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Min. of Technology
Industrial Handbook

1969

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MINISTRY OF TECHNOLOGY

*Industrial
Handbook
1969*

INDUSTRIAL
HANDBOOK
1969

MINISTRY OF TECHNOLOGY

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FOREWORD

The Ministry of Technology is a large and complex organisation. Every employee has a part to play in it, and you will play your own part the better if you understand the general rules and conditions of your employment. That is the purpose of issuing this new Handbook.

There will be special rules and conditions which apply at individual establishments and these will be explained locally to those affected.

You should observe all the rules which apply to you, in your own interest no less than that of your colleagues and of the Ministry.

If you want any additional information, or if you are in any doubt or difficulty, you should approach your immediate supervisor. If he cannot help you, he will arrange for you to see someone who can.

I should like to take this opportunity of wishing you well in your service with the Ministry.

R. W. Clare

*Permanent Secretary,
Ministry of Technology.*

Date: June, 1969.

SECTION 1

Entry and Employment Conditions

1. Nationality

The Ministry of Technology cannot normally employ you unless:

(a) at all times since your birth you have been either a British subject or a Citizen of the Irish Republic, and

(b) you were born in a country or territory which is (or then was) within the Commonwealth, or in the Irish Republic, and

(c) each of your parents was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic, and is, or was at death, a British subject or Citizen of the Irish Republic, and has or had been one or the other at all times from birth.

2. Medical Examination

(a) You may be required to satisfy a Medical Officer appointed by the Ministry that you are physically fit for the employment for which you are being considered. This examination will take place prior to an offer of employment.

(b) You must subsequently submit yourself for medical examination whenever required by the management.

3. References

Your engagement is conditional on satisfactory references being obtained.

4. Other Government Service

(a) You must obtain the permission of the head of the establishment in which you are serving before you can leave to join another establishment or another Government Department. Failure to do so may affect the counting of your service for superannuation or other purposes (see also Section XI, paragraph 82(b)).

(b) If you have served in any Government Department you must disclose all such service when you apply for other employment in a Government Department.

(c) (i) If you are drawing a pension under the Superannuation Acts for prior Government Service, it will be liable to reduction or suspension during further Government employment.

(ii) If you are drawing a pension for previous public service, e.g. teaching, National Health Service, etc., it may also be liable to reduction or suspension during Government employment. Your pension paying authority can advise you on these matters.

(d) If you have received a gratuity under the Superannuation Acts for your previous service and are re-employed in Government Service within three years you may have the right (within

two years of re-employment and or alternatively within six months of establishment) to refund it in order that the earlier service may reckon for any future superannuation award. Such refunds must be made in one sum and not by instalments.

5. Official Secrets Acts

Before starting your employment you must sign a statement that you understand that on entering the employment of the Ministry of Technology you are fully aware of the serious consequences which may follow any breach of the Official Secrets Acts. Under the provisions of the Acts it is an offence to disclose any official information, obtained by you as a result of your employment with the Ministry of Technology, to an unauthorised person orally or in writing or by any other means unless you have received official permission. The provisions of the Official Secrets Acts apply not only during your employment but also if you subsequently leave this employment (see also Section IX paragraph 65).

6. Security

No one may be employed in the Ministry of Technology in connection with work the nature of which is vital to the security of the State if he is or has recently been:

(a) a member of the Communist Party; or

(b) a member of a Fascist Organisation

or if in such a way as to raise legitimate doubts about his reliability he is or has recently been

sympathetic to or associated with Communists or Fascists or their sympathisers.

7. Women and Young Persons

(a) The Ministry of Technology observes the provisions of the Factories Acts as regards the hours of work and conditions of employment of women and young persons.

(b) Meal vouchers are at present issued free to young persons, except canteen employees, under 17 years of age, and are available to 17 and 18 year olds at half the current value. These vouchers are valid only for main meals in official canteens or at a canteen or staff restaurant with which an arrangement has been made by the Department.

(c) Employees under 18 years of age are encouraged to attend, on one day a week, day continuation classes arranged by Local Education Authorities. Attendance is compulsory for all employees under 16 years of age. Special conditions apply to apprentices.

8. Apprentices

All apprentices are bound by the terms and conditions of the Deed of Apprenticeship. Otherwise they are subject to the rules in this Handbook and any special rules of the establishment.

9. Promotion

Vacancies in non-industrial supervisory posts are normally advertised within the Ministry.

10. Internal Transfer

You may be transferred within the establishment at the sole discretion of the management.

SECTION II

Working Hours

11. Standard Hours of Work

The standard hours of work for industrial employees in Ministry establishments are, with certain exceptions, 40 hours per week. These hours are normally spread over 5 days.

12. Shift Work

(a) Shift work (possibly including night shifts) is in operation at some establishments. At others it may be necessary to introduce shift work from time to time. It is a condition of your service that you work on shift if and when required.

(b) If your work involves continuous shifts you must remain until your replacement for the next shift arrives, unless you have obtained special permission to leave.

13. Attendance

(a) You are required to be regular in attendance at your place of work. If you are unable to attend, you must notify your supervisor or the head of your establishment immediately and tell him the reason for your absence. Disciplinary action may be taken against employees who are irregular in their attendance or cannot furnish a satisfactory explanation for their absence and this may result in dismissal.

(b) If you absent yourself without permission for five consecutive days you will be held to have terminated your employment unless the head of the establishment decides otherwise.

14. Identification

You must enter and leave your establishment only by the authorised entrances and exits. If you are issued with an official pass you must have it ready and show it.

15. Timekeeping

(a) You are required to report for work at the appointed time. You must accept the consequences of your own lateness, whatever the cause.

(b) Checks for late arrival will be made to the next five minutes period. Bad timekeeping will render you liable to disciplinary action.

(c) Employees living more than three miles from the establishment who arrive late for work by reason of a proved breakdown of transport (including a breakdown due to stress of weather but excluding a breakdown due to a transport strike) may, subject to certain conditions, be relieved of checks for lateness.

(d) Payment at plain timework rate for normal working hours may be specially authorised when you are either "stood off" or prevented from attending by exceptionally bad weather.

16. Time Recording

(a) You are required to record your time of starting work in accordance with the normal practice prevailing at your establishment.

(b) You will be liable to dismissal, and may be prosecuted as well, if you:

(i) tamper with a time recorder clock or with any clock card;

(ii) clock another employee's card;

(iii) make a false entry on the time sheet.

(c) If you fail to record your times of attendance as laid down by your establishment, your superior officer may sanction payment if he is satisfied that the time has been worked, but you will be liable to disciplinary action.

17. Meal Breaks

(a) If you work under the standard conditions of day or night shift you will be allowed an unpaid meal break of not less than 45 minutes in each shift.

(b) Special conditions apply to meal breaks for industrial employees at certain establishments. Employees concerned will be informed of the conditions applying to them.

18. Tea Breaks

Where practicable you are allowed either

(a) a ten minute tea break during the morning and afternoon and during the first and second call in the night shift; or

(b) exceptionally, one tea break not exceeding twenty minutes instead.

The duration of the tea break represents the maximum permitted time away from work and the concession may be withdrawn if abused.

SECTION III

Wages

19. Rates of Wages

Rates of pay which are negotiated with the Trade Unions at National level are authorised by Headquarters (Labour Branch).

20. Payments of Wages

(a) Wages are paid weekly, normally one week in arrear.

(b) If you are unable to attend at the time wages are paid, you may apply for a form to authorise someone else to draw your pay, or to have your pay sent by post. You may not draw pay for someone else if you are connected with the recording of time or the make-up or payment of wages or the distribution of pay tickets.

(c) If the amount in your pay envelope differs from the amount shown on your pay ticket, you must report the fact at the time of payment; no subsequent claim will be considered. The loss of any pay card must be reported immediately.

21. Deductions

(a) Your National Insurance contributions and, where applicable, Graduated Pension Contributions and the amount due for income tax will be deducted from your gross pay.

(b) You are liable to pay income tax under the pay as you earn system. The paying officer deducts the amount of tax appropriate to earnings and code number. If you suspect the code number is wrong you should complain directly to your local Inspector of Taxes.

(c) Subject to your written authority and the approval of the management, voluntary deductions may be made for contributions to certain voluntary organisations such as Hospital Contributory Schemes, Sports Associations, National Savings and such Benevolent Funds as are approved by Headquarters. The Ministry will not accept any liability for the lapse or loss of benefit from these organisations.

(d) Any rent due to the Ministry will be recovered from pay subject to the written authority of the employee concerned.

22. Guaranteed Week

(a) All industrial employees are guaranteed wages equivalent to their plain timework rate for the weekly hours to which they are normally conditioned, provided that they are capable of, available for and willing to perform satisfactorily

during working hours the work associated with their usual occupation or reasonable alternative work where their usual work is not available.

(b) For the purpose of this guarantee, premium payments for overtime and/or for work done on Sundays and holidays and shift pay are disregarded.

(c) The guarantee does not apply in the following circumstances:

- (i) In the case of an unpaid holiday recognised by agreement, custom or practice, the guarantee is reduced in respect of the pay of the week in which the holiday takes place in the same proportion as the normal working hours have been reduced in that pay week;
- (ii) in the event of a dislocation of work as a result of strike action, the guarantee is automatically suspended in respect of work-people affected in the establishment where the strike is taking place.

23. Timework Guarantee

Employees on systems of payment by results are guaranteed on a weekly basis their plain timework rate for all time actually worked.

24. Pay on substitution or on transfer to a lower-rated job.

If you are called upon to carry out the full duties of an employee of a higher grade during his absence,

or if you are transferred to a job carrying a lower rate of wages your pay and conditions of service will be subject to special rules.

25. Overtime

Normally special rates of pay apply to hours of overtime.

SECTION IV

Allowances and Other Payments

26. Travelling and Subsistence

(a) If you are sent away on temporary detached duty or transferred to another establishment you may be entitled to certain travelling expenses and subsistence allowances. The conditions under which these are payable are laid down in the Code of Industrial Travelling Rules and the Transfer Rules for Industrial employees in the United Kingdom respectively, and copies of these may be obtained on application.

(b) When making claims for allowances you must be sure that the information you provide is correct. Any employee submitting false information will be liable to disciplinary action.

27. Assisted Travel Scheme

You are expected to make your own arrangements for getting to and from work in your own time and at your own expense. Assisted Travel

Schemes have, however, been authorised on a temporary basis at certain establishments where the Ministry considered them to be justified. These schemes may be withdrawn at any time after due notice and any assistance you may obtain from such a scheme is not a condition of your service and does not form part of your wages.

28. Compensation for Loss or Damage to Personal Effects

The Department admits no liability for the loss or damage to personal property. If, however, loss or damage to personal effects occurs unavoidably and through no fault or negligence of your own in the course of your employment, and is not covered by private insurance, the Department may at its discretion make an ex gratia payment. No payments will be made for loss or damage to jewellery or luxury articles or for loss of money.

29. Private Insurance Policies

If you hold a life or endowment policy, for which your insurance company may require an additional premium because of the kind of work you will have to do, you should consult your Administrative Officer as under certain circumstances the Department can refund the amount of the additional premium. Should you be in any doubt whether for security reasons you may give information to the insurance company about your work, you should apply in writing to the head of your establishment for advice.

30. Patents, Suggestions and Awards

(a) Certain rules apply to employees who wish to apply for or obtain a patent for an invention. Details may be obtained on application.

(b) Cash awards may, in certain circumstances, be granted to employees whose suggestions for improving efficiency are adopted by the Department.

SECTION V

Discipline

31. General

(a) Employment in the Ministry of Technology is conditional on the employee continuing to render satisfactory service.

(b) A breach of any of the rules contained in this Handbook or any other rule applicable to the establishment will normally be regarded as a disciplinary offence. An employee called to answer a disciplinary charge may, if he wishes, be accompanied by a colleague or a Trade Union representative.

(c) An employee who commits an offence which renders him liable to prosecution will remain liable to such prosecution regardless of any disciplinary action which may have been taken against him.

(d) Reference is made in Section IX to particular offences not dealt with elsewhere in the Handbook.

32. Penalties

An employee who is found guilty of the disciplinary offence with which he is charged may incur one or other of the following penalties, according to the seriousness of the offence:

(a) A formal reprimand which will be entered on his record. The employee will be told in writing that this has been done.

(b) Suspension without pay for a period not exceeding three consecutive working days. The employee will be told orally and in writing of the reason for the suspension.

(c) Dismissal with two weeks' notice (one weeks' notice where employment has been less than 26 weeks) or pay in lieu of notice.

(d) Summary dismissal (i.e. without notice).

Note:

- (i) As a general rule dismissal will involve the loss of benefits under the Superannuation Acts (see Section VIII).
- (ii) An employee who leaves his employment in order to avoid disciplinary action may forfeit his eligibility to benefits under the Superannuation Acts (see Section VIII).

33. Appeal

An employee has the right to appeal against a decision taken as a result of disciplinary procedure:

FOREWORD

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(c) Subject to your written authority and the approval of the management, voluntary deductions may be made for contributions to certain voluntary organisations such as Hospital Contributory Schemes, Sports Associations, National Savings and such Benevolent Funds as are approved by Headquarters. The Ministry will not accept any liability for the lapse or loss of benefit from these organisations.

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during working hours the work associated with their usual occupation or reasonable alternative work where their usual work is not available.

(b) For the purpose of this guarantee, premium payments for overtime and/or for work done on Sundays and holidays and shift pay are disregarded.

(c) The guarantee does not apply in the following circumstances:

- (i) In the case of an unpaid holiday recognised by agreement, custom or practice, the guarantee is reduced in respect of the pay of the week in which the holiday takes place in the same proportion as the normal working hours have been reduced in that pay week;
- (ii) in the event of a dislocation of work as a result of strike action, the guarantee is automatically suspended in respect of work-people affected in the establishment where the strike is taking place.

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Employees on systems of payment by results are guaranteed on a weekly basis their plain timework rate for all time actually worked.

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If you are called upon to carry out the full duties of an employee of a higher grade during his absence,

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Normally special rates of pay apply to hours of overtime.

SECTION IV

Allowances and Other Payments

26. Travelling and Subsistence

(a) If you are sent away on temporary detached duty or transferred to another establishment you may be entitled to certain travelling expenses and subsistence allowances. The conditions under which these are payable are laid down in the Code of Industrial Travelling Rules and the Transfer Rules for Industrial employees in the United Kingdom respectively, and copies of these may be obtained on application.

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Schemes have, however, been authorised on a temporary basis at certain establishments where the Ministry considered them to be justified. These schemes may be withdrawn at any time after due notice and any assistance you may obtain from such a scheme is not a condition of your service and does not form part of your wages.

28. Compensation for Loss or Damage to Personal Effects

The Department admits no liability for the loss or damage to personal property. If, however, loss or damage to personal effects occurs unavoidably and through no fault or negligence of your own in the course of your employment, and is not covered by private insurance, the Department may at its discretion make an ex gratia payment. No payments will be made for loss or damage to jewellery or luxury articles or for loss of money.

29. Private Insurance Policies

If you hold a life or endowment policy, for which your insurance company may require an additional premium because of the kind of work you will have to do, you should consult your Administrative Officer as under certain circumstances the Department can refund the amount of the additional premium. Should you be in any doubt whether for security reasons you may give information to the insurance company about your work, you should apply in writing to the head of your establishment for advice.

30. Patents, Suggestions and Awards

(a) Certain rules apply to employees who wish to apply for or obtain a patent for an invention. Details may be obtained on application.

(b) Cash awards may, in certain circumstances, be granted to employees whose suggestions for improving efficiency are adopted by the Department.

SECTION V

Discipline

31. General

(a) Employment in the Ministry of Technology is conditional on the employee continuing to render satisfactory service.

(b) A breach of any of the rules contained in this Handbook or any other rule applicable to the establishment will normally be regarded as a disciplinary offence. An employee called to answer a disciplinary charge may, if he wishes, be accompanied by a colleague or a Trade Union representative.

(c) An employee who commits an offence which renders him liable to prosecution will remain liable to such prosecution regardless of any disciplinary action which may have been taken against him.

(d) Reference is made in Section IX to particular offences not dealt with elsewhere in the Handbook.

32. Penalties

An employee who is found guilty of the disciplinary offence with which he is charged may incur one or other of the following penalties, according to the seriousness of the offence:

(a) A formal reprimand which will be entered on his record. The employee will be told in writing that this has been done.

(b) Suspension without pay for a period not exceeding three consecutive working days. The employee will be told orally and in writing of the reason for the suspension.

(c) Dismissal with two weeks' notice (one weeks' notice where employment has been less than 26 weeks) or pay in lieu of notice.

(d) Summary dismissal (i.e. without notice).

Note:

- (i) As a general rule dismissal will involve the loss of benefits under the Superannuation Acts (see Section VIII).
- (ii) An employee who leaves his employment in order to avoid disciplinary action may forfeit his eligibility to benefits under the Superannuation Acts (see Section VIII).

33. Appeal

An employee has the right to appeal against a decision taken as a result of disciplinary procedure:

leave for the purpose of this scheme. Unestablished women employees with less than 5 years service who have to cease working on account of confinement, may be granted special leave without pay for a period of three months. If an employee does not return to duty within this period, normally, she should be discharged, whether or not she produces a medical certificate of unfitness for work. However, this period of three months may be extended up to a maximum of six months at the discretion of head of establishment. Unestablished women employees with more than 5 years unestablished service, may be granted in addition, four weeks paid maternity leave reckoning against normal paid sick leave allowance on production of a medical certificate of pregnancy only.

Waiting Period

6. Sick pay may be issued from the first day of sick absence, whether the absence is uncertificated within the limits laid down in paragraph 3(b), or certificated, provided that an employee is entitled to sick pay within existing rules.

Amount of Paid Sick Leave

7. After the qualifying period of service, eligible employees may in any period of twelve months be granted sick leave with full pay (defined in next paragraph) for up to 65 working days (if conditioned to a five day week) or 78 working days (if conditioned to a six day week) excluding paid holidays occurring in the sick absence. After five

years' service reckonable under the Superannuation Acts, employees who have exhausted the amount of sick leave on full pay to which they are entitled may be granted a further period on half pay within the limits of 65 or 78 working days respectively (see also paragraph 10). Juvenile service, however, may be reckoned in full in calculating the five years' service required to qualify for this further period of sick leave. When an established industrial employee with a minimum of 30 years' actual full-time service since the age of 18 (provided the years of service are reckonable under the ordinary superannuation rules) has exhausted his normal paid sick leave, he may, provided that the Department is satisfied that there is a likelihood of his eventual return to work, be allowed pay during a further period of sick leave at a rate not exceeding the amount of pension for which he would have qualified if he had been retired on medical grounds at the commencement of the period of sick leave which would otherwise be unpaid; or at the appropriate half sick pay rate if that is less. In all cases Departments should follow the procedure as laid down for the grant of sick pay at pension rate for the non-industrial staff.

Amount of Pay

8. (a) Full pay means the employee's plain timework rate less any National Insurance benefit received for sickness (including earnings related supplement), maternity allowance, injury benefit awarded under the National Insurance (Industrial

Injuries) Act, or compensation payable under the Workmen's Compensation Acts, Government Scheme of Compensation or Treasury Injury Warrant, in respect of the injury for which sick pay is being issued. Sick pay cannot be assessed until he has notified his establishment of the number of dependants for whom he is claiming benefit from the Department of Health and Social Security (see Section VII, paragraph 43(b)). Assessment of sick pay takes into account the estimated Department of Health and Social Security benefits at the full rate (both flat-rate and supplement) but if the award differs, the amount of departmental sick pay may be adjusted on production of evidence of the total amount of benefit paid (Form B.S. 12 or otherwise). The Department of Health and Social Security do not disclose to employers the amounts paid to work-people. The foregoing is subject to the over-riding limitation that the weekly payments made by the Department of Health and Social Security when added to pay issued by the Department will in no case exceed the employee's plain timework rate.

(b) No deductions will be made when employees, for some reason, are not entitled to obtain benefit from the Department of Health and Social Security, nor will account be taken of insurance benefit received for the incapacity of the employee's wife or dependant by virtue of their own insurance, death grants, maternity grants, home confinement grants, or disablement benefit.

(c) Half pay means half the amount payable by the Department when making up full pay, i.e. half the difference between plain timework pay and sick benefit, etc.

(d) Part-timers will receive sick pay calculated on the plain timework rate for the hours they regularly work (see paragraph 1).

Paid Holidays

9. Paid holidays occurring in a period of sickness or injury are reckonable as part of paid sick leave, but the amount of paid sick leave to which the employee is entitled in any period of twelve months will be increased by the number of paid holidays so reckoned. Annual paid leave will not reckon against paid sick leave; if an employee falls sick while on annual paid leave, he will be granted sick leave and be permitted to take the balance of annual paid leave later in the leave year.

Limitations

10. In any period of four years or less, sick leave may not exceed a total of 312 working days for employees conditioned to a six-day week of 260 working days for employees conditioned to a five-day week. Authorised unpaid leave will not be included in these limits. Unpaid sick leave, including injury absence for which no pay is issued, does not reckon as service qualifying for further sick leave. Where previous service has been counted towards the qualifying period mentioned

in paragraph 2 it will be counted also in applying the maximum limits of paid sick leave. When sick pay has ceased it will not be restored during the same sick absence. Sick leave at pension rate of pay authorised in paragraph 7 is not subject to the above limitations. Where an employee falls sick and would not be entitled to any paid sick leave on account of previous unpaid sick leave due to injury, paid sick leave may be granted to the extent that sums advanced to him have been repaid, irrespective of the "one year in four limitation".

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leave for the purpose of this scheme. Unestablished women employees with less than 5 years service who have to cease working on account of confinement, may be granted special leave without pay for a period of three months. If an employee does not return to duty within this period, normally, she should be discharged, whether or not she produces a medical certificate of unfitness for work. However, this period of three months may be extended up to a maximum of six months at the discretion of head of establishment. Unestablished women employees with more than 5 years unestablished service, may be granted in addition, four weeks paid maternity leave reckoning against normal paid sick leave allowance on production of a medical certificate of pregnancy only.

Waiting Period

6. Sick pay may be issued from the first day of sick absence, whether the absence is uncertificated within the limits laid down in paragraph 3(b), or certificated, provided that an employee is entitled to sick pay within existing rules.

Amount of Paid Sick Leave

7. After the qualifying period of service, eligible employees may in any period of twelve months be granted sick leave with full pay (defined in next paragraph) for up to 65 working days (if conditioned to a five day week) or 78 working days (if conditioned to a six day week) excluding paid holidays occurring in the sick absence. After five

years' service reckonable under the Superannuation Acts, employees who have exhausted the amount of sick leave on full pay to which they are entitled may be granted a further period on half pay within the limits of 65 or 78 working days respectively (see also paragraph 10). Juvenile service, however, may be reckoned in full in calculating the five years' service required to qualify for this further period of sick leave. When an established industrial employee with a minimum of 30 years' actual full-time service since the age of 18 (provided the years of service are reckonable under the ordinary superannuation rules) has exhausted his normal paid sick leave, he may, provided that the Department is satisfied that there is a likelihood of his eventual return to work, be allowed pay during a further period of sick leave at a rate not exceeding the amount of pension for which he would have qualified if he had been retired on medical grounds at the commencement of the period of sick leave which would otherwise be unpaid; or at the appropriate half sick pay rate if that is less. In all cases Departments should follow the procedure as laid down for the grant of sick pay at pension rate for the non-industrial staff.

Amount of Pay

8. (a) Full pay means the employee's plain timework rate less any National Insurance benefit received for sickness (including earnings related supplement), maternity allowance, injury benefit awarded under the National Insurance (Industrial

Injuries) Act, or compensation payable under the Workmen's Compensation Acts, Government Scheme of Compensation or Treasury Injury Warrant, in respect of the injury for which sick pay is being issued. Sick pay cannot be assessed until he has notified his establishment of the number of dependants for whom he is claiming benefit from the Department of Health and Social Security (see Section VII, paragraph 43(b)). Assessment of sick pay takes into account the estimated Department of Health and Social Security benefits at the full rate (both flat-rate and supplement) but if the award differs, the amount of departmental sick pay may be adjusted on production of evidence of the total amount of benefit paid (Form B.S. 12 or otherwise). The Department of Health and Social Security do not disclose to employers the amounts paid to work-people. The foregoing is subject to the over-riding limitation that the weekly payments made by the Department of Health and Social Security when added to pay issued by the Department will in no case exceed the employee's plain timework rate.

(b) No deductions will be made when employees, for some reason, are not entitled to obtain benefit from the Department of Health and Social Security, nor will account be taken of insurance benefit received for the incapacity of the employee's wife or dependant by virtue of their own insurance, death grants, maternity grants, home confinement grants, or disablement benefit.

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(d) Part-timers will receive sick pay calculated on the plain timework rate for the hours they regularly work (see paragraph 1).

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INDUSTRIAL HANDBOOK 1969

Amendment No. 1

The following amendments should be made to the Industrial Handbook 1969:—

Section III Paragraph 20 Payment of Wages.

Add new sub paragraph (d) attached.

Delete page 52 **insert** new page attached.

(d) Arrangements can be made for you to receive your pay by means of credits to a National Giro, Post Office Savings Bank, Trustee Savings Bank or other bank account. Within certain limits, the Department may meet the cost of operating such an account when used principally for drawing pay.

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