCE** or other misconduct which endangers the safety of a mailbag or postal packet is likewise an offence punishable under the Act.

TELEGRAMS, TELEPHONE MESSAGES

The Telegraph Act, 1863, renders liable to a penalty any person in the service of the Post Office who by any wilful or negligent act prevents or delays the delivery of any telegram.

It is an offence under the Telegraph Act, 1868, for a Post Office servant to disclose, make known, or intercept, contrary to his duties, the contents or any part of the contents of any telegraphic or telephone message. A person convicted of the offence is liable to a sentence of imprisonment.

SECRECY

Under the Official Secrets Acts, 1911 and 1920, it is an offence, among other things, for any person to disclose, otherwise than to an authorised person or in the course of his duty, any matter or information which he has obtained or to which he has access owing to his official position. This covers disclosure in any form, whether oral or in writing, or by publication in the Press or in book form, and applies to all persons employed in the service of the Crown, not only during the period of service but also after that employment has ceased.

A member of the Post Office is in a somewhat special position as a Civil Servant. The Post Office is actually engaged in running public services and its servants come into contact with members of the public far more than most other Civil Servants; their service is confined to the public direct not at one or two stages removed. A Post Office servant thus has a unique opportunity—both as an individual and as a member of a team—in making a positive contribution to the Government's work in maintaining its day-to-day services. Experience shows how much better such services it is to be given and efficiently given—and how much more greatly it is appreciated by the public who receive it. Moreover, it is worth remembering that the efficiency of the Post Office services depends in large measure on the goodwill and co-operation of the public who use them.

It is necessary to treat members of the public with a certain courtesy and prompt attention and to adopt a friendly and helpful manner in all dealings with them. For this reason it is important that an officer employed in the

C. THE CIVIL SERVANT

1. A member of the Post Office is a Civil Servant. A Civil Servant is employed to do the work of the State and so to serve the public. There is a tradition and standard of behaviour, which belongs generally to the Civil Service and not to any one Department, or to any grade or class in it.

2. The Civil Servant must be fair and completely impartial as between one member of the public and another. The Civil Service in this country has won respect for its impartiality and its incorruptibility. This respect the Civil Servant holds in trust and it is his privilege to maintain it.

3. The interests of the private citizen are affected to a great extent by the actions of Civil Servants. It is the more necessary that the Civil Servant should bear constantly in mind that the citizen has a right to expect, not only that his affairs will be dealt with effectively and expeditiously, but also that his personal feelings, no less than his rights as an individual, will be sympathetically and fairly considered.

4. A member of the Post Office is in a somewhat special position as a Civil Servant. The Post Office is actually engaged in running public services and its servants come into contact with members of the public far more than most other Civil Servants ; their service is rendered to the public direct, not at one or two stages removed. A Post Office servant thus has a unique opportunity—both as an individual and as a member of a team—of making a positive contribution to the Department's work in maintaining its day-to-day services. Experience shows how much better such service is if it is smartly and cheerfully given—and how much more greatly it is appreciated by the public who receive it. Moreover, it is worth remembering that the efficiency of the Post Office services depends in large measure on the goodwill and co-operation of the people who use them.

5. It is necessary to treat members of the public with unflinching courtesy and prompt attention, and to adopt a business-like and helpful manner in all dealings with them. For this reason it is important that an officer employed in the

public part of Post Offices, or required to visit members of the public, should be smart in appearance. It is particularly important that officers coming into close contact with members of the public, for example, an Engineering officer working in a subscriber's home or a Postman on delivery, should behave in such a manner as to maintain the credit of the public service.

6. It is also important that officers engaged on counter or telephone duties should not discuss private or official matters unconnected with their duty or engage in any private occupation while on duty, for example, reading and needlework, which will not only detract from the performance of their duties but will also make a bad impression on the public.

7. It is worth bearing in mind that what may appear polite when spoken face to face may seem rude over the telephone, or when written in a letter. Also a person who is seeking help or advice may know nothing about Post Office procedure. Officers must therefore be tactful and patient.

8. An officer is forbidden to borrow money from a member of the public with whom his official duties bring him into contact, and to lend money to persons drawing pensions or allowances on the security of their pension or other books.

9. Gratuities

9.1 Officers must not solicit or accept gratuities from members of the public in any circumstances. Any instance in which a gratuity is offered must be reported to a supervising officer.

9.2 As an exception to what is contained in 9.1, Postmen are allowed by a long-standing tradition to receive Christmas Boxes and New Year Gifts ; but they must not in any circumstances solicit them (see Reg. 171).

9.3 The corrupt solicitation or acceptance of a gratuity from a member of the public is not only a contravention of these rules but an infringement of the Prevention of Corruption Acts, 1906 and 1916, and an offender is liable to prosecution and dismissal from the Post Office Service.

10. Application for Subscriptions, etc. It is strictly forbidden to apply to the public for subscriptions or donations for individual members of the Service, for institutions managed by Post Office servants, or for the purpose of forming such institutions, unless specially authorised.

11. Use of Official Information or Position for private purposes. An officer must not make use of his official position to further his private interests or act in any way which might give rise to the suspicion that he has made use for private purposes of information available to him in his official capacity.

12. Need to safeguard Information which has been obtained officially

12.1 An officer must not make direct or indirect use of, or disclose except upon proper authority, any document or information which has come to his knowledge by reason of his employment in the Post Office. Such unauthorised disclosure renders the offender liable to prosecution.

12.2 No officer is allowed to give any information respecting postal packets passing through the post except to the persons to whom such packets are addressed ; or to make known information that may come to him officially with regard to the character, standing, or responsibility of individuals or firms, or the private affairs of any person. He is equally forbidden to disclose or in any way make known to any person other than the sender or the addressee, or the authorised representative of the sender or the addressee, the contents, or any part of the contents, of any telegram or telephone message.

12.3 Any request by the police or any other authority, or by a private person, for confidential information, or any enquiry about a matter connected with the duties of a Post Office servant or concerning the address of a person who resides, or has resided, in the neighbourhood should be referred to the Local Manager.

12.4 Officers may not, without permission, make an official document or letter from the public, or any other document which may come into their hands officially, the subject of legal proceedings.

13. Postmen are permitted to assist in the compilation of street directories subject to the provisions stated in Rg. 17 II.

14. Communication of Information to Newspapers, etc.

14.1 An officer must not make public in the newspaper press or otherwise any official communication which he may receive or information which may come into his possession, unless directed under proper authority to do so. This prohibition is directed against the unauthorised disclosure not only of matters still under discussion, but also of matters finally decided ; and any breach of official confidence will be regarded as a most grave offence.

14.2 An officer is prohibited from corresponding with newspapers on official matters.

14.3 An officer must not write to, or interview, members of the public regarding official matters without the permission or instructions of his superior officer.

14.4 An officer must not publish any book, magazine or newspaper article, or give a broadcast or television talk, involving the use of official information and/or experience without first obtaining permission from his Local Manager. He should submit in advance the script, if any, of a broadcast or television talk to his Local Manager who will forward it through the RD to the PRD for approval.

15. Irregular use of Official Stationery

15.1 The use of official, or semi-official stationery for private purposes is strictly forbidden.

15.2 In any private correspondence with business firms the use of an official address is strictly prohibited.

15.3 An official form must not be used in any circumstances to obtain a receipt for privately incurred expenditure even though it may be recoverable in whole or in part from the Department, e.g. subsistence, travelling and removal expenses.

16. Use of the Term "Post Office". The term "Post Office", or any other term suggesting direct connection with the Post Office should not be used as part of the name of a

Society or Association of Post Office Servants, unless permission has first been obtained.

17. Lectures on Post Office Work by Members of the Staff. Official sanction must be obtained before any such lecture is given, whether or not it includes official information.

18. Outside Occupations

18.1 Post Office servants are expected not to engage in any activities which might unreasonably impair their usefulness, or be inconsistent with their position as public servants, or which might in any way conflict with the interests of the Department, or which might bring them into disagreeable relations with the public. Any officer engaging in such an activity may be required to relinquish it.

18.2 Any officer in doubt about whether he may properly undertake any particular work should consult his Local Manager.

18.3 For details about outside occupations which are not permitted see **Rg. 17 XII or Rg. 40 J.**

19. Political Activities. Post Office servants are permitted to engage in normal political activities subject to certain conditions and to the restrictions on certain grades, for which see **Rg. 17 X or Rg. 40 J.** Before an officer undertakes any political activity he should satisfy himself by referring to those Rules that he is not a member of a restricted grade.

20. Detailed information about the following subjects, which also affect Civil Servants in a different way from ordinary citizens, is in **Rg. 17 and Rg. 40.**

Jury Service, see **Rg. 17 XI or Rg. 40 J.**

Patents, see **Rg. 17 XV or Rg. 40 B.**

Allotment of Contracts and Sale of Stores, see **Rg. 17 XIII or Rg. 40 J.**

D. THE POST OFFICE CAREER

1. Establishment

1.1 Established appointment is dependent on the issue of an ordinary Civil Service Certificate by the Civil Service Commissioners. When this is issued before an officer takes up duty, or before the end of the qualifying period where one is necessary, he is established from the date of commencement of duty or the date of completion of the qualifying period respectively; otherwise the date of establishment is the date of the Civil Service Certificate.

1.2 RESTRICTED (HEALTH) CERTIFICATE. If the Civil Service Commissioners are satisfied that a candidate is fully qualified for an established appointment in all respects except health, they may issue a Restricted (Health) Certificate. The candidate may then be appointed in a permanent unestablished capacity and will be eligible for all the normal established conditions of service except superannuation and sick leave. The effective date of a Restricted (Health) Certificate is the same as for an ordinary Certificate.

2. Probation. Every established officer is required to serve a probationary period—usually twelve months—and if during that period his health, conduct or performance of duty is unsatisfactory, or he shows himself to be in any way unfitted for the situation, his services may be discontinued and he will have no claim to compensation for loss of office, or any right to an award under the Superannuation Acts.

3. Increments

3.1 An ordinary increment is the increase which may accrue to an officer's salary or wages within the limits of his scale of pay (where he is paid on this basis) at the expiration of a prescribed period, generally twelve months, provided he has rendered approved service throughout this period.

3.2 If approved service has not been given an increment may be deferred until the completion of a specified period of approved service. The usual periods of deferment are three, six, nine or twelve months, according to the gravity

of the misconduct or failure of duty which occasions the deferment, and the periods of deferment count from the normal incremental date, and not from the date of the offence.

3.3 If there is a reduction in pay for misconduct an increment does not become due for consideration until the completion of twelve months' service from the date of the reduction (except in the case of officers on their maximum whose pay is reduced for a less period).

4. Substitution. The absence of an officer may be covered by substitution, that is, his duty may be covered by a member of the next lower grade. An officer is required to perform a qualifying period on the higher duties before he receives appropriate substitution pay (and, for some classes, the other conditions of service of the higher grade). The conditions governing substitution vary for different classes of staff.

5. Temporary Promotion

5.1 A temporary promotion may be made when an officer is appointed—otherwise than by substitution or by substantive promotion—to carry out the full duties of a post in a higher grade. For example, such a promotion is made when a post falls vacant unexpectedly and cannot be filled permanently at once.

5.2 On temporary promotion an officer enjoys the pay and full conditions of service of the higher grade, but no matter how long he may hold the temporary promotion, it will give him no claim to appointment to the higher grade.

6. Promotion

6.1 Every officer is considered for promotion in his normal line of advancement.

6.2 Merit, not seniority, is the deciding factor in selecting an officer for promotion or for a post carrying an allowance for supervision, and the officer selected must be not only fully qualified, but actually the best qualified of the eligible officers for the performance of the higher

work. This is not interpreted as excluding seniority from its due weight in balancing the claims of various officers to promotion; but it must be understood that promotion depends upon the distinct exhibition of qualities superior to those of the ordinary officer; and ability to perform not only the duties of the class from which the promotion is to be made, but also the supervising and clerical duties of the higher classes, must be the most important factor in the selection.

6.3 For manipulative grades an Acting List may be formed of officers qualified for employment as substitutes on the next higher class. In such cases, selection for promotion would normally be made from the Acting List.

7. Right of appeal. An officer who is passed over for promotion has the right of appeal. Where however a right of appeal exists at earlier stages of selection in the promotion procedure this must, in general, have been fully exercised before an appeal against passover for promotion can be accepted.

8. Competitions

8.1 In addition to the normal avenues of promotion, there are Open and Limited Competitions for certain higher appointments in the Post Office and the Civil Service generally for which some officers are eligible. Details of these competitions are given on form P 748, which may be obtained on request.

8.2 An officer who desires to take part in an Open Competition must, before the date of the commencement of the competition, obtain the permission of his superior officer.

8.3 Limited Competitions are announced in the Post Office Circular a few weeks before they are held.

9. Advertised posts. There are a few posts in the Post Office for which officers with special qualifications are required. Such posts are advertised in the Post Office Circular from time to time and applications are invited from officers with the necessary qualifications, irrespective of grade.

★10. Training and education

10.1 TRAINING. Generally new entrants to the Post Office are trained before being called upon to perform live work. This may comprise practical training on the job, or attendance at courses, or both.

10.2 FURTHER EDUCATION. Assistance is given to officers attending courses run by local education authorities, universities and the Workers Education Association where the Department considers that the subject matter has some relevance to current or impending work. For background studies such as in government administration, management or business studies and economics the Department shares the cost of fees and textbooks with the student in appropriate cases. A greater degree of assistance is given where in the Department's opinion studies have special relevance to an officer's official duties.

10.3 From time to time the Department invites applications from suitably qualified staff to undertake particular courses of study at the Department's expense.

10.4 All staff under 18 not attending courses of further education as part of their training are, wherever possible, given the opportunity of furthering their education by attending classes for up to one day a week during college terms. If no day classes are available locally, young people go to evening classes and the equivalent time off is allowed during working hours. Those unable to attend suitable day or evening classes are, as far as practicable, given facilities to take a correspondence course instead.

10.5 It is possible, in most towns, to attend evening classes in cultural subjects or to pursue hobbies, handicrafts and other activities. If advice is needed on the local facilities for further education, the local supervising or training officer should be consulted: if he cannot help, he will give the address of the appropriate Committee of the Civil Service Council for Further Education in order that enquiry can be made directly of that organization.

10.6 An officer wishing to follow full time study for a period in order to take up a scholarship or to pursue a course of study in any subject of general educational or cultural value may in certain circumstances be granted unpaid special leave for the purpose.

such as economics or public administration. A limited degree of aid for such studies is given by the Department. A fuller degree of assistance is, however, given when the studies form a useful background to the officer's work or training in some special aspect of it.

10.6 TECHNICAL EDUCATION. Members of technical grades are encouraged to pursue technical studies which have a bearing on their official duties. With that object in view, several types of facilities for technical study are made available to the staff. Certain technical grades are eligible for enrolment at evening classes in some technical subjects at the Department's expense. Where no suitable evening classes exist locally, or where official duties prevent attendance at such, enrolment, again at the Department's expense, is available to some grades in a technical correspondence course scheme (restricted to Telecommunications subjects of the City and Guilds of London Institute) operated by the Department. In some cases, periods of Special Leave, usually without pay, may be allowed for the purpose of technical study. For those who gain educational successes in technical subjects by private study there is provision for refundment, in certain circumstances, by the Department, of some of the expenses incurred. Also, staff may, on occasion, be given facilities to attend series of lectures given by educational authorities, public bodies, etc., in technical subjects. All these facilities are, of course, subject to a number of conditions on which advice can be obtained through supervising officers.

10.7 In the case of certain trainee grades (*e.g.*, Youth-in-Training), it is a condition of service that they supplement their practical training by technical studies. The Department arranges for these studies to be pursued at technical colleges. Normally, attendance at college for technical study on one day a week is arranged, such attendance being regarded as attendance on official duty. If, however, no suitable day-time classes exist locally, attendance at evening classes is arranged, in which some time-off from working hours for study purposes is allowed. When neither day nor evening classes are available, enrolment in the technical correspondence

course scheme is sometimes appropriate, time-off for study also being allowed in that case.

10.8 TECHNICAL ALLOWANCES. There exists an arrangement, restricted to members of particular grades, whereby weekly allowances are paid for the possession of certain certificates in technical subjects. Officers who hold certificates in technical subjects but do not receive an allowance for them, or who propose to sit for such certificates, should consult their supervising officers to ascertain whether the arrangements apply in their case.

E. PAY

1. Most rank and file officers in the Post Office are paid their wages in cash at the end of the week's work. Officers in higher grades receive salaries monthly. Pay-day is on Friday for most weekly-paid staff and on the last day of the month for monthly-paid staff, and at the time of payment each officer is supplied with a pay advice showing details of full pay and of any deductions made from it for Income Tax or National Insurance. If an officer thinks there is a mistake in his pay, he should tell the paying officer at once.
2. Rates of pay in the Post Office vary according to the officer's grade, and according to all or some of such factors as the officer's age, his length of service on the grade and the location of his office. In addition to ordinary pay, certain allowances are payable for the performance of special duties, for duties carrying responsibility beyond that normally borne by members of the grade concerned or for special qualifications, *e.g.* knowledge of foreign languages. If an officer is in doubt as to whether he is receiving his correct pay or desires information about allowances that are applicable to his grade and office, he should consult his supervising officer.
3. For most officers extra pay is given, subject to certain conditions, for overtime, excess travelling time, attendance on Sundays, Christmas Day and Good Friday (New Year's Day in Scotland), and, in some cases, excess attendance on Bank Holidays. Claims for payment should be submitted at the end of the week in which the extra duty is worked or the excess time travelled.
4. Pay may be given in advance of the usual date to weekly paid officers going on annual leave of one complete week or more, subject to certain conditions. Officers desiring further information should apply to their supervising officers.
5. Pay may also be sent to an officer when he is absent from duty, and his supervising officer will inform him how arrangements for this can be made.

F. HOURS Etc.

(This chapter will be issued at a later date)

[Handwritten scribble]

STAFF HANDBOOK

8 HOURS PER

(This chapter will be issued on a later date)

G. ANNUAL LEAVE, PUBLIC, BANK AND PRIVILEGE HOLIDAYS, AND SPECIAL LEAVE

1. Amount. The amount of annual leave allowable is dependent on an officer's grade and, in some cases, length of service. The allowance is determined on the basis of a full leave-year of service, and generally speaking proportional leave only will be allowable when only part of the leave year is served (*e.g.*, through appointment, resignation or retirement in the course of the leave year).

2. Leave Subject to Requirements of the Service. The grant of annual leave at any particular time must always be subject to the requirements of the service, and, in exceptional circumstances, it may even be necessary to postpone the leave until the period of special difficulty has passed. At certain offices, annual leave is suspended at seasons of the year when the work is specially heavy, and exceptional leave schemes are in force at such offices.

3. Leave to be taken during Year for which it is due. An officer cannot forgo leave in one leave year in order to obtain longer leave in another leave year.

4. Officers who have been granted annual or other leave of absence are not permitted to attend at the office during the period of such leave, even for part of a day. Any temporary change of address during absence on leave should be notified to the absentee's supervising officer.

5. Leave not taken before Retirement or Resignation. No payment in lieu can be made for any leave (either annual leave or days allotted in lieu of bank or privilege holidays) not taken before the date of resignation or retirement and officers resigning the Service are advised to consult their controlling officers about their leave allowance before settling their last day of service.

★6. Public, Bank and Privilege Holidays

6.1 The following public, bank and privilege holidays are allowed to all directly employed full time Post Office staff. They do not apply to Sub-Postmasters, Caretaker Operators, Night and Sunday Telephone Attendants or Exchange Attendants.

6.2 In England, Wales and Northern Ireland the public holidays are Good Friday and Christmas Day and the bank holidays are Easter Monday, Whit Monday, August Bank Holiday and Boxing Day. In Northern Ireland, St. Patrick's Day and 12th July are kept as additional bank holidays.

6.3 In Scotland, the dates of public holidays, other than Christmas Day and New Year's Day are determined by local authorities and are observed by officers of the Department provided that the total, including Christmas Day and New Year's Day does not exceed six. A holiday on the working day following the New Year's holiday may be substituted for Christmas Day.

6.4 Two-and-a-half days privilege holidays are allowed, usually as follows:

- (a) a half holiday at Easter;
- (b) Queen's Birthday at Whitsun;
- (c) a day's holiday either on the working day before Christmas or the working day after Boxing Day.

6.5 Officers who are required to attend for duty on a bank or privilege holiday are allowed a day or half-day in lieu, as appropriate, at a time convenient to the Department.

7. Public, Bank and Privilege Holidays during Annual Leave. When a public, bank or privilege holiday occurs during an officer's absence on annual leave, the holiday is not reckoned against his annual leave allowance.

8. Illness or Infectious Disease during Annual Leave or on Days allotted in lieu of Bank or Privilege Holidays. Annual leave which has been fixed to commence on a certain date need not begin on that day if an officer is on sick leave or

enforced leave on account of infectious disease at home: but if a case of infectious disease occurs at his home while he is on annual leave, no extension of such leave can be granted on that account. If an officer falls sick while on annual leave, and produces, at the time, a medical certificate, he may be granted, at a time convenient to the Department, additional leave equivalent to the period of sickness falling within the scheduled period of annual leave. This, including the production of satisfactory medical evidence, applies also to an officer who falls sick, or is away on account of infectious disease at home, on a day allotted to him in lieu of a Bank or Privilege Holiday on which he has worked.

9. Annual leave is not allowed as an alternative to sick leave.

10. **Paid Holidays of Tradesmen and Tradeswomen.** There are special rules about the paid holidays of tradesmen and tradeswomen. An officer who is in doubt about these rules should consult his supervising officer.

11. Special and Casual Leave

11.1 Special leave (paid or unpaid) may be allowed to cover occasional absences from duty, if the reasons advanced for requiring the leave are considered to justify it and the needs of the Service permit. Absences because of domestic distress, military training, Association business, nursing, etc., would, for example, be considered reasonable grounds.

11.2 Leave other than Annual and Special Leave may sometimes be allowed for part of a day. This is called casual leave.

11.3 Details are given in Rg. 17 XX and XXI and Rg. 40 G.

H. STAFF ASSOCIATIONS, WHITLEYISM AND JOINT PRODUCTION

★1. Staff Associations

1.1 A Post Office servant is free to belong to any Staff Association or Trade Union which will admit him under its rules of membership.

1.2 Recognised Post Office associations negotiate with the Department about pay and other matters affecting the particular grades which they are recognised as representing. They may also make representations on behalf of individual members or groups of members in these grades. (See Personnel Rules Div. 3 G II, Rg 17 VIII and Rg 40 J).

2. Whitleyism

2.1 The Whitley method provides for periodical discussion on matters of common interest between representatives of the Department (Official Side) and representatives of the staff of the office, Region or Department concerned drawn from recognised associations (Staff Side): the Staff Side thus speaks with one voice for the whole of the staff covered by the particular Whitley Council or Committee concerned.

2.2 Whitley Councils or Committees exist at all levels. The National Whitley Council covers the whole of the non-industrial Civil Service. The Departmental Whitley Councils cover Departments (there are two in the Post Office: one for non-engineering staff and the other for engineering and similar grades). In addition there are local Whitley Committees, for those staff covered by the particular Departmental Councils concerned, in most offices or departments; these may be for relatively large groups of staff, e.g., the Savings Department Whitley Committee or for fairly small groups of staff, e.g., Head Post Office Committees. On the engineering side local Whitley Committees are at the Regional level.

2.3 Every Council or Committee has a constitution which defines its objects and functions, who may sit on it and how many, and how its business is to be conducted.

Both Sides choose their own representatives, the Chairman being one of the Official Side and the Vice-Chairman one of the Staff Side.

2.4 Whitleyism seeks to secure agreement between Official and Staff Sides. Where this does not prove possible it is left to the Staff Association concerned to take up the matter with the Administration subsequently at the appropriate level.

2.5 Telephonists (M) do not come within the scope of Whitleyism.

3. Joint Production

3.1 There are two Joint Production Councils at Post Office Headquarters—one covering the non-engineering grades which operate the services and one covering the engineering and allied grades which provide and maintain the equipment necessary to run the services—and there are Joint Production Committees at local offices. Membership of the Councils and Committees comprises representatives of the Department and of the staff.

3.2 The purpose of the Joint Production Councils and Committees is to consider ways of increasing efficiency and productivity in the Post Office. Ideas for increasing efficiency and productivity may be submitted by any member of the staff to his local Joint Production Committee. The local committee will carefully consider such ideas; where the ideas relate to matters beyond local application, the local committee will pass them forward via the Regional Office for consideration by the appropriate Joint Production Council at Headquarters.

J. DISCIPLINARY PROCEDURE

1. Classification of Offences. Disciplinary Offences are classified as follows :

1.1 DUTY IRREGULARITIES which are classified as :

(a) Minor Irregularities (isolated slips or omissions not connected with any essential duty or important rule).

(b) Major Irregularities (irregularities involving the breach of an important rule or neglect of an essential detail of duty or obvious precaution).

(c) Serious Irregularities (irregularities involving grave or persistent negligence or carelessness).

1.2 CONDUCT OFFENCES which are classified as :

(a) Lesser Offences (minor offences not of sufficient gravity to be classed as serious offences).

(b) Serious Offences (grave offences in personal conduct).

2. Conduct Records

2.1 A record is kept of all Serious Offences and Serious Irregularities and of commendations given, and the relative entries are shown in detail on the Principal Conduct Record and are referred to when questions relating to increments, maximum pay reports, promotion or superannuation are under consideration.

2.2 No permanent record is kept of Major Irregularities and Lesser Offences, but the papers relating to them are filed and retained for twelve months, or longer if specially required.

2.3 Minor Irregularities are not made the subject of any record, but habitual carelessness in minor details continued after oral warnings is, of course, specially dealt with.

3. Procedure

3.1 Minor Irregularities are dealt with orally.

3.2 Major Irregularities and Lesser Offences are notified to the officer concerned in writing. On receipt of his acknowledgment, or explanation if he wishes to make one, the papers will in ordinary course simply be filed. Punishment may, however, be imposed if the circumstances require it, each case being dealt with on its merits.

3.3 If at any time it is considered that an officer's Major Irregularities and Lesser Offences since the date of his last increment have been excessive, he will be warned in writing that all future Major Irregularities and Lesser Offences will be taken into account in considering the grant of his next increment. Such a warning will be given in any case at the end of the incremental year, if the number in the incremental year has exceeded 12.

3.4 In the case of officers on probation all Major Irregularities and Lesser Offences will be taken into account when the grant of an increment becomes due, but full allowance will be made for lack of knowledge and experience.

3.5 Serious Irregularities and Serious Offences are invariably dealt with in writing and the officer concerned is called upon to furnish his written explanation.

3.6 In grave cases, where the penalty may be very serious and if there is a conflict of evidence between the charge and the officer's written reply, the officer concerned may, if he so desires, represent his case orally before a suitable officer other than his immediate superior officer. In so representing his case, the officer may, if he so desires, have the assistance of a friend or colleague (who may be an Association representative) present with him.

4. Requests for Explanations. An officer called upon for an explanation on a form P 18^o should normally furnish it during the current period of duty, and must do so if his superior officer so instructs him. If not so instructed, he may, if he desires, defer his reply to the following day, but in any case he should not defer his reply more than one clear day without obtaining special permission.

OR
OTHERWISE

5. Adverse Reports

5.1 Except in cases which may give rise to criminal proceedings, full particulars of any charge against an officer's conduct should be communicated to him in writing before any disciplinary action is decided upon.

5.2 When a report upon an officer in circumstances not covered by *paragraph 5.1* reflects adversely upon his character or efficiency in the performance of his duties, he should be informed of the defects attributed to him in order to enable him to offer any explanation before the report is placed on record or other action taken.

5.3 This rule does not apply to reports made in connexion with the selection of officers for promotion.

6. Should punishment be inflicted or an adverse entry made in his record for disciplinary reasons, the officer concerned will, at the time when the decision is communicated to him, be informed of the terms of the entry which will appear in his record.

7. Suspension from Duty

7.1 An officer may at any time be suspended from duty, if that course is considered desirable in the public interest in consequence of the officer being arrested, or having civil or criminal proceedings or charges of irregularity or misconduct made against him.

7.2 Remuneration in respect of any period of suspension may be withheld, wholly or in part, and may be forfeited, wholly or in part, after consideration of all the circumstances.

8. Enquiries by Officers of the Investigation Branch

8.1 An officer who is interrogated as a suspected offender by an officer of the Investigation Branch will be asked whether he desires the presence of a friend at the interview. If an officer under interrogation, but not suspect, asks to have a friend present, the request will be granted. In either case the friend (who may be an Association representative, *e.g.*, the local Branch Secretary) must be a Post Office servant not under 18 years of age. If the friend asked for is not immediately available,

the officer to be questioned will be so informed, and will be asked if he wishes any other person, who is available, to be sent for. If he does not so desire, or the presence of another person cannot be secured at once, the interrogation will proceed forthwith; except that, where the friend asked for is an Association local Branch representative, the officer of the Investigation Branch will, if the delay is not excessive and the nature of the enquiry permits, await his arrival.

8.2 The friend may only attend and listen to the questions and answers. He must not interrupt in any way either by word or signal; if he does so interrupt, he will be required to leave at once and the interview will proceed without him. Whatever is said at the interview is to be treated as strictly confidential, and the only communication the friend is entitled to make on behalf of the officer who has been questioned will be in the form of a confidential statement, which may be submitted by the latter in support of any appeal which he may desire to make in connexion with the methods followed at the enquiry. Any other communication respecting the interview (unless made by permission of the Postmaster General) might constitute a breach of the Official Secrets Act. The friend may take notes of the interview, but he must keep the notes strictly confidential.

8.3 The questioned officer may, if he so desires communicate the friend's statement to his Association as a confidential document.

8.4 If the suspect's locker or house is searched he will be asked whether he desires the presence of the friend at the search.

8.5 When a suspect is interrogated on statements made by a third person, and expresses a desire to be confronted with that person, such confrontation will, if practicable, be arranged. At the confrontation, the suspected officer will be at liberty to question the third person on his evidence, and the questions and the replies thereto will be recorded by the Investigation Branch Officer.

8.6 If the officer to be interrogated is a juvenile, *i.e.* under 18 years of age, the Local Manager, or some other

officer of suitable rank, who has not been concerned in the local inquiries, will be present at the outset.

8.7 This officer will inform the juvenile of the nature of the coming interrogation and explain the rule which gives him the opportunity of asking for the presence of a friend who must be a Post Office servant not under 18 years of age and may be an Association representative. If the juvenile desires the presence of a friend but is unable to nominate any specific officer, the Local Manager will inform him that as an alternative, if so desired, he himself, or any other supervising officer whom the juvenile may wish to suggest and who has not been concerned in the local inquiries, will remain present as a friend during the interview. If the juvenile chooses as a friend an officer (whether or not a supervising officer), who has been concerned in the local inquiries in the case he will be informed that that officer has been so concerned and that some other officer should be chosen.

8.3 The questioned officer may, if he so desires, communicate the friend's statement to his Association as a confidential document.

8.4 If the suspect's locker or house is searched he will be asked whether he desires the presence of the friend at the search.

8.5 When a suspect is interrogated on statements made by a third person, and expresses a desire to be confronted with that person, such confrontation will, if practicable, be arranged. At the confrontation, the questioned officer will be at liberty to question the third person on his evidence, and the questions and the replies thereto will be recorded by the Investigation Station Officer.

8.6 If the officer to be interrogated is a juvenile, or under 18 years of age, the Local Manager, or some other

K. APPLICATIONS AND APPEALS FROM THE STAFF AND FROM ASSOCIATIONS

1. Representations may be submitted either by an individual officer or officers on matters affecting him/them personally or by recognised Associations of Post Office servants. On any representation signed by more than one officer (or group of individual representations on the same subject), except where the subject is one specifically excluded from treatment through Whitley or association channels, the Local Manager will consult the Staff Side of the appropriate Whitley Committee or the local branch of the recognised Staff Association concerned, as the case may be. In all cases a suitable acknowledgment and/or reply will be sent to the signatories as soon as practicable.

2. Representations from officers, individually or collectively, should normally, in the first instance, be addressed to the Local Manager. They should be signed and dated, the official rank and office being also shown in each case. All official communications addressed to an officer should be answered and returned promptly.

3. In most types of local and individual questions the Regional Director or Head of Department will give the final decision and there will be no right of access to Headquarters. Representations and appeals may, however, be submitted to Headquarters by an individual member of the staff or by the Central Body of a recognised Association in respect of the following :

3.1 Dismissal for disciplinary reasons.

3.2 Superannuation under Section 2 of the 1887 Act owing to inability to discharge efficiently the duties of the class.

3.3 Reduction in rank or pay or withdrawal of a supervising allowance on grounds of inefficiency or for disciplinary reasons or their equivalent.

3.4 Permanent removal from special duties carrying a duty allowance.

3.5 Pass-over for promotion (as an alternative to the Appeals Board procedure). These cannot, however, be accepted from Associations.

3.6 Compulsory transfer involving a change of residence.

3.7 Questions relating to pensions and pensionable service.

3.8 The conduct of local supervising officers not below the rank of Head Postmaster or Telephone Manager or their equivalent.

3.9 Claims to established appointment on a national class.

3.10 Termination of services of officers on probation or in probationary classes on grounds of inefficiency or general unsuitability, if on a grade recruited on a national basis.

3.11 Supervising complements.

3.12 Starting pay or pay on transfer of officers on non-manipulative grades.

3.13 Cases in which it is alleged that general agreements are being violated, subject to the provision that such cases must in the first instance be discussed with the Regional Director or Head of Department concerned.

4. If an officer desires to exercise a right of appeal to the Regional Director, he may forward his appeal either through the Local Manager, or direct to the Regional Director. Similarly, an officer wishing to exercise a right of appeal to Headquarters in appropriate cases may forward his appeal either through the Local Manager or direct to Headquarters. The Local Manager is, however, the more convenient and expeditious channel of approach in both types of appeal.

5. An officer must not unduly detain official papers dealing with matters affecting him personally or allow them out of his custody with a view to consulting his Association without first obtaining the permission of the Local Manager, application for which should be made in writing.

6. Representations through Persons outside the Service

6.1 Until an appeal has been made to the Regional Director or Head of Department, in cases where his

decision is final under rule 3 above, or to Headquarters or to the Postmaster General where there is a right of access to Headquarters under rules 3.1 to 3.13 above, and the appeal has been decided, any application or other communication to, or through, Members of Parliament or other persons outside the Service is strictly forbidden. This rule applies not only to appeals against punishment, but also to representations of any kind, whether for promotion or transfer or with any other object. Applications to or through Members of Parliament or other persons outside the Service may not be made in respect of punishments against which no appeal lies beyond the Local Manager.

6.2 This rule does not debar an officer from obtaining advice from an outside person, for example, a solicitor, but should an application be received irregularly from a solicitor or from any other outside person, the officer at whose instance it is made will be liable to censure or other punishment.

7. The following rules govern the submission of appeals made against disciplinary decisions by individual officers :

7.1 **APPEAL IN CASES OF MINOR OR MAJOR IRREGULARITIES AND LESSER OFFENCES.** No appeal beyond the Local Manager personally is allowed in connexion with individual Minor or Major Irregularities and Lesser Offences ; but appeal to higher authority will be allowed against deferment of increment on account of the number or Major Irregularities and Lesser Offences committed during the preceding incremental year.

7.2 **APPEAL IN CASES OF SERIOUS OFFENCES AND SERIOUS IRREGULARITIES.** An officer will be allowed two appeals before the decision is carried out, a single personal appeal to a higher authority than the authority which gave the decision, and a single appeal through his Association, except in cases of suspension from duty or dismissal (*see* 7.6). If neither appeal is successful, punishment will be carried out without waiting for a decision on any further appeal that may be made by the officer concerned or his Association.

7.3 PERSONAL APPEALS. If an officer desires to appeal against a disciplinary decision conveyed to him on form P 184, he is none the less bound to note the decision at once, adding if he so desires, the words "Subject to appeal." In any case punishment will not be inflicted until three clear days (excluding Sundays) have elapsed from the time when the decision reaches the officer concerned, unless of course it is known that he does not intend to appeal.

7.4 If an officer does not within three days notify his superior officer in writing of his intention to appeal and forward his appeal within a week after the expiry of the three days, the punishment decided upon will be carried out ; and the officer will then have no right of appeal unless he can demonstrate that he has been subsequently enabled to produce evidence not available to him within three days of noting his punishment.

7.5 APPEAL THROUGH ASSOCIATION. An officer is not entitled to appeal through his Association in connexion with Minor and Major Irregularities and Lesser Offences. Where an officer who has unsuccessfully exercised his right of personal appeal against punishment for a Serious Offence or Serious Irregularity desires to appeal through the Central Body of his Association, notice of his intention must be given within three days of the rejection of his own appeal. Punishment will then be postponed for a period not exceeding a fortnight, during which the officer must produce a communication from the Central Body of his Association to the effect that an appeal is being forwarded to the Regional Director, Head of Department or to Headquarters, as the case may be, on his behalf. In the absence of such a communication, the punishment will be proceeded with. The Association must make the appeal within a further week.

7.6 Suspension from duty or dismissal will not be deferred pending a decision on appeal ; but appeals against suspension or dismissal will be considered.

8. Recognised Associations of Post Office servants may make representations in accordance with the procedure laid down in **Rg. 17 VIII and Rg. 40 J.**

Personal Rules Div 3 G11

L. DISHONESTY AND SUSPICION OF DISHONESTY

1. Dishonesty. Dishonesty is a most serious offence, and any officer found guilty of, or taking part in, an act of dishonesty renders himself liable to dismissal, and may be prosecuted.

2. Any officer who fails to report dishonesty or other criminal conduct which may in any way affect the Post Office, whether the offender be a Post Office servant or not, will render himself liable to severe censure, and may be dealt with as an accessory before or after the fact.

3. If an officer has knowledge or suspicion of dishonesty or other criminal conduct on the part of a Post Office servant (if, for example, he suspects any Post Office servant of stealing a postal packet or scrap metal) he must, if there is any apparent need for immediate action, at once communicate his knowledge or suspicion confidentially to the senior supervising officer available. If there is no such apparent need, he must at his earliest convenience communicate confidentially with the Local Manager.

4. If an officer has knowledge or suspicion of dishonesty or other criminal conduct affecting the Post Office on the part of a person other than a Post Office servant, for example, a theft of Post Office property, he must follow the same course. If it is urgent and his supervising officer cannot be consulted at once, he should inform the police and report as soon as possible to his supervising officer. Normally ~~rank and file~~ officers should not sign charge-sheets.

5. Official mail bags. Any officer of the Department may take action with a view to the recovery of a Post Office bag in irregular use, and should report the circumstances to his superior officer. Generally, no member of the public, private firm, or other Government Department should be in possession of a Post Office bag other than a local (red) bag. Canvas, salvaged from unserviceable mail bags, is, however, sometimes sold to contractors (after the "D" rings have been removed) who may use it legitimately as wrapping material or in the make-up of various types of bags used for commercial purposes. Care should be taken, therefore, to avoid confusion between these bags and ordinary mail bags.

6. If any person, whether a Post Office servant or not,

should try to induce an officer to act contrary to his duty, the officer should, while (save in the case described in 7) avoiding compliance, also avoid putting the offender upon his guard by definite refusal. Examples would be a request irregularly to date-stamp covers in which either he or the offender may afterwards enclose betting slips or other communications respecting the result of some race, game, or sport, or, to install a telephone out of due sequence. The officer should as soon as possible tell his Local Manager (but no other person) what the offender said to him, what he said to the offender, all he can remember as to the offender's appearance, and any other facts which may serve to identify the offender, in order that by immediate report to Headquarters and immediate instructions therefrom, the offender may be brought to justice.

7. If an officer should be asked irregularly to put in course of post for despatch or delivery from his own office a cover already date-stamped, addressed to a betting agent, and presumably already containing a betting slip or other communication respecting the result of some race, game, or sport, he should accept it, and with it any bribe offered for compliance. He should at once initial the cover and hand it and the bribe to his Local Manager, to whom he should report as provided in the last sentence of 6.

SECURITY PRECAUTIONS

▲8. The security of Post Office services and the reputation of Post Office staff for the safe handling of all types of business are of concern to everyone in the Department. Each officer of the Post Office must understand the vital importance of his individual contribution to security and to the maintenance of the Department's reputation.

▲9. Officers are warned against the unauthorised disclosure of information about Post Office services and operations which has not already been officially made public. This may constitute an offence under the Official Secrets Act.

▲10. Neglect of prescribed safeguards will be seriously noticed, even though actual loss or theft has not resulted, and in grave cases the penalty may be dismissal. Carelessness which endangers mail may render the offender liable to prosecution. (See Personnel Rules Div. 3 G I Appendix A.)

M (M) OTHER RULES ABOUT CONDUCT

1. Punctuality

1.1 Punctuality is of great importance, and all late attendances are recorded.

1.2 Every officer must record the exact time of arrival on duty and the exact time of leaving, and if these times are not in accordance with official requirements, a brief explanatory note should be added.

1.3 When a late attendance is demonstrably due to unavoidable interruption of the ordinary means of transit, through fog, railway breakdown, etc., no penalty is inflicted although the actual time of attendance should be shown in the attendance book, with an explanatory note. Such late attendances are recorded; but unless numerous they are not in ordinary circumstances taken into account for increment and similar purposes. If such attendances become unduly numerous, they may raise the question whether the officer lives near enough to his work.

1.4 A written explanation of any particular late attendance will only be necessary when there are exceptional circumstances, or the officer in fault desires to offer an explanation. This does not, however, affect the practice of recording all late attendances of five minutes or more. Officers may be called upon for an oral explanation of any late attendance.

1.5 Wilful inaccuracy in entering times in the attendance record, or falsification of the attendance records, is regarded as a serious offence.

1.6 Late attendances of less than five minutes will normally be disregarded. Unexcused late attendances of five minutes or more will be aggregated monthly and if they exceed fifteen minutes the officer forfeits pay for the time not worked.

1.7 Any officer who has sixteen or more unexcused late attendances in his incremental year will be deprived of pay as follows:—

<i>Late attendances</i>	<i>Days pay withheld</i>
16–20	1
21–25	2
26–29	3

1.8 The pay will be withheld by temporarily deferring the officer's increment or, if he is on his maximum, by temporarily reducing his pay by the amount of his last increment. The case will be recorded as a Serious Irregularity.

1.9 Officers who seem to abuse the five minutes' grace or who persist in excessive late attendance will be dealt with on normal disciplinary lines.

1.10 Further details of the rules about late attendance are in Rg. 17.

2. Betting and Gambling

2.1 Except as provided in 2.4, an officer is strictly forbidden

(a) whether on or off duty or on or off Post Office premises, either as a principal or agent, to take part in gambling or betting in any form by post or telegraph, or to act as a betting agent, a tipster or tipster's agent, or a lottery promoter or promoter's agent. (A "tipster" is a person who offers to impart information to enable persons to guess correctly the result of any race, football match or similar sport or game.)

(b) to take part in gambling (including raffling) on Post Office premises.

(c) to bet by telephone while on duty or on the official part of Post Office premises.

2.2 Any breach of this rule is regarded as a most serious offence and will render the officer concerned liable to dismissal.

2.3 Any postal packet addressed whether by title or name to an officer at the office at which he is employed and found to contain an offer of commission on the sale of lottery tickets, or an invitation to become an agent for a promoter of a lottery (other than one mentioned in 2.4(b)), a betting agent, a tipster or a money lender, should be reported by the officer to his supervising officer. Failure to bring such a packet under notice constitutes an irregularity.

2.4 As exceptions to the general rule contained in 2.1:—

(a) an officer may participate in ordinary football pools, but must not take part in racing and other

pools or competitions or in betting at "fixed odds" on football matches;

(b) an officer employed in Great Britain may, subject to the conditions set out in 2.5, 2.6 and 2.7, take part in, or act as promoter or as agent for a promoter of, small lotteries or private lotteries as defined in part II of the Betting and Lotteries Act 1934 or in Section 1 of the Small Lotteries and Gaming Act, 1956, under and in accordance with the provisions of those Acts. An officer employed in Northern Ireland may, subject to the same conditions, take part in or act in a similar capacity for small lotteries and private lotteries as defined in Part III of the Betting and Lotteries Act (Northern Ireland) 1957, under and in accordance with the provisions of that Act. None of the Acts mentioned extends to the Isle of Man and the Channel Islands and staff in those parts cannot, therefore, participate in these activities.

2.5 Activities of the kind mentioned in 2.4 (b), on Post Office premises, may extend only to the selling to members of the Staff in official canteens and retiring rooms, during meal reliefs and other off-duty periods, of tickets for lotteries by which money is being raised for Civil Service staff benevolent funds or Civil Service sports and social clubs.

2.6 The onus of ensuring compliance with the appropriate Act(s), and any other enactments that may be from time to time in force, rests with the officer(s) concerned in the promotion and conduct of the lotteries and the sale of tickets. In this connection it should be noted that it is illegal in Great Britain under the Small Lotteries and Gaming Act 1956, to sell tickets to persons under 16 years of age.

2.7 An official address must not be used for the purpose of the Acts as the address of the society, club, or promoter.

3. Drinking. An officer who is intoxicated, or who is noticeably under the influence of drink, or suffering from its effects, will be suspended from duty, and he may be dismissed. Absence from duty resulting from intemperance

or from illness caused by intemperance involves loss of pay for the period of absence in addition to any disciplinary measures that may be decided upon.

4. Borrowing and Lending

4.1 An officer is forbidden to:

(a) borrow money from any officer of lower rank than himself;

(b) lend money to any officer higher in rank than himself;

(c) become security for any officer in raising a loan.

4.2 For borrowing money from and lending money to members of the public *see* C 8.

5. Acceptance of Premium

5.1 An officer may not accept a premium from assistants or other persons as a consideration for instructing them in postal or telegraph duties.

5.2 It is illegal for any officer to offer or receive compensation for the exchange of situations.

6. Insolvency. If an officer becomes bankrupt or insolvent he must, under pain of dismissal, give immediate notice to his superior officer.

7. Delegation of Duty. An officer is strictly forbidden to delegate any portion of his duty to another officer or any other person, or to undertake any portion of the duty of another officer, without the sanction of his superior officer.

8. Irregular use of Wires or Messengers

8.1 Any officer who, while on or off duty, sends or attempts to send a private telegram without full payment, makes or attempts to make private telephone calls without full payment (except as provided for in General Rules Div. I G XIV 2A), or assists any other person in avoiding such payment, will render himself liable to prosecution and/or dismissal.

8.2 Private calls must not in any circumstances be made from a telephone switchboard, phonogram or other operating position, or over any speaker circuit.

8.3 Any officer who, while using telegraph or telephone lines in the course of his official duties, interposes private or unnecessary remarks will be liable to punishment.

8.4 Officers are forbidden to use messengers or other officers for any purpose not directly connected with their respective duties.

9. Irregular use of Official Vehicles

9.1 In no circumstances should official motor vehicles be used for other than official purposes. An officer must not ride in or on any official vehicle except when authorised to do so, and if offered "a lift" by an officer in charge of an official vehicle he must decline. If he sees an unauthorised person ride on an official vehicle, whether the person is in the Service or not, it is his duty to report the fact to the Local Manager.

9.2 An officer may not without permission use a public or private vehicle while performing his official duties.

10. Letters, Parcels, etc., addressed to Officers themselves.

An officer must not take possession of a letter or parcel addressed to himself or to any member of his family which may come into his hands in the course of his duty, but must wait for it to be delivered by the proper officer. Furthermore he must not, except as instructed or provided elsewhere in rules, introduce any letter or other packet into the post, either on his own or anybody else's behalf, other than by posting in a posting box or by handing in at the counter in the normal way.

11. **Obliterated Postage Stamps.** Officers are warned against removing or appropriating for any purpose, obliterated postage stamps affixed to any postal packet or any kind of Post Office document, even though the packet or document is about to be treated as waste.

12. Custody of Official Property. Any loose postage stamps, whether obliterated or not, money, or other property which may be found loose in the Office, in a mail vehicle, or in a Postman's pouch or bag, should be immediately handed to the officer in charge.

12A. Safe and strongroom keys must be carefully safeguarded by the officers to whom they are entrusted. They should invariably be carried on the person, and not left in locked drawers or cupboards or in places where other persons might obtain access to them.

13. Leaving Duty. An officer is not allowed to leave his duties during his hours of attendance without first obtaining permission from his superior officer where the latter is available. Disobedience of this rule is regarded as a serious offence.

14. Access to Official Premises. Officers are forbidden to enter the working portions of official premises, except when their duty requires their presence there.

15. Retiring Rooms and Lavatories. Officers are forbidden to use retiring rooms and lavatories provided specifically for grades other than their own.

16. Litter in Telephone Kiosks. If a cleaner is approached by a police constable, local government official or other authorised person about the way in which he disposes of litter found in telephone kiosks, he should report the facts promptly to his supervising officer.

17. Arrests and Convictions. An officer must report to his superior officer if he is arrested and refused bail, or if he is convicted by a Court of any criminal offence (except a traffic offence with a non-official vehicle for which the penalty has not included imprisonment or the suspension of his driving licence). (See Q 4 as regards traffic offences while on duty.)

N. MISCELLANEOUS STAFF RULES

1. Smoking

1.1 Smoking is permitted in certain Post Office premises or parts of premises, and prohibited in others, according to the risk of fire and other factors, the general rule being that officers must not smoke except where permission has specifically been given.

1.2 Smoking is permitted in certain circumstances on duty outside official premises.

1.3 PARTICULAR CARE MUST BE TAKEN NOT TO SMOKE ANYWHERE WHERE THERE IS DANGER FROM PETROL OR OTHER INFLAMMABLE SUBSTANCES OR A RISK OF EXPLOSION.

1.4 No one should smoke on duty without first making himself thoroughly familiar with the relevant rules in ~~Rg. 17 IV or Rg. 40 J~~, and the rules or safety precautions relating to his place of work or his particular duty. *Personnel Rule Div. 3 67*

2. Loss of or Damage to Official Property

2.1 Officers losing or damaging official property are liable to be called upon to pay the cost of making good the loss or damage.

2.2 The loss of an official Pass Card ^{Or Identity card} should be reported at once.

2.3 If the key of an officer's cupboard or locker is lost, or if the lock or key or the cupboard itself is damaged, he should immediately report the circumstances to his superior officer.

3. Fuel Economy. Officers must always exercise the greatest care in the use of fuel, light and water in Post Office buildings. In particular, lights must not be left burning during daylight, and each light should be turned off as soon as it is no longer required.

4. Private Address. It is the responsibility of every officer to ensure that his up-to-date address is notified to his supervising officer. Where an Address Book is held at an office, officers must enter their private addresses in it, and

any change of address, whether temporary or permanent, should be noted in that book without delay, the date of the alteration being shown.

5. Locality of Residence. Officers are expected to reside within a reasonable distance of the office at which they are employed, and the locality of residence cannot in any circumstances be accepted as an excuse for irregularity of attendance, or as a sufficient reason for applying for preferential hours of attendance.

6. Transfers. No officer has a right of transfer to another office, but applications for transfer are considered when opportunity offers. Any officer desiring transfer should apply in writing to his superior officer, stating his reasons.

7. Relationship. There are certain conditions governing appointment to an office where the officer concerned would be under the supervision of a relative. An officer wishing to know these conditions should consult his supervising officer.

8. Exhibition of Notices. No notice may be exhibited or distributed by members of the staff in any part of the Post Office premises without the previous written sanction of the officer in charge. For further details see ~~Rg. 17 IX~~ or ~~Rg. 40 B.~~ *Personnel Rules Div. 3 Gx.*

9. Meetings of Staff. Permission must be sought for meetings of the staff on official premises for the purpose of discussing matters relating to their official position (see ~~Rg. 17 IX~~ or ~~Rg. 40 B.~~) *Personnel Rules Div. 3 Gx.*

10. Loss of Private Property or Money. If an officer leaves private money or articles of luxury in his locker or elsewhere on official premises, he does so entirely at his own risk, and the Department will not accept any responsibility in respect of them if they are lost.

11. Wearing of Private Badges. Officers are allowed to wear private badges while on duty provided they are not obtrusive and are not badges of a political party or organisation.

12. Notice of Resignation. It is helpful if officers give as long notice as possible of their intention to leave the service by voluntary resignation. Weekly paid staff should give at least one week's notice and salaried staff at least one month's notice. Officers retained after 60 will be expected in normal circumstances to give at least three month's notice when they wish to leave the service.

13. Suggestions. It is expected of officers of all grades that they will take an intelligent interest in the work of the Post Office and make useful suggestions for improvements. These may be submitted at the option of the officer making the suggestion either :

13.1 through the " Official Channel " (*i.e.* through the officer's immediate superior) which is open to officers of every grade for suggestions concerning Post Office work, whether immediately related to the officer's own official duties or not.

13.2 to the Post Office Awards Committee, for consideration under the " Awards Scheme ".

13.3 to the local Joint Production Committee (*see* H 3).

O. PAYMENTS IN CONNECTION WITH TRAVELLING EXPENSES, DETACHED DUTY AND PERMANENT TRANSFER

1. Travelling Expenses

1.1 In general travelling expenses necessarily incurred by an officer in the execution of his duty will be paid by the Department.

1.2 The expense of travelling between home and headquarters is not refunded ; but where an officer is required to travel direct between home and a place other than his normal headquarters any **additional** expense incurred may in certain circumstances be refunded.

1.3 Warrants for railway travel (and in certain circumstances for non-railway travel) are provided to avoid cash payments in respect of substantial journeys which are to be paid for by the Department.

1.4 Allowances are payable to officers who are permitted to use their private motor vehicles or pedal cycles for official journeys.

1.5 An officer called upon to travel on official business can expect to be provided with a warrant and/or told what expenses will be refunded. If this is not done he should seek official guidance from his immediate superior officer.

2. **Detached Duty.** When an officer is required to perform duty away from his permanent station or normal range of duties, he is regarded as on detached duty unless the circumstances are such as to justify regarding him as permanently transferred (*see 3*). He can expect to be told what, if any, subsistence payments will be made by the Department. If he is not told he should seek official guidance.

3. Permanent Transfer

3.1 An officer can expect to be told when he is to be "permanently transferred". In general this term is used to cover cases where an officer is sent to a new station other than on voluntary transfer and is expected to remain

there for three years or more in the case of a married officer, or one year or more in the case of a single officer. If he is not instructed officially an officer should enquire.

3.2 Certain financial assistance is granted to an officer who as a consequence of a " permanent transfer " needs to move to another locality.

3.3 The various payments which can be made are strictly linked with definite conditions and officers who expect to claim should acquaint themselves in advance with the regulations. If in doubt an officer should seek official guidance before committing himself to an expense which he hopes to recover wholly or partly from the Department.

3.4 A transfer grant is also payable under certain conditions to an officer who, as a consequence of " permanent transfer ", moves to another locality. The amount is related to the officer's pay, whether he is married or single, etc. A permanently transferred officer should seek official guidance regarding his eligibility for the grant.

4. Witnesses' Expenses. When a Post Office servant attends to give evidence in a criminal prosecution, or in civil proceedings, whether instituted by the Department or not, on a matter coming before him in his official capacity, he will be paid by the Department the sum, if any, to which he would have been entitled if the giving of the evidence had been part of his ordinary official duty, and he must surrender to the Department any witness allowance or conduct or other money which he may receive, whether from the Court or from parties interested in the case, as soon as possible after receipt thereof. The cost of any necessary substitution will be borne by the Department.

P. SICK LEAVE, SICK PAY

1. The Treasury Medical Service

1.1 FUNCTIONS OF THE SERVICE. The Treasury Medical Service provides occupational medical supervision and advice about all Civil Service staff.

1.2 APPOINTMENTS WITH TREASURY MEDICAL OFFICERS. An officer may be required to make an appointment with a local Treasury Medical Officer or full-time officer of the Treasury Medical Service ; **Rg. 17 XXII and Rg. 40 H** give details of the payments that may be granted in respect of any expense that may be incurred.

2. Accidents or Sudden Illness on Duty. If immediate medical attention has to be given by a doctor other than a National Health Service doctor, the Post Office will bear the cost of the emergency treatment, but the cost of subsequent attendance by a private doctor instead of a National Health Service doctor, must be borne by the officer concerned.

3. Notification of Sick Absence

3.1 When an officer is unable to attend for duty, he must send notice to his immediate superior officer if possible in time to reach the office before he is due to attend, in order that proper provision may be made for his work. He must, at the same time, forward any official keys, papers, etc. which are in his possession. Notification should normally be in writing, but, in case of urgency, may be made by telegram, telephone (to be confirmed in writing as soon as possible) or express letter, official keys being sent by the quickest means available (e.g. enclosed in an express letter). These services must be prepaid but the officer may apply on his return to duty for repayment of any expense reasonably incurred.

3.2 Before resuming duty after sick absence, an officer should notify his superior officer at the earliest possible moment, stating when he proposes to resume duty, in order that his duty may not otherwise be provided for.

4. Absence from Home during Sick Leave. An officer absent from duty through illness must not leave the vicinity

of his home without first obtaining permission from his Local Manager. Permission will only be granted if the applicant furnishes a certificate from his doctor saying that a stay at the place the applicant proposes to visit will help him to recover. The applicant should give the address of the place at which he proposes to stay. The foregoing does not apply if the officer has to enter hospital, sanatorium or nursing home on medical advice; in such cases he should notify his Local Manager accordingly.

5. Employment during sick leave

5.1 During sick leave an officer is expected to take all possible measures to hasten his recovery, and to avoid any course of action that may impede it. In general, an officer who is too sick to be able to do his official work would not be able to undertake other work without impeding his recovery. Accordingly, a full-time officer on sick leave who engages in paid outside work will normally be ineligible for sick pay. He will in any event be ineligible if he otherwise behaves so as to impede his recovery.

5.2 Exceptionally, the illness or incapacity from which an officer is suffering may, while making him incapable of doing his official work, not prevent him from doing other work which would not retard his recovery. If any sick officer considers that his case is in this sense exceptional, he should at once seek permission of his Local Manager to continue in or take up outside employment although on sick leave and give his reasons for supposing that the outside employment will not retard his recovery. If permission is given, the officer will be eligible for sick pay within the prescribed limits.

5.3 Sick pay will be withheld from any officer who continues in or takes up outside work without permission and whose case comes to light. The officer will be liable to disciplinary action.

★6. Medical Certificates

6.1 Except as provided in **7.1**, medical certificates should be furnished for all sick absences (*see* Personnel Manual Rules **14 G III**).

6.2 Certificates issued on the standard Form (Form Med 3) certify incapacity for the period indicated on the certificate. They should be renewed if the absence continues beyond this date.

6.3 Under the National Insurance regulations, a Closed Certificate is issued by the doctor at the end of a period of sick leave, except in the case of an illness not expected to last more than seven days, when a Closed Certificate is issued at the outset.

A Closed Certificate is not necessary for Post Office Departmental sick pay purposes, however, and if an officer is able to resume duty at an earlier date he should do so. His entitlement to sick pay will not be affected if he does not obtain a Closed Certificate. (It should be borne in mind, however, that a Closed Certificate *must* be obtained where an officer is due to claim National Insurance benefit and also in cases of absence due to infectious or contagious disease and certain other illnesses (*see* Personnel Manual Rules 14 G VII).)

6.4 Private certificates issued by doctors registered in the United Kingdom should be renewed in the same way as National Insurance Certificates. All other certificates must be renewed weekly.

7. Uncertificated Sick Absence

7.1 The requirement of a medical certificate is waived for sick absences up to five consecutive days, provided that not more than ten days of paid sick leave are taken without medical certificates in any period of twelve months, and provided that the officer does not draw sickness benefit for the absence.

7.2 Uncertificated sick leave in excess of ten days in any period of twelve months must be deducted from annual leave. Temporary officers who have no annual leave due to them cannot be paid for such excess uncertificated sick leave.

7.3 It should be clearly understood that the foregoing implies no right to take as many as ten days' sick leave in twelve months without medical certificate. The privilege of uncertificated sick leave is subject to withdrawal in any case where the Local Manager considers that closer medical attention is desirable. When the privilege has been withdrawn, all future sick absences

must be covered by medical certificates. Failure to produce a medical certificate may render an officer liable to disciplinary action for being absent without cause; in any event sick pay will not be payable.

8. Sick Leave before or during annual leave

8.1 An officer will not be allowed to begin annual leave on the expiration of certificated sick leave unless a medical certificate is furnished stating that he is fit for duty.

8.2 If an officer falls sick while on annual leave the ordinary rules regarding medical certification apply.

★9. Form ESTAINS and medical certificates

9.1 With certain exceptions (*see* Personnel Manual Rules 14 G IX 21) officers may opt, by signing form ESTAINS, to receive full pay during sickness, within the limit of their allowance, instead of sick pay abated by National Insurance benefit.

9.2 An officer who has so opted can claim Income Tax relief on that part of his sick pay which can be regarded as in lieu of National Insurance benefit. He should, therefore, see that the back of the first Medical Certificate (Form Med 3) is completed for each separate period of sick absence and give particulars of any dependants (*e.g.*, the number of dependent children). Private certificates should be accompanied by a statement showing whether the officer is married or single with particulars of any dependants. (A wife, or other adult dependant, earning more than 50s a week should not be included as dependants for this purpose; and a married woman should not show a husband as being dependent unless he is incapable of self support and is wholly or mainly maintained by her.)

9.3 An officer who has signed form ESTAINS should also

(a) advise his Local Manager if his circumstances so change during a period of sick leave that another rate of National Insurance benefit would have become payable;

(b) send medical certificates to his office of employment and not to the Ministry of Pensions and National Insurance while he is receiving full sick pay from the Post Office;

(c) not claim National Insurance benefit while he is receiving full pay from the Post Office;

(d) notify his office of employment if, by mistake, he does draw National Insurance benefit while in receipt of full Post Office sick pay. If he does not do this, he is liable to disciplinary action.

10. Sick pay

10.1 It is an essential condition of the allowance of sick pay that the Department shall be satisfied that the absence is necessary and due to genuine illness. If any case arises in which the Department, after taking medical advice, has reason to doubt the genuineness of the absence, sick pay will be withheld, but the officer concerned will have every opportunity of bringing forward evidence on his own behalf before a final decision is arrived at. Where adequate evidence of malingering or unnecessary absence exists, disciplinary steps will be taken in addition to the withdrawal of sick pay.

10.2 Where absence is due to, or aggravated by, intemperance or other causes within the officer's control, or neglect of definite instructions given by the doctor, the question of withholding sick pay will arise.

10.3 Subject to the foregoing rules and provided that there is a reasonable prospect of eventual return to duty with ability to render regular and efficient service, pay may be allowed during sick leave on the scale set out in Personnel Manual Rules 14 G IX.

11. Mass radiography. Certain facilities for mass radiography are given from time to time, and particulars are given in Personnel Manual Rules 14 G XIV.

12. Infectious (including contagious) diseases

12.1 Officers themselves suffering from infectious diseases:

(a) An officer who is suffering from an infectious disease is expected to take proper precautions against the spread of infection, and if in doubt on any point to consult his doctor.

(b) An officer who has been on sick leave with any infectious disease, including those shown in (c) and (d) must not return to duty until he can submit a medical certificate to the effect that he has recovered and will not be a source of infection to others. (Except in the case of respiratory (pulmonary) tuberculosis, for which special arrangements apply, a "Closed" National Insurance Certificate is sufficient for this purpose.)

(c) Plague; small-pox; cholera; diphtheria; erysipelas; scarlet fever; typhus; typhoid fever; measles; paratyphoid fever; poliomyelitis (infantile paralysis); respiratory (pulmonary) tuberculosis.

(d) Rubella (German measles); chicken-pox; mumps; scabies; pediculosis (head or body lice); impetigo.

12.2 Officers coming into contact with cases of infectious disease or suspected infectious disease:

(a) An officer who has been in contact with scarlet fever, measles, German measles, whooping cough, chicken-pox or mumps should not stay away from duty.

(b) An officer who has been in contact with any other notifiable infectious disease must at once notify his superior officer. He should not remain off duty, however, unless the Medical Officer of Health has advised him to do so and has recommended his absence.

(c) If, however, an officer has been in contact with diphtheria and a swab has been taken, he should not return to work until he obtains a clearance certificate.

(d) An officer who feels unwell soon after he has been in contact with an infectious disease is advised to consult his doctor immediately.

(e) An officer who has been in contact with infectious disease should avoid further contact with the patient suffering from the disease. He should not in any case stay away from duty on this account except when required to do so by the Medical Officer of Health.

(f) An officer who incurs absence in order to nurse or attend a patient suffering from infectious disease may be allowed special leave for nursing purposes.

(g) Where articles of uniform, etc., are taken away from the home for disinfection, the officer should not wait until they are returned before presenting himself for duty.

12.3 Pay during enforced absence due to contact with infectious disease (*see* Personnel Manual Rules **14 G VII 2**).

13. Appeals for or against retirement on medical grounds

13.1 An Established or Permanent Unestablished Officer may appeal:

(a) against cancellation of appointment on medical grounds during probationary service,

(b) against retirement on medical grounds when he considers that his health does not incapacitate him from further service, *or*

(c) against refusal to allow retirement on medical grounds when he considers that his health unfits him for further service.

13.2 An officer who desires to appeal must give immediate notice of his intention. The appeal must be made before he leaves the Service and through his superior officer.

13.3 The machinery for such appeals is laid down in Personnel Manual Rules **14 G XII**.

Q. ACCIDENTS

1. National Insurance (Industrial Injuries) Acts

1.1 All full-time and part-time Post Office servants who are employed in Great Britain, (but not those employed in Northern Ireland, the Isle of Man and the Channel Islands), are covered by the National Insurance (Industrial Injuries) Acts, 1946 to 1954. Officers in Northern Ireland are subject to the National Insurance (Industrial Injuries) Acts (Northern Ireland), 1946 to 1955, which are in similar form to the British Acts ; the Isle of Man and Jersey each have local laws with comparable provisions.

1.2 The procedure in regard to accidents in the Post Office will, however, be generally the same throughout the United Kingdom.

1.3 The Acts empower the Ministry of Pensions and National Insurance to deal with all cases where an injury in the course of employment occurred or a scheduled industrial disease developed on or after 5th July, 1948. (Claims in respect of an injury or of a scheduled industrial disease which occurred or developed before that date and which may be proper to be dealt with under the Workmen's Compensation Acts should be submitted to a Supervising Officer).

1.4 Regulations made under the Acts require that an insured person, who suffers injury by accident in respect of which benefit may be payable, shall give notice of the accident to the employer as soon as practicable. Notice may be given to the insured person's supervising officer by the person himself or by someone acting on his behalf. An entry in the Accident Book is sufficient notice to the employer for the purpose of the Regulations.

2. Accidents on Duty

2.1 If an officer meets with an accident on duty, however slight, or believes that he is suffering from a prescribed industrial disease caused by his official work, he should report the matter immediately to his supervising officer. The report of the accident should include the time, place and cause, together with the names and

addresses of any witnesses. In addition, to protect his interests under the National Insurance (Industrial Injuries) Acts, the officer should, if practicable, see that an entry is made in the Accident Book.

2.2 Where, as a result of an accident on duty, an officer incurs sick absence during the period when Injury Benefit might be payable, *i.e.* within 26 weeks of the date of the accident, he will be furnished with a form P 972 advising him to inform the local Ministry of Pensions and National Insurance that he wishes to claim an Accident Declaration. The questionnaire on the reverse of the form should be completed by the officer and the form returned to his superior officer as soon as possible.

2.3 Where an accident on duty does not entail any immediate sick absence, it is open to an officer to apply to the Ministry of Pensions and National Insurance for an Accident Declaration if he believes incapacity or disablement may later result.

3. Traffic Accidents. Procedure when Another Party is involved

3.1 An officer who while on duty is concerned in a road accident should, if possible, call a police officer, render what assistance he is able to any other party who may have been injured, and ascertain and note the following information :

(a) The time and place of the accident.

(b) The extent of the injury or damage to any person, animal, vehicle or property.

(c) The names and addresses of the other party and of all witnesses possible. If the other party was driving a motor vehicle, the name and address of the owner (as well as of the driver) and the registration number of the vehicle should be taken.

(d) His own and the other party's position in the roadway at the point of impact.

(e) The direction and speed of travel of the parties concerned.

(f) What signs of approach, if any, were given.

3.2 He may furnish the police with any necessary information they may require; but he should not make any statement regarding responsibility for the accident. Any unguarded statement such as "It was purely an accident" or "You could not help it" may seriously prejudice any claim which either he or the Department may have against the other party.

3.3 In reporting the accident (*see* 2) all the particulars noted should be stated and it should be indicated clearly whether the traffic regulations were complied with. A rough sketch showing the position of all vehicles or persons concerned in the accident should also be furnished. If the officer was driving, cycling or in charge of a truck, handcart, etc., the report should be made on a form P 694 (a copy of which he should carry with him in leather pouch MB 83, if supplied for other purposes, or in a case SS 425).

3.4 Detailed instructions for drivers of the Department's motor vehicles are given in **Rg. 39** (postal vehicles), **E.I. Tools and Transport, Vehicles, E. 0011** (engineering vehicles) and **Rg. 34** (motor cycles).

4. Officers summoned for Traffic Offences.

4.1 An officer who is summoned by police for any infringement of the traffic or lighting regulations while on duty must immediately make a report in writing to his supervising officer. (For the responsibility for his defence, *see* ~~Rg. 17 IV or Rg. 40 O.~~ *Personnel Rules Div 3 G x11*).

***4.2** If an officer employed as a driver or whose duties require him from time to time to drive official vehicles suffers disqualification from driving, he must report the matter to his controlling officer immediately. This applies whether the disqualification is for physical reasons or as a result of a Court order following a traffic offence on or off duty.

5. Attacks by Dogs, Bulls and other Animals. If, in the course of his duties, an officer is attacked or is in danger of being attacked by a dog or other animal, he should if possible report the matter verbally to its owner or to a

member of the owner's household. He should also report the circumstances in writing to his supervising officer.

6. Requests for information with regard to Accidents by Persons outside the Office. If an officer who has witnessed an accident in which the Department is concerned is asked by any person, or his solicitor or insurance company, to answer a questionnaire or otherwise to give information about the accident he should refer the request to his supervising officer for instructions.

Where the information is requested by a solicitor or a staff association acting on behalf of an injured officer permission will always be given provided nothing of a secret nature is disclosed and that a copy of the statement is handed to an officer of the Department.

7. Officers (including industrial staff) injured through the negligence of a third party. (N.B. The rules in this paragraph do not apply where the third party was a Crown servant acting in the course of his duty or where a breach of duty on the part of the Crown has caused the accident.)

(a) The Home Civil Service (Third Party Injury) Regulations, dated 19th May, 1958, made by the Treasury under Article 6 of the Civil Service Order in Council 1956, provide that where a Civil Servant is absent from duty as a result of an accident in the United Kingdom he shall not be allowed paid sick leave if a claim for damages lies against a third party but sums amounting to not more than the sums which would have been paid had the absence been due to ordinary sickness shall be advanced to him.

(b) An officer who is absent as the result of an accident due to the negligence of a third party is required to sign an undertaking (in terms specified by the Regulations) to refund to the Department, from any damages received, the full amount of the sums advanced or such proportion of that amount as is appropriate to the success of his claim. If he decides not to make a claim or if his claim is wholly unsuccessful, he will not be required to refund the advance or any part of it.

(c) On completion of the undertaking the officer will be given a form advising him how to calculate the amount to be included as loss of earnings in any claim he may decide to make against the third party. The form will also show what sums he will be required to refund to the Department (after adjustments have been made for National Insurance benefit) if his claim is successful.

(d) On return to duty, or earlier on request, the officer will be furnished with a certificate giving details of the sums advanced to him. This certificate may be required in connexion with his claim.

(e) The injury leave will be excused from reckoning against the officer's sick leave entitlement to the extent to which the advance is refunded (*see (b)*).

(f) These arrangements will apply whether the settlement is negotiated out of Court or a judgment is obtained.

8. Legal Aid and Advice Act, 1949. If an officer applies for legal assistance under the Legal Aid and Advice Act, 1949, in connexion with a civil claim arising out of personal injuries from which he has suffered, he should give the name and address of his employing Department in answering question 1(i) of Part II of Form A-1.

9. Damage to Property. Claims in respect of damage to clothes and other private property should be submitted to a supervising officer. Such claims will be dealt with on their merits.

(1) On completion of the investigation the officer will be given a form covering how to calculate the amount to be included as loss of earnings in any claim he may desire to make against the third party. The form will also show what forms will be required to return to the Department (other adjustments have been made for National Insurance benefit if the claim is successful).

(2) On return to duty, or earlier on request, the officer will be furnished with a certificate giving details of the sum advanced to him. This certificate may be required in connection with his claim.

(3) The injury leave will be granted from the date against the officer's sick leave certificate to the extent in which the advance is required (see (a)).

(4) These arrangements will apply whether the settlement is negotiated out of Court or a judgment is obtained.

8. Legal Aid and Advice Act, 1949. If an officer applies for legal assistance under the Legal Aid and Advice Act, 1949, in connection with a civil claim arising out of personal injuries from which he has suffered, he should give the name and address of his employing Department in answering question (ii) of Part II of Form A-1.

9. Damage to Property. Claims in respect of damage to clothes and other private property should be submitted on their own claim form. Such claims will be dealt with on their own merits.

R. PENSIONS, GRATUITIES, ETC.

1. Note. The following is merely a summary and if an officer is in doubt about his personal position he should consult his supervising officer.

ESTABLISHED OFFICERS

★ 2. Pensions and Gratuities

2.1 An officer who has 10 years' or more reckonable service and who is retired on the ground of age (*i.e.*, after reaching the age of 60), or of ill-health, is eligible for payment of a pension and, unless the officer is subject to the provisions of the Superannuation Act, 1859, for a lump sum called an additional allowance.

2.2 An officer who has less than 10 years' reckonable service and who is retired on the ground of age, or of ill-health, is eligible for the payment of a gratuity based on the number of years' reckonable service he has given. If his service does not amount to one year, no gratuity is payable.

2.3 An officer with 10 years' or more reckonable service may retire voluntarily at any time after reaching the age of 50 and before the normal retiring age. The pension and additional allowance (if any) will not be paid until the normal retiring age, unless there is justification for immediate payment on compassionate grounds.

2.4 An officer entering the Civil Service on or after 1st March, 1948, will, as a general rule, have his pension reduced at age 65 (women at age 60) to take account of the National Insurance retirement pension.

3. Death in the Service. If the officer has completed not less than 5 years' reckonable service, a death gratuity is payable to the legal personal representative, unless the officer was due to be superannuated under the Superannuation Act, 1859. In certain circumstances, a death gratuity may be payable in respect of an officer with less than 5 years' service.

4. Marriage—Male Officers

4.1 WIDOWS' AND CHILDREN'S PENSION SCHEME. Full details of the Scheme are given in Personnel Rules Div 17.

4.2 A male officer who marries or remarries must report the fact immediately to his Local Manager and should ascertain what, if any, options are open to him in regard to participation in the Scheme and to the method of paying contributions.

4.3 If a man who is a participant in the Scheme ceases to have a wife, he should report the matter at once to his Local Manager in order that the Department's records may be noted for the eventual adjustment of contributions.

5. Marriage—Female Officers

5.1 A marriage gratuity may be paid to an established woman officer who has rendered not less than six years' full-time service and who

(a) resigns her established post with the intention of marrying (which intention must be notified to her Local Manager at the time of resignation) and marries within three months of her resignation, or

(b) resigns her established post within one month after marriage.

5.2 Information on how to claim the gratuity will be given to the officer when she hands in her resignation.

6. Service in Local Government, Public Boards, etc.

6.1 Officers who transfer to established posts in the Post Office from pensionable employment in Local Government, certain Public Boards, teaching, etc., or vice versa, may be eligible, subject to certain conditions, to count their pre-transfer service for superannuation purposes. An officer who proposes to take up employment with a public service or body, should consult his Local Manager before actually handing in his resignation.

6.2 A new entrant to the Post Office, who has had pensionable employment with a public service or body, should give particulars to his Local Manager as soon as possible.

6A. Service in other Government Departments. Officers who have had unestablished service in another Government Department may, subject to certain rules, be allowed to reckon the service for superannuation purposes. A new entrant to the Post Office who has had such service should give particulars to his Local Manager as soon as possible.

UNESTABLISHED OFFICERS

7. Gratuities on leaving the Service

7.1 A gratuity may be granted to a full-time unestablished officer, or to a part-time officer who has given personal service of not less than 18 hours a week, who resigns or retires after not less than five years' reckonable continuous service.

7.2 No gratuity will be granted if an officer is dismissed on disciplinary grounds, or if he resigns to avoid dismissal.

8. Death Gratuity. If a full-time unestablished officer, or a part-time officer who has given personal service of not less than 18 hours a week, dies in the Service after not less than five years' reckonable continuous service, a gratuity may be paid to his legal personal representative.

9. Service in other Government Departments. Unestablished officers who have had unestablished service in another Government Department may, subject to certain rules, be allowed to reckon the service for gratuity purposes. A new entrant to the Post Office who has had such service should give particulars to his Local Manager as soon as possible.

★ S (M). UNIFORM AND PROTECTIVE CLOTHING

1. Official clothing

1.1 Uniform and/or protective clothing is supplied to officers on certain grades and duties. Particulars are given in Personnel Rules **Div. 24**.

1.2 The purposes for which protective clothing is provided for Post Office staff while on duty are:—

(a) To protect the wearer, as far as practicable, against unfavourable weather and other conditions which might affect their health or their ability to continue working.

(b) To protect them from injurious conditions attendant on certain types of work, *e.g.*, dirt, dust or grease.

(c) To provide protection in case of accident, *e.g.*, crash helmets for motor-cyclists.

(d) To give protection for uniformed officers when on work of a dirty nature likely to make uniform prematurely unserviceable or disreputable.

(e) To permit outside work to continue in all but extreme weather or ground conditions.

Where protective clothing is provided it should be kept handy and available in good condition for immediate use whenever working conditions demand it. Mobile staff are expected to carry their protective clothing with them in their vehicles.

UNIFORM

2. Badges, etc.

2.1 Official badges and buttons must not be removed, and the substitution of unofficial for official buttons is not permitted.

2.2 Postmen and allied grades are supplied with permanent numbered badges which must be worn at all times when uniform is worn. The officers concerned are required to attach the badges neatly. When no longer required the badges should be returned to the holder's superior officer.

2.3 All cases of loss of or damage to a badge should be reported immediately.

2.4 Private badges. *See* Personnel Rules Div. 24 GII 6.

3. Care of, and manner of wearing, uniform

3.1 Officers in uniform must present a tidy appearance whether on or off duty. If any uniform-wearing officer attends for duty in a slovenly condition or not in the uniform supplied to him, he is liable to be put off duty and to lose pay for the period of his absence.

3.2 The uniform must be brushed regularly and any grease spots or other dirty marks should be removed as soon as possible. Either black or brown leather boots or shoes of a standard design may be worn and they must be properly polished at least once a day.

3.3 Uniform must not be worn when an officer is engaged in unofficial work which is likely to damage it. Uniformed officers employed less than 24 hours a week should wear their uniform only when on duty and on their way to and from duty.

3.4 Under no circumstances is an officer permitted to wear any other than his own uniform.

3.5 Should an officer be supplied with a badly fitting garment he should call attention to the matter before the garment is worn.

3.6 Postmen on duty may, if they wish, go without their official headgear (except, of course, whilst riding official motor cycles on duty when they must wear the crash helmet). When worn, headgear must be put on straight.

3.7 The pattern and colour of shirts and ties worn by uniformed staff should be in keeping with the uniform, and "loudness" is to be avoided. The tie should be of a dark colour.

3.8 Uniformed staff may, if they wish, go without ties during the period 1st June to 30th September, provided a collar-attached shirt of a colour in keeping with the uniform is worn. The top button or stud only of the shirt may then be left unfastened, and the collar may be worn

inside or outside the jacket as desired, so long as the general appearance is clean and tidy. In spells of very hot weather outside this period the controlling officer's permission must be obtained before a tie is dispensed with.

4. Postal Supervising Grades. Wearing of uniform—*See Personnel Rules Div. 24 P.*

UNIFORM AND PROTECTIVE CLOTHING

5. Care of, Loss or Damage. All articles of clothing or equipment provided by the Department are the property of the Post Office and must be produced on demand. An officer may be required to make good, at his own expense, any loss of or damage to such articles. All cases of loss or damage should be promptly reported.

6. An officer is not permitted to lend or dispose of any part of his uniform or protective clothing to any person, whether a Post Office servant or not.

7. Treatment of clothing on replacement. *See Personnel Rules Div. 24 G VI.*

8. Surrender of clothing on leaving the Service. When an officer quits the Service he must return to the superior officer under whom he was employed at the time of leaving, all his uniform and any items of protective clothing which have not been certified unserviceable, and all distinctive buttons and badges from old uniforms or protective clothing, and any other articles he may have in his possession which are the property of the Post Office; otherwise he will be liable to prosecution. This rule also applies generally in any case in which an officer is promoted or transferred to a position where the uniform or protective clothing requirements are not the same.

T. WELFARE SERVICES

1. Personal Welfare. Welfare officers are directly available to members of the staff for private consultation and advice, and, where appropriate, practical help on personal, domestic or other difficulties. A welfare officer may be approached either direct, or through a supervisor or manager, or through a staff association representative.

2. First Aid. First aid services for Post Office staff are provided by trained volunteers who are members of the Post Office Ambulance Centre. Training may be provided in official time, and volunteers should approach the local manager or welfare officer for details.

3. Benevolent and similar organisations. Apart from local, Regional or Departmental welfare funds, the two main benevolent organisations which, between them cater for all members of the Post Office are the Rowland Hill Benevolent Fund and the Post Office Clerks Benevolent Fund. There are also several organisations which provide for members in sickness or convalescence, including the Post Office Fellowship of Remembrance, which provides holiday as well as convalescent centres. A list of these organisations and names of local agents can be supplied by the welfare officer.

THE WELFARE SERVICES

1. Personal Welfare. Welfare officers are directly available to members of the staff for private consultation and advice, and where appropriate, practical help on personal, domestic or other difficulties. A welfare officer may be approached in direct effect or through a supervisor or manager, or through a staff association representative.

2. Staff Aid. Staff aid services for Post Office staff are provided by trained volunteers who are members of the Post Office Association (P.O.A.). Training may be provided in which staff and volunteers should approach the local manager or welfare officer for details.

3. Benefits and similar entitlement. Apart from local, National or Departmental welfare funds, the two main financial organizations which determine rates for all members of the Post Office are the Post Office Staff Association (P.O.S.A.) and the Post Office Staff Association Fund (P.O.S.A.F.). The P.O.S.A. and P.O.S.A.F. also provide for members in respect of contributions, including the Post Office Staff Association Fund, which provide details as well as a list of representatives. A list of these representatives and names of local agents can be supplied by the welfare officer.

U STAFF ATTENDANCE IN A TRANSPORT EMERGENCY

1 In the event of a dislocation of public transport, every Civil Servant has a duty, irrespective of his grade, to carry out whatever Civil Service work is required of him. This should be understood as meaning that a Post Office servant may be called upon to do any Civil Service work within his capabilities and broadly appropriate to his grade. Suitable Post Office staff, surplus to local requirements, may be required to work elsewhere, perhaps for another Government Department. Manipulative grades, however, will not generally be diverted outside the Post Office. All grades may have to conform to changed hours of duty.

2 Duty of the staff to get to work. Every officer who is physically fit should understand that he will be expected to make every effort to report to his normal place of work, and to use his initiative in getting to and from work; but see also the additional arrangements for one-day strikes (*see 7*).

2.1 Those living within four miles may be expected to walk that distance each way daily, as may those who can get transport part way. For staff who spend most of their working day on their feet this distance is reduced to three miles, or to two miles in certain circumstances. Preferential treatment will, where practicable, be given to those who have special difficulties, *e.g.*, the disabled.

3 Staff who cannot get to their normal place of work, and whose presence there is not required for essential work. Staff who would normally be in this category are not absolved from getting to their normal places of work if opportunity offers and they have not been instructed otherwise. If, however, they are unable to get there, they should report to the nearest Post Office premises (Scale Payment Sub Offices excluded) within four miles (or three (two) miles, as appropriate—*see 2.1*) of their homes, or to which public transport is available, where members of their grade are most likely to be employed. Thus, Postmen should generally go to Head, District, or Sub-District Offices; Counter Clerks to Head, District, or Branch Offices; Telephonists to Telephone Exchanges.

3.1 For further details about reporting arrangements, see General Rules **Div. 19G I 4.**

4 Annual Leave. Unless instructions to the contrary are issued there will be no general ban on the taking of annual leave during or immediately prior to a transport emergency. Officers who take leave away from home, during or immediately prior to such an emergency or when there is a likelihood of one occurring, do so at their own risk, and if they are unable to return home and are in consequence unable to report for duty at the end of their leave as required in **2 and 3**, the additional days of absence will be counted against their annual leave entitlement.

5 Use of private vehicles. Officers are encouraged to use their own vehicles for getting to and from work and to carry as passengers colleagues or other Civil Servants who might thereby be assisted to their place of work. Information about allowances for using private vehicles is given in General Rules **Div. 19G I 7.**

5.1 For information about (a) parking in Central London and (b) insurance, see General Rules **Div. 19G I 6.**

6 Outside emergency work. Time off to volunteer for other emergency work will not be granted to any officer who can usefully be employed in his own or another Government Department.

7 Additional provisions for a one-day strike. In the case of one-day disruptions of services, non-essential staff may be allowed (a) to take annual leave or (b) make up the day lost rather than attempt to reach their own or suitable alternative office (see General Rules **Div. 19G I 4**). Where an officer is allowed to adopt course (b) he will be required to make up time equivalent to the day lost in a manner acceptable to his controlling officer.

7.1 In suitable cases, staff may be encouraged to do their work at home.

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