

STATIONERY.

Stationery office, and management thereof.

12. There shall be a Stationery Office for the purposes hereinafter mentioned, and the same shall be attached to the Finance Department, and shall be placed under the superintendence of such Officer or Clerk of that Department, as the Minister of Finance may direct ; and the Governor in Council may, subject to the provisions of the Canada Civil Service Act, 1868, appoint any Clerk or Clerks for assistance in the said office as may be found expedient.

Estimates of Stationery, Printing, &c., by Deputy Heads.

13. It shall be the duty of each Deputy Head of a Department to furnish to the Finance Department, when required, an estimate of the probable quantity, quality and variety of all articles commonly known as "Stationery," and of the probable amount, in value, of Printing and Binding which may be required for the purposes of each such Department for the then ensuing Financial Year.

Total estimates to be submitted to Parliament, &c.

14. Such estimates shall be referred to the Civil Service Board, who shall thereupon report to the Governor in Council, the total probable amount, in quantities, qualities and value, required for the Stationery, Printing and Binding for the Departments of the Civil Service for such year, and a requisite sum therefor shall be placed in the Estimates as a separate item, under the head of Civil Government ; and an apportionment in respect of each Department shall be made by the Governor in Council, which may be increased or varied from time to time, so that the whole sum voted by Parliament in any year, together with the value of the stock on hand, be not exceeded ; the said Board shall further report to the Governor in Council, the mode or modes in which the said Board propose that the said articles or services shall be procured and performed, and the regulations under which tenders may be asked for for the same respectively, and as to the terms of acceptance thereof, and as to the mode of collection and disposal of the waste paper of the several Departments ; and upon the approval by the Governor in Council of such Reports of the Civil Service Board, any necessary supplies of Stationery, to the extent of the appropriation made by Parliament, may be procured, and any necessary arrangements for Printing and Binding, and contracts for the same, respectively, may be entered into ; and all Stationery so procured, shall be placed in the custody of such Officer or Clerk as may be directed, as hereinbefore mentioned.

Apportionment to each Department.

Report to Governor in Council ; and contracts for supplies or work.

Supplies of stationery, on Reports approved by Gov. in Council.

Stationery Clerk to supply Stationery and cause work to be done ; sending accounts monthly to Deputy Heads, who

15. Such Officer or Clerk shall supply any articles of Stationery to, or cause to be performed for any Department of the Civil Service, such Printing or Binding, according to such regulations as may be approved by the Governor in Council as aforesaid, so often as such Officer or Clerk shall receive a Requisition therefor, signed by the Deputy Head of such Department, and he shall charge the quantity supplied, or the service