

Sec. 115. Where copying presses and books are not supplied, the officers must keep manuscript copies of their correspondence.

#### SALARIES.

Sec. 116. The collector in each collection division will be furnished by the department with a *pro forma* pay-list, which will show the name of each officer, his annual salary, his gross monthly salary, the amount of deduction for superannuation, and his net monthly salary, and will also give the date at which it takes effect.

Sec. 117. When any change takes place in the staff of the office, or in the salaries of the staff, a new *pro forma* pay-list will be issued from the department to supersede the one previously in use.

Sec. 118. A book of blank forms of pay-lists will be furnished to each office, and the collector will fill up the pay-lists in duplicate, in accordance with the *pro forma* above alluded to, and forward so as to reach the department not later than the 25th of each month.

Sec. 119. The pay-lists are numbered consecutively and must be used in sequence.

Sec. 120. If one is spoiled it must be sent to the department.

Sec. 121. A departmental cheque in favour of each person on the pay-list will be transmitted monthly to the collector, together with the pay-list of his office.

Sec. 122. The signatures of the officers to the pay-lists must be obtained at the time the cheques are handed to them, *but not before*. The collector will then return the pay-lists to the department without delay.

#### *Trent Valley Canals.*

Sec. 123. "At present the duties attached to the office of collector of canal tolls on the Trent Valley Canals, are not sufficient to justify the making of appointments for this purpose alone, and the services of certain lockmasters are utilized in this direction, that the following be adopted as the scale of remuneration to be given to those lockmasters so employed as collectors, namely:—

"When collections are less than \$100 a year, an allowance of \$10 a year.

"When collections are \$100 and less than \$300 a year, an allowance of \$15 a year.

"When collections are \$300 and upwards, a commission of five per cent." O. C. Sept. 12, 1890.