



Regulations for Government Office Staff.

1. THE ESTABLISHMENT OF GOVERNMENT OFFICE CONSISTS OF—

- (a) The Government Secretary and Treasurer.
- (b) One Principal and Chief Clerk (also Private Secretary to the Lieutenant-Governor).
- (c) One Principal Clerk (also Assistant Clerk of the Council).
- (d) Two Senior Clerks.
- (e) Four Junior Clerks.
- (f) Three unestablished Clerks.
- (g) Two Revenue Officers.
- (h) One Clerk for Revenue Duties.
- (i) Two Boy Messengers.
- (j) One Caretaker.

2. THE AUTHORISED SCALES OF PAY ARE—

Government Secretary and Treasurer...	£500	—	700	per annum.
Principal and Chief Clerk.....	£200	—	10—350	„ (with allowance of £20 per annum).
Principal Clerk	£200	—	10—350	„
Senior Clerks (2)	each	£130	— 7 — 200	„
Junior Clerks (4)	each	£60	— 5 — 100	„
Unestablished Clerks (3) ...	each	£60	— 5 — 100	„
Chief Revenue Officer	£120	—	10—180	„
Revenue Officer	£100	—	10—150	„
Clerk for Revenue Duties...	£60	—	5 — 80	„
Boy Messengers (2)	£26	—	5 — 39	„
Caretaker	£52,		quarters, fuel and light.	

3. THE PERSONNEL OF THE OFFICE IS—

Government Secretary and Treasurer...	B. E. Sargeant,	O. B. E.
Principal and Chief Clerk	H. M. Rogers,	M. B. E.
Principal Clerk	T. A. Craine.	
Senior Clerks	R. T. Harvey and T. Nesbitt.	
Junior Clerks	W. A. Latham, W. C. Bridson,	R. Brew and E. Stowell.
Unestablished Clerks	Miss D. I. Chappell, Miss F. Horn	and Miss E. H. Costain.
Chief Revenue Officer	S. Cubbin.	
Revenue Officer	T. H. Shimmin.	
Clerk for Revenue Duties	Miss V. Davis.	
Boy Messengers	G. H. Johnson and R. A. Faragher.	
Caretaker	Mrs Wallace.	

4. TEMPORARY BRANCHES—

Food Control Branch—W. A. Kelly and Miss E. Clarke.
Coal Control Branch—W. A. Craine and G. Addison.

5. THE DISTRIBUTION OF THE DUTIES ARE AS FOLLOWS—

- (a) Government Secretary and Treasurer :
- (1) Questions of General Policy.
 - (2) Expenditure out of Public Funds
 - (3) Investment of Public Funds.
- (b) Chief Clerk :
- (1) General supervision of all Branches.
 - (2) Special Duties detailed by the Government Secretary from day to day.
 - (3) Preparation of all Annual Reports.
 - (4) Duties of Private Secretary to the Lieutenant-Governor.
- (c) Administrative Branch :
- (1) All Administrative matters not involving finance.
 - (2) Matters relating to the Legislative Council.
 - (3) Matters relating to the Registrar-General
 - (4) Supervision of the Registry, Despatching-room, and Typewriting-room.
- (d) Finance Branch :
- (1) All matters relating to finance.
 - (2) Contracts.
 - (3) Stores.
 - (4) Matters relating to the Government Property Trustees.
- (e) Inland Revenue Branch :
- (1) Collection of Income Tax.
 - (2) Old Age Pensions and National Insurance.
 - (3) Profiteering Act.

6. THE DISTRIBUTION OF THE STAFF IS AS FOLLOWS—

Government Secretary and Treasurer	B. E. Sargeaunt, O B E.
Chief Clerk	*H. M. Rogers, M.B.E.

ADMINISTRATIVE BRANCH.

Principal Clerk	...	T. A. Craine.	Junior Clerk	...	W. A. Latham.
Registry.					
Unestablished clerk	...	Miss F. Horn.	Junior Clerk	...	E. Stowell.
Dispatching and Enquiries Room.					
Junior Clerk	...	R. Brew.	Two messengers,		
Typewriting Room					
Unestablished clerks	...	Miss Costain and †Miss Chappell.			

FINANCE BRANCH.

Senior Clerks	...	R. T. Harvey and T. Nesbitt.
Junior Clerk	...	W. C. Bridson.

INLAND REVENUE BRANCH.

Chief Revenue Officer	...	S. Cubbin,
Revenue Officer	...	T. H. Shimmin,
Clerk	...	Miss V. Davis.

* Also Private Secretary to the Lieutenant-Governor.

† Also Personal Assistant to the Government Secretary.

7. CORRESPONDENCE on arrival in the office will be taken to the Registry where it will be opened, receipt dated, registered in its proper files and sent to the Branch of the office concerned. The initials of the officer registering together with the date of registration must be indicated on the face of each file. It is part of the duty of every member of the staff to secure that Correspondence is replied to without delay. All communications requiring decisions must have minuted on the face of the cover by the Branch concerned, reference to any previous history bearing on the subject together with any other useful information or advice. All questions involving Policy proceed to the Lieutenant-Governor and

pass to him from Heads of Branches through the Government Secretary. Matters which have proceeded to the Lieutenant-Governor for his decision will be replied to over the signature of the Government Secretary unless the Government Secretary otherwise minutes. Matters not involving policy which have been referred for decision to the Government Secretary will be replied to over the signature of the Chief Clerk. Heads of Branches will sign all letters of a routine character affecting their respective Branches. It will be the duty of Heads of Branches to submit for information of Higher Authority letters of importance received in reply to communications.

8. Contracts of magnitude may not be negotiated by a member of the staff other than the Government Secretary. The Chief Clerk will not operate on the Treasurer's Accounts, except under written authority of the Treasurer, during the Treasurer's absence.

9. In the absence of the Government Secretary and Treasurer his duties will devolve on the Chief Clerk. In the absence of the Government Secretary or the Chief Clerk the Principal Clerk will assume the duties of Chief Clerk.

10. THE CHIEF CLERK will be responsible to the Government Secretary and Treasurer for the Discipline of the Office, and will bring to the notice of the Government Secretary and Treasurer, for instructions, any breach which may arise.

11. THE PRINCIPAL CLERK will be responsible for the Administrative Branch; the Senior Clerk for the Financial Branch; and the Chief Revenue Officer for the Inland Revenue Branch, and the Officers serving under them will be subject to their control in regard to the carrying out of their duties. Heads of Branches must see that correspondence and general business are expeditiously dealt with and must revive promptly matters of a recurring nature or matters which have been unduly delayed. Diaries should be kept for recurring matters. Heads of Branches must bring to notice any suggestions and matters of importance, and must aim at keeping their Branches up to date in every direction. It will be part of the duty of the Registry to peruse the Local Press and the London Times and cut out and insert in files, for transmission to the Branch concerned, any printed matter connected with the administration of the Island or of events in England which may directly or indirectly concern the administration of the Island. Acts of the Imperial Government will be obtained regularly as soon as passed, and will be inserted in files for decisions as to whether they should be adopted locally. All Reports of interest will be brought to notice. Branches must be regarded as self-contained, and only one officer of a Branch must be absent on leave at one time. In the absence of a Head of a Branch the next senior officer of the Branch will take over the control. Officers of one Branch may not be requisitioned by another without the sanction of the Government Secretary. When a Head of a Branch is absent from duty, from any cause, the next senior officer must immediately assume control of the Branch and take over all papers. All papers must be kept readily accessible.

12. The Food Control Branch and the Coal Control Branch will be regarded as independent Branches, and the conduct of their correspondence will be carried out in the same way as in the case of the permanent Branches of the Office.

13. The Enquiries and Despatching Room will be responsible for the prompt addressing, copying and despatch of signed letters. The Head of this Room will also arrange for the collection and circulation of files and letters from Room to Room throughout the Office. Baskets must be cleared and the contents forwarded twice each morning and twice each afternoon. The Head of the Enquiries and Despatching Room will be the officer responsible for sending messengers out of the Office. Officers requiring messages to be sent must therefore apply to him and not give orders direct to messengers. Persons making enquiries must be civilly and respectfully treated, and if a direct answer to the inquiry cannot be given, the applicant will be referred to the Head of the Branch concerned, who if he considers the inquiry or information desired or to be imparted to be a matter for higher authority, will conduct the applicant in person to the Government Secretary. The Head of the Enquiries and Despatching Room will also be responsible for the receipt and proper circulation of telephone messages which may come over the line to his room, and for the making of all connections on the Switchboard in his room.

14. EVERY CIVIL SERVANT appointed to the Staff must be a British Subject, and pass such Examination as may be required, and sign the following Declaration :--

“I hereby recognise that all Communications and Documents with which I may deal or to which I may have access during my employment at Government Office, Isle of Man, are of a strictly confidential character, and that I am forbidden by the Official Secrets Act to communicate to any person other than a Servant of the Crown for Official purposes any information which I may acquire in the course of my duties.

I further undertake not to make use of any information I may acquire during my employment at any time after I have left the Service of the Crown.

Signature

Address

Date

15. The Office Hours are from 9-30 a.m. to 5 p.m.

16. Every member of the Staff—established, unestablished, or temporary—must be present throughout those hours except during—

(a) One hour and a quarter in the middle of the day for luncheon ;

(b) One afternoon in each week, when he or she may leave at 1 p.m., so long as the work of the Office permits.

17. The luncheon period must be so arranged that a responsible officer of each Branch is always present.

18. Each member of the Staff must sign the time book on arrival and departure, and when leaving for and returning from luncheon or tea.

19. All members of the Staff must work overtime as required, but Heads of Branches should curtail this as much as possible. Overtime will be paid for under the Regulations current for the time being.

20. Annual leave is granted as follows :—

Government Secretary and Treasurer	...	6 weeks.
Principal Clerks	4 „
Senior Clerks	4 „
Revenue Officers	4 „
Junior Clerks	3 „
Unestablished Clerks	3 „
Temporary Clerks and Messengers	2 „

One day will be allowed in respect of each Bank Holiday to all members.

21. A member of the Staff who falls sick must at once address a postcard to the Government Secretary reporting the fact. If he or she is absent for more than six days a medical certificate must be forwarded.

22. A personal file is to be kept in respect of each member of the Staff and of officers of other departments whose leave is obtained from Government Office. All particulars of leave, discipline, etc., will be recorded in the personal files.

23. Applications for special leave of absence must be made in writing stating the reason, for the approval of the Government Secretary, and must pass through the Chief Clerk. If approved, these absences are to be recorded in the personal files in the Registry. Annual and sick leave will be similarly entered.

24. No officer may engage in any remunerative private occupation without written authority

25. Promotion within the Office will be by merit and aptitude for the work and will not necessarily depend on seniority

26. Breaches of discipline will be met by stoppage of leave and in serious cases by suspension and even dismissal.

27. Every Member of the Staff will be handed a copy of these Regulations on joining.

B. E. SARGEANT,

23rd February, 1920.

Government Secretary and Treasurer.