

also kept of all Agents' requisitions for stationary when they are filled they are entered up. The stationery for this office is received and placed in a room for the purpose. The blank forms, school books, maps and so forth are classified and properly placed that anything required can be got at handily, the envelopes are piled on shelves by themselves. The Agents' stationery is kept in a separate room, each one's by itself. When a requisition is received it is filled from the stock belonging to the particular agent requiring it.

Letter Books—The copies of letters sent from this office up to date, are contained in books of 1,000 folios: lettered from A to L, the latter being in present use. This year's correspondence commences with the book labelled G, showing that up to date this year nearly 6,000 pages of correspondence have been written. I find, however, that the actual number of letters sent this year to be 6,034, a separate letter-book being kept for letters sent to Agents bearing upon farm and other returns.

Index—Letter-books are all indexed daily, index headed as follows: Name, date, number letter, synopsis, monthly farm returns. These upon being received are examined, and if found to be correct are entered in a book kept for the purpose: each quarter a return is made up in this office from these returns, but they have never been forwarded with any feeling of satisfaction I am told, as the farm returns have been sent, in so irregularly as to make it difficult to keep the accounts here; upon inspecting the book kept for entering them here, I consider that it is not suitable for the purpose, and it is not filled in regularly, many blanks occurring, I am informed that this is caused by the remissness of the Agents in not sending the returns monthly as instructed. They give many reasons for this, the most plausible one being that they complain the farmers are so generally illiterate that it is with the greatest difficulty they can get them to make them out, and when made out are generally incorrect, and they have to be sent back several times. Mr. Galt has issued an order in Treaty 7, which he intends extending to the other Agents, to visit personally the farms in their districts once a month and get these returns, examining them as to their correctness before leaving the farm.

Pay Sheets—Copies of all annuity pay sheets are filed in the office for the years 1881-1882.

Contracts—Record of all contracts are contained in a book kept for the purpose, as follows: copies of all contracts, list of goods contracted for, place of delivery, dates of delivery, quantity, prices, remarks. Under the heading of remarks are entered all deficiencies in quantity or quality of goods, goods paid for and when paid, the number of voucher given for the same. This book also contains contracts for freighting. Copies of all contracts have been sent to the Agent of the district affected by the same.

Schools—All reports of schools and school returns are received from the teachers through the Agents in duplicate. The duplicates are backed and filed in quarterly batches; the original is transmitted to the Department, stating that the teacher has been paid by cheque No. ——. This is also endorsed upon the original as well as the duplicate before the former is mailed. Payments made on account of school buildings are treated as ordinary vouchers.

Surveys—Reports of surveys upon being received, copies are made of the same and sent to the Department. The originals are backed and filed. Payments to surveyors are made by cheque, periodical statements of which are rendered to the Department.

In the foregoing I have endeavored to give you an account of the work of this office as presented to me. I may, however, state that it has come under my notice there is also a large amount of semi-official correspondence not taken into account in the above report. The number of vouchers examined and approved this year have been 3,358.

I have examined each book, and, with the exceptions noted, have found them well kept, written up daily, and suited for the purpose intended.

Of "matters pending" there are very few. I may say that the office is not a day's work behind, and, at the same time, I must, in justice to the officers, mention