

NEW REGULATIONS REGARDING HOURS FOR THE CIVIL SERVICE

Rules Concerning Attendance Records Prepared by the Commission in Accordance with Section 33 of Last Year's Act.

REGISTERING ARRIVALS

The Civil Service regulations, prepared by the Civil Service Commission, have been approved of, and effect is given to them by the following Order in Council passed on January 6, 1919:—

His Excellency the Governor General in Council, on the recommendation of the Acting Secretary of State and pursuant to the provisions of the Order in Council (P.C. 2668) of the 30th October, 1918, is pleased to approve the following regulations to govern the hours of attendance for civil servants which have been prepared by the Civil Service Commission, and the said regulations are hereby approved accordingly.

REGULATIONS concerning Attendance Records prepared by the Civil Service Commission in accordance with Section 33 of the Civil Service Act, 1918.

Attendance Records.

1. Attendance books, automatic time-registered or other approved system of recording attendance shall be used in every department. Every officer in charge of a division, or branch, shall be responsible to the deputy head for the proper keeping of the attendance records and the observance of the regulations in this behalf.

Hours of Attendance.

2. From the 1st October to the 31st May the hours of attendance to be observed by the officers or employees not exempted by law or not subject to special regulations in this regard shall be from 9 a.m. until 5 p.m. each day except Sundays and recognized holidays, except also Saturdays, when the hours shall be from 9 a.m. until 1 p.m. During the months of June, July, August and September, provided Parliament is not in session, the hours of attendance for those days for which no special provision is made shall be from 9 a.m. until 4 p.m. In the case of mechanics, tradesmen, or unskilled labourers the hours of attendance shall be as far as possible those prevailing in the country for that class of labour and shall be such as are prescribed by the deputy head.

Where the nature of the work or the exigencies of the service will not admit of the general observance of the hours of attendance prescribed in the preceding paragraph by an officer or employee, or a group of officers or employees, it shall always be competent for a deputy head to fix such hours of attendance to meet such cases as he may find necessary in the public interest.

Time Allowed for Luncheon.

3. One and one-half hours shall be allowed daily for luncheon, from 12.30 to 2 p.m., or at such other times the officer in charge may for good and sufficient reasons determine. Whenever the nature of the work or the exigencies of the service render it advisable, and in the case of mechanics, tradesmen, and unskilled labourers, the time allowed for luncheon may be less than an hour and a half and shall be as prescribed by the deputy head.

Registering Attendance.

4. Every officer or employee, other than those exempted by law or the present regulations, shall register daily, in person, the time of his arrival and departure.

Exemption from Registering Attendance.
5. Deputy heads and officers of Grades A, B, and C of the First Division of the Inside Service shall not be required to register their attendance; in

TENDERS ASKED FOR BY THE DOMINION GOVERNMENT

Firms desirous of tendering for any Government Supplies should apply to the War Purchasing Commission, Booth Building, Ottawa giving particulars of the business in which they are engaged and a list of the articles they wish to supply.

Tenders have been invited by the different departments of the Dominion Government between January 4 and 10, as follows:—

Article.	Point of delivery	Date due.
DOMINION GOVERNMENT AND STATIONERY OFFICE—		
Manila envelopes.....	Ottawa.....	January 20
Blue wove envelopes.....	".....	" 13
Tariff print.....	".....	" 20
Manila envelopes.....	".....	" 16
PUBLIC WORKS DEPARTMENT—		
Bluestone (sulphate of copper).....	Alberta and British Columbia.....	January 18
IMMIGRATION AND COLONIZATION DEPARTMENT—		
Wooden boxes.....	Ottawa.....	January 16
DEPARTMENT OF RAILWAYS AND CANALS—		
Rails, frogs, etc.....	Welland Canal.....	January 16
Ties.....	".....	" 16
Lumber.....	Soulanges Canal.....	" 13
JUSTICE DEPARTMENT (PENITENTIARIES BRANCH)—		
Cowhide leather.....	St. Vincent de Paul.....	January 16
Molasses.....	Dorchester.....	" 22
Groceries.....	".....	" 14
JUSTICE DEPARTMENT (INTERMENT OPERATIONS)—		
Granulated sugar.....	Kapuskasing.....	January 18
Oleomargarine.....	".....	" 16
DEPARTMENT OF THE NAVAL SERVICE—		
Tools.....	Halifax.....	January 25
DEPARTMENT OF SOLDIERS' CIVIL RE-ESTABLISHMENT—		
Aluminium steam jacketed kettles.....	Tranquille.....	January 13
DEPARTMENT OF MILITIA AND DEFENCE—		
Surgical instruments.....	Ottawa.....	January 16
Flour, cheese, rolled oats.....	M.D. 13.....	" 13
Milk.....	" 4.....	" 13
Rice, butter, sugar.....	" 4.....	" 9
Milk.....	Moosejaw.....	" 13
Raisins.....	M.D. No. 6.....	" 13
Surgical instruments.....	Kingston.....	" 17
Drills.....	Ottawa.....	" 13
Boards inventory.....	".....	" 9
Files.....	".....	" 13
Butter.....	M.D. No. 3.....	" 11
Transmission oil, cylinder oil, and grease.....	London.....	" 13
Transmission oil, cylinder oil, and grease.....	Toronto.....	" 13
Transmission oil, cylinder oil, and grease.....	Kingston.....	" 13
Transmission oil, cylinder oil, and grease.....	Montreal.....	" 13
Transmission oil, cylinder oil, and grease.....	Quebec.....	" 13
Transmission oil, cylinder oil, and grease.....	St. John.....	" 14
Transmission oil, cylinder oil, and grease.....	Halifax.....	" 14
Transmission oil, cylinder oil, and grease.....	Regina.....	" 15
Transmission oil, cylinder oil, and grease.....	Winnipeg.....	" 15
Transmission oil, cylinder oil, and grease.....	Calgary.....	" 15
Transmission oil, cylinder oil, and grease.....	Victoria.....	" 20
Ice.....	Ottawa.....	" 9
Machine-cutting stencils.....	".....	" 15
Muriatic acid.....	".....	" 15

the Outside Service, such officers as are designated by the deputy head, such exemption to be given fully in the spirit of the present regulations. In the unorganized service, officers and employees prevented from doing so by the nature of their work or the exigencies of the service may be exempted by the deputy head. Exemption from registering attendance shall not authorize any officer or employee to absent himself from duty during office hours.

Registers, When Accessible.

6. Registers shall be accessible to the officers and employees before and up to the time set for arrival and then closed; provided, however, that it shall be competent for a deputy minister to give instructions to the officers in charge of the attendance records to grant a certain number of minutes of grace, up to a maximum of fifteen minutes, to meet emergent cases. But in no department, or branch, shall this privilege become general and the hours of arrival considered changed thereby, and when such privilege is abused it shall be withdrawn. The registers shall not be

accessible for recording departures until the proper time for ceasing work.

Irregularity of Attendance.

7. Any officer or employee who arrives late shall report himself to the officer in charge of the division, or branch, and shall register the time of his arrival. A report shall be made to the deputy head with respect to the conduct of any officer or employee who

- (a) fails to give a satisfactory explanation when he is late; or
- (b) is habitually irregular in the time of his arrival;
- (c) absents himself without leave during office hours.

A monthly return of all such cases shall be forwarded to the Commission. Upon consideration of this return, the Commission, after consultation with the deputy head, shall fix the penalty to be imposed in all cases where employees are reported against under the above heads.

Absence of Officers and Employees.

8. No officer shall be absent from duty unless reasonable cause be shown. If

HOME-GROWN SEED FOR TOBACCO PLANTING

Climate and Soil Make Great Difference to Seed Plant.

The Experimental Farms Branch, Department of Agriculture, has issued the following on home-grown as compared with foreign-grown tobacco seed:—

That the tobacco plant is one of the most susceptible of all plants to changes in the soil and climatic conditions has been conclusively proven by experiments and in actual field practice. Varieties which were practically ideal for the production of a certain type of leaf in one section of the country have, upon being taken to another section, where soil and climatic conditions were different, become so changed in their characteristics such as length, breadth, and thickness of leaf, elasticity, yield, and quality as to be practically worthless for the production of that same type of leaf. Even when this was not the result, it has been clearly demonstrated by experiment, on the Harrow Tobacco Station, that home-grown seed germinate more quickly and produce plants ready for transplanting earlier than foreign-grown seed; and, in the field, plants produced from home-grown seed ripen more uniformly and from four to seven days earlier than those produced from unacclimated seed. Moreover, the individual characteristics of the tobacco plant are, to a large extent, inherited from the parent and may be improved or allowed to deteriorate, depending upon the care and judgment exercised in selecting the seed plant.

In view of these facts and the short growing season which is usually experienced in Canada, the importance of securing good home-grown seed is clearly seen.

any officer be prevented by illness or other emergency from attending to duties, he shall immediately furnish an explanation of his absence, which shall at once be reported to the deputy head. Such officer must furnish such evidence of his illness, or the existence of such emergency, as the deputy head may consider necessary.

If any officer absents himself without authority, or if no satisfactory explanation is given by him for such absence, the deputy head may deduct from the salary of such officer his pay for each day of such absence.

The duties of any absent officer shall be performed by his fellow-officers in such manner as the officer in charge of the division or branch may authorize or direct.

Officers shall perform duties beyond the usual hours when required by the officer in charge of the division or branch of which they belong. Whenever it may be necessary to bring up arrears or carry out any emergency work, the staff dealing with such work, or, at the discretion of the deputy head, or the officer in charge of the branch, the whole staff shall be retained after the ordinary office hours until such work is completed.

Report on Attendance Records Used.

9. Within two months after the adoption of the present regulations the deputy head of each department shall submit to the Commission a report on the system or systems of recording the attendance of the officers, clerks, and employees followed in his department or the different branches of his department. Such report shall contain a clear explanation of the system used and the mode in which it is put in practice as to registering office hours, late arrivals, absence during office hours, departure, or any other details pertaining to the attendance of the civil servants. Whenever any officer or employee, or group of officers or employees, are exempted from registering their attendance, or whenever exception is made to the general rule concerning hours of attendance, it must be stated and the reason for such exemption given in detail.