

officer of that Department over which the Minister is to each department.
 preside, a Secretary for such department, and one or more
 Chief Engineers, a Chief Architect, and such other officers
 as may be necessary for the proper conduct of the business
 of such Department, all of whom shall hold office during
 pleasure: Proviso. Provided that in case of the absence or inability
 to act of the Secretary, the Minister may in writing authorize
 some other officer of the Department to act for the time in his
 stead.

8. It shall be the duty of each Deputy, and he shall have Duties and powers of the Deputy of the Minister.
 authority (subject always to the Minister) to oversee and
 direct the other officers and servants attached to or employed
 in the business of that department for which he is appointed ;
 he shall have the general control of the business of that
 department, and such other powers as may be assigned to him
 by the Governor in Council, and in the absence of the
 Minister, and during such absence, may suspend from his
 duties any officer or servant attached to such department,
 who refuses to obey his directions as such Deputy.

9. It shall be the duty of each Secretary, unless otherwise Duties of Secretary of each Department.
 directed in any case by the Minister, to keep separate
 accounts of the moneys appropriated for and expended on
 each public work or building under the management of the
 Minister of the department for which he is the Secretary ; to
 submit such accounts to be audited in such manner as
 may be appointed by law, or by the Governor in Council ;
 to have charge of all plans, contracts, estimates, documents,
 titles, models, and other like things relating to any such
 work or building ; to keep proper accounts with each con- Contracts.
 tractor or other person employed by or under the department
 for which he is Secretary ; to see that all contracts are properly
 drawn out and executed ; to prepare all certificates upon
 which any warrant is to issue ; to keep minutes of all pro- Reports.
 ceedings of the department ; to prepare reports and to con-
 duct, under the direction of the Minister, the correspondence of
 the department ; and generally to do and perform all such
 acts and things pertaining to the business of the department
 as he may, from time to time, be directed to do and perform by
 the Minister ; and a copy of any map, plan or other document Effect of Secretary's certificate.
 in the custody of the Secretary, certified by him as a true
 copy, shall be held to be authentic, and shall be *prima facie*
 of the same legal effect as the original in any court or else-
 where.

10. It shall be the duty of each Chief Engineer, or Chief Duties of Chief Engineer and Chief Architect.
 Architect to prepare maps, plans and estimates for all public
 works which are about to be constructed, altered or repaired
 by, or under the management of the Minister of the depart-
 ment to which he is attached ; to report for the information
 of the Minister, on any question relating to any such public
 work