

and eighty-two, or thereafter appointed in the manner provided by the Civil Service Act for the time being in force."

2. Section six of the said Act is hereby repealed, and the following substituted therefor:

"6. The Governor in Council shall, from time to time, determine the number of officers, chief clerks, clerks, messengers and other employees required for the working of the several departments in each division of the Civil Service."

3. Sub-sections one, two and three of section eight of the said Act, as amended by section one of chapter twelve of the statutes of 1889, are hereby repealed, and the following substituted therefor:

"8. A Civil Service Board, hereinafter called "the board," shall, from time to time, be appointed by the Governor in Council. They shall examine all candidates for admission to and promotion in the Civil Service, and give certificates of qualification to such persons as are found qualified, according to such regulations as are authorized by the Governor in Council for the guidance of the board.

"2. The board shall consist of three members; one, who shall be a member of the Civil Service, and shall be chairman of the board, at a salary, notwithstanding anything in this Act to the contrary, not exceeding four hundred dollars per annum; one other member at the same salary; and one, not previously a member of the Civil Service, who shall be secretary to the board, and Supervisor of the Civil Service, at a salary on appointment of not less than fifteen hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of two thousand dollars, who shall not be subject to the provisions of this Act as to qualifications, and whose tenure of office shall be the same as that of a deputy-head."

4. The said Act is hereby further amended by adding the following section thereto immediately after section nine:

"9. The Supervisor of the Civil Service, hereinafter called the Supervisor, shall be under the direction and control of the Governor in Council, and his duties shall be as follows:

"(a.) He shall, as heretofore stated, be secretary to the board;

"(b.) He shall have general supervision of the inside division of the service, with constant and ready access to all rooms and buildings in which clerks are employed;

"(c.) He shall report, at such time and in such manner and form as the Governor in Council directs, upon the said division generally, and specially upon its condition, requirements and practical working;

"(d.) He shall, whenever directed to do so by the Governor in Council, examine into and report upon the practical working of any part of the outside division of the service;

"(e.) He shall perform such other duties of a like nature as are assigned to him by the Governor in Council.

"2. No clerkship, or office of messenger, packer or sorter shall be created by Order in Council except upon the report of the deputy-head setting forth the necessity therefor, accompanied by a report of the Supervisor, expressing his opinion as to the necessity for such clerkship or office."

5. The paragraph lettered (b) of section ten of the said Act, is hereby repealed, and the following substituted therefor:—

"(b.) No person shall be appointed to any place in the inside division, other than that of a deputy-head, on probation or otherwise, who has not attained the full age of sixteen years, or whose age exceeds thirty-five years;

"(c.) No person shall be appointed to any clerkship in the outside division, on probation or otherwise, who has not attained the full age of sixteen years, or whose age exceeds forty years.

6. Section twenty-four of the said Act is hereby repealed, and the following substituted therefor:—

"24. The salary of a clerk on appointment or promotion to any class, shall begin at the minimum of such class, except in the case of third class clerks, who may receive, in addition, fifty dollars for each optional subject in which they have passed before their appointment, and proficiency in which is required for the performance of their ordinary duties in the department to which they are appointed, and except in the case of lower grade permanent employees, who, upon passing the qualifying examination, may be appointed third class clerks, at the salary they were receiving at the time of such appointment, when such salary exceeds four hundred dollars.

"2. The optional subjects in the next preceding subsection mentioned shall be:—

"(a) Type-writing;

"(b.) English and French, composition and translation.

7. Section twenty-six of the said Act is hereby amended by adding the following subsection thereto:—

"3. No officer, clerk or employee shall be considered deserving of such increase unless he has received seventy-five per cent of the maximum number of points obtainable for attendance and conduct, as shown by the attendance and conduct books hereinafter mentioned."

8. Section twenty-nine of the said Act is hereby amended by striking out the words "temporary copyists" in the sixteenth line and substituting therefor the word "writers."

9. Section thirty of the said Act is hereby repealed, and the following substituted therefor:—

"30. No person shall be admitted either to the preliminary or qualifying examination until he has satisfied the board:—

"(a.) That at the time appointed for such examination he will be of the full age of sixteen years, and that if the examination is for a place in the inside division that his age will not then exceed thirty-five years, or if for a clerkship in the outside division that his age will not then exceed forty years;

"(b.) That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties;

"(c.) That his character is such as to qualify him for employment in the service."

10. Subsection one of section thirty-six of the said Act is hereby amended by striking out the words "one year" in the second line and substituting therefor the words "six months."

11. The paragraphs lettered (a) and (b) of section thirty-seven of the said Act are hereby repealed, and the following substituted therefor:—

"(a.) That the qualifications requisite for office or employment are wholly or in part professional or technical, the report being accompanied by a statement from the head of the branch in which the vacancy occurs, specifying the nature of such professional or technical work;

"(b.) That, to his knowledge, the requisite qualifications are not possessed by any person then in the service of that department; and"

12. Section forty-two of the said Act is hereby amended by adding the following subsection thereto:—

"2. With reference to previous conduct in the service, the record of the attendance and conduct books shall be taken into account and assigned such value as is previously determined by the board and approved by the Governor in Council."

13. Subsections one and three of section forty-seven of the said Act, as amended by section eleven of chapter twelve of the Statutes of 1888, are hereby repealed, and the following substituted therefor:—

"47. When, from a temporary pressure of work or from any other cause, the assistance of temporary clerks becomes necessary in any branch of the inside or outside division, the head of the department may—if he is satis-

fied that such necessity exists—on the requisition of the deputy-head of the department accompanied by the requisition of the head of the branch in which such assistance is required, select from the lists of persons who have passed the qualifying examination or who are qualified as writers, and for whom no vacancies have up to that time been found, such number of temporary clerks as are required.

"3. The temporary and supernumerary clerks so employed shall be paid only out of money voted by Parliament for that purpose."

14. Subsection one of section forty-eight of the said Act is hereby repealed, and the following substituted therefor:—

"48. Any member of the Civil Service may be appointed private secretary to the head of a department, and may be paid an additional salary not exceeding six hundred dollars a year while so acting, provided that such additional salary together with his ordinary salary shall not on appointment exceed the maximum salary of a second class clerk, and shall at no time exceed two thousand dollars a year."

15. Section forty-nine of the said Act is hereby repealed, and the following substituted therefor:—

"49. The head of a department, and in his absence the deputy head of such department, may grant to each officer, chief clerk, clerk or other employee, leave of absence for purposes of recreation for a period not exceeding three weeks in each year; and every such officer, clerk or employee, whether in the inside or outside division, shall take the leave so granted at such time during each year as the head of the department determines.

"2. In case of the illness of any officer, clerk or employee, or of contagious or infectious disease in his household, certified to, by a legally qualified medical practitioner and, if in the inside division of the service, reported upon by the supervisor when so requested by the head of the department, the Governor in Council may grant him leave of absence for a period not exceeding three months in any one year.

"3. For any reason which to him seems sufficient, the Governor in Council may grant to any officer, clerk or employee leave of absence for a period not exceeding twelve months; but no person shall receive any salary or pay for more than six months of such period."

16. Section fifty-six of the said Act is hereby amended by adding the following subsections thereto:—

"2. There shall also be kept in each department of the first division, and in each office of the second division a book, to be called the conduct book, which shall be in such form as is determined by the Governor in Council, in which the daily record of conduct, based on punctuality industry and performance of duty, of each officer, clerk or employee in such department or office, shall be entered by the deputy head of such department or the head of such office.

"3. In either division the hours of attendance shall be from nine o'clock in the forenoon to five o'clock in the afternoon, with an interval for luncheon of one hour, to be fixed by such deputy-head or head of the office, between twelve and two o'clock.

"4. In the case of officers, clerks or employees in the first division who reside outside of the city of Ottawa, the Governor in Council may fix a later hour than nine o'clock in the forenoon, provided that their daily attendance covers the same number of hours as are required by the next preceding subsection.

"5. During the session of Parliament the granting of an hour for luncheon in the first division shall be in the discretion of the deputy-head, provided that the continuous working of the department from nine o'clock in the forenoon to five o'clock in the afternoon is not interfered with.

"6. All officers, clerks and other employees shall be at the service of the department or office during any