INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS UNDER THE CONTROL OF THE TREASURY DEPARTMENT

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VARIOUS

INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS UNDER THE CONTROL OF THE TREASURY DEPARTMENT

Trieste

(SUPERSEDING ALL PREVIOUS REGULATIONS AND INSTRUCTIONS CONCERNING THE DUTIES OF CUSTODIANS.)

INSTRUCTIONS

TO

CUSTODIANS OF PUBLIC BUILDINGS

UNDER THE CONTROL OF

THE TREASURY DEPARTMENT.

1905.

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Please acknowledge receipt of this book in an official communication addressed to the Chief Clerk of the Treasury Department.

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CONTROL OF PUBLIC BUILDINGS AND SITES.

It is provided by law "that all court-houses, custom-houses, post-offices, appraiser's stores, barge offices, subtreasuries, and other public buildings outside of the District of Columbia and outside of military reservations which have been heretofore purchased or erected, or are at present in course of construction or which may hereafter be erected or purchased out of any appropriation under the control of the Treasury Department, together with the site or sites thereof, are hereby expressly declared to be under the exclusive jurisdiction and control and in the custody of the Secretary of the Treasury, who shall have full power to take possession of and assign and reassign rooms therein to such Federal officials, clerks, and employees as in his judgment and discretion should be furnished with offices or rooms therein." (U. S. Stat. L., vol. 30, p. 614.)

INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS.

SECTION I. *Buildings and employees in charge of custodians.*—United States Government buildings, their fixtures and furniture, all appurtenances pertaining thereto, and all employees in the assistant custodian and janitor service, are under the charge and control of custodians and subject to their supervision as agents of the Treasury Department.

SEC. II. *Appointment of custodians.*—Custodians are appointed by the Secretary of the Treasury, and officials must not certify pay rolls or vouchers or in any manner act as custodians until they shall have been authorized so to do. There is no salary or emolument attached to the position.

SEC. III. *Appointment of acting custodians.*—Custodians may, when necessary, submit to the Department for approval the nomination of a suitable official for appointment as acting custodian, to serve only during the absence of the custodian by reason of sickness or any other cause; but such person shall not act until his nomination is approved by the Secretary of the Treasury.

SEC. IV. *Correspondence with Civil Service Commission.*—Correspondence by custodians with the United States Civil Service Commission or the district secretaries of the several civil-service districts is prohibited, except in so far as provided by the rules for making requisition for eligibles. All other correspondence relative to the personnel of the assistant custodian and janitor service must be addressed to the Secretary of the Treasury.

SEC. V. (1) *Signature of custodians.*—The signature of the custodian is required, when he is on duty, to all official matter forwarded to the Department relative to the assistant custodian and janitor service.

(2) *Signature of acting custodians.*—The acting custodian's signature will be accepted only in the absence from duty of the custodian.

(3) *Signatures affixed by stamp.*—The signatures of custodians, or acting custodians, affixed by stamp, or of other employees in the service signing for the custodian or the acting custodian, will not be recognized.