

attached to the file.

4. As in the case of the letter book the index to the register should refer both to the number and subject of each file.

It is desirable that the register and the index to it and also to the letter book should be kept closely written up and the Superintendent will make it his duty to see that the work of the office in this respect is not suffered to fall into arrears.

Stationery

All the stationery required for the Manitoba superintendency will in future be supplied by the Department at Ottawa.

The Superintendent will send an estimate of the quantities required twice a year, in spring so that the articles may be forwarded on the opening of navigation and in the autumn not later than will afford time to forward them before the close of navigation.

The requisitions should include all articles of stationery which may be required for six months together with all necessary blank forms such as pay sheets, vouchers, books of account or letter books when such are required.