

Explanations of Rules and Regulations.

CIRCULAR LETTER.

COMMISSIONER'S OFFICE,

HUDSON'S BAY HOUSE,

WINNIPEG, 20th JUNE, 1889.

SIR,—

As some of the Rules and Regulations issued on October 18th, 1887, appear by many not to have been fully understood, or not carried out, you are requested to refer to them and carefully to consider the following explanations. Should their meaning be then not plain, or should any further information be desired, you will be good enough to make necessary enquiries.

I desire to impress upon officers the necessity for these Rules and Regulations being carried out in every particular. Importance will be attached to neglect of this instruction.

Statements to be sent to the Commissioner as provided in Rules 25, 36, 42, 46, 50, 56, 75, 82, 90, 95 and 96 have frequently been omitted. It is urgently hoped that this may not again have to be mentioned.

Rule 1. Commissioned officers who have commuted their board allowance pay for the amount specified in Rule 2 five per cent. upon *cost-landed at the Depot* of the Department.

Rule 4. Clerks who have commuted pay for the amount specified in Rule 5 in all cases twelve and a half per cent upon the cost-landed at the Depot of the Department. Clerks who have not commuted pay for the amounts specified in Rule 5 seven and a half per cent. on the cost-landed at the Depot of the Department for goods taken in their own District, and twelve and a half per cent. on the cost-landed at the Depot of the Department for goods taken elsewhere.

Rule 5. This Rule has not in all cases been observed, the amount of supplies to be taken by those who have commuted not having been submitted to the Commissioner.

Rule 12. Where there is a Mess a provision book should be kept showing the daily issue of provisions.

Rule 21. Any expenses incurred under this Rule should be specially reported to the Commissioner.

Rule 26. Letters of introduction are not to be considered as implying that credit is to be given. When advances may be made, letters of credit will be issued.

Rule 31. The word "renewal" is here taken to mean the continuance of the contract at the former rate of wages. No advance in wages can be given without reference. Whenever any change in the wages in either yearly or monthly contracts is made, a new contract is necessary.

Rule 45. The annual District Report should accompany and be considered as part of the accounts of the outfit, though sent as provided in this Rule and Rule 90. It is to be explanatory of the accounts, giving the causes of any considerable differences in the amounts of the various items as compared with the same items of the previous year. It should also contain a short account of the trade of the past year and the prospects. The state of the Indians, competition, transport and fluctuation in the quantities of the various fur-bearing animals during the preceding outfit, together with any other topic of importance should also be alluded to. Reference should not be made to preceding letters.