

REMUNERATION.

I.—The remuneration of the District Agents is fixed at a commission of 5 per cent. on the first two thousand dollars, 2½ per cent. on the next twenty-eight thousand dollars, and 1½ per cent. on all above thirty thousand dollars collected annually.

II.—This per centage is intended as a full compensation, not only for the management of Sales and Collections generally, and attending to what may be deemed necessary for the protection of the public property under their charge, but also for all the other ordinary duties which the District Agents are called upon to perform, such as reporting in all cases referred to them by the Department, receiving and delivering Patents, and giving applicants generally the information they may require in all matters connected with Public Lands.

III.—It is particularly to be observed, that on credit sales the Agent will be entitled to a commission on that portion of them only which he will collect at the time of sale; the commission on subsequent instalments, when collected, will be received by him, or his successor in office, as the case may be.

IV.—When employed on inspections, or other extraordinary duties, under special instructions from this Office, the Agents will be entitled to a pay of 20s. per day, which is intended to cover all travelling and other expenses.

V.—In making out their charges for inspections they will invariably state the number of days employed on each service, and the distance in miles travelled from their residence to the extreme point visited; the account to be sworn to at foot before a Justice of the Peace, as practised by Land Surveyors.

VI.—Postages, which they may have to pay on letters addressed to them on official business, will be reimbursed to the Agents; they are, therefore, to transmit, quarterly, on the last day of March, June, September and December, of each year, a statement of Postages so paid by them and the amount paid on each. These accounts will be certified at foot. All letters so paid for, will be considered as records of the office, and will have to be produced when required.

VII.—Agents are not to pay the postage on letters sent by them, unless written by order of or for the benefit of the Department.

MONTHLY RETURNS.

I.—As soon as possible, after the last day of every month, each Agent is required to prepare and transmit a return, according to the form furnished, of all his Sales and Collections on account of this Department, during that month.

II.—The Returns to be made in duplicate, one copy to remain in this office and the other to be returned to the Agent, approved or with corrections if necessary.

III.—All transactions, whether Crown or Clergy Sales or instalments are to be entered as they occur in their regular order of date, specifying distinctly in the column headed "Description," the particular service on account of which the sum is received. The date of each transaction is to be inserted in the proper column.

IV.—These returns should be prepared with care, and the interest, when any, calculated correctly, stating the number of years and days for which it is charged.

V.—As they are intended to be a mere copy of each day's transaction, the returns may be commenced a few days before and closed on the last day of the month, there is nothing therefore to prevent their being mailed for transmission within the first three or four days of the following month, and it is to be expected that this will invariably be done.

VI.—In the first money column the full amount of each sale or collection is to be entered, principal and interest, in distinct items; and in the others respectively must be specified what proportion of the same has been paid in Cash or Scrip, writing on the face of the Scrip the particular sale on account of which it has been paid.

VII.—In all payments in Scrip, the exact amount due only must be received, unless the party tendering it is willing to forfeit all excess to the profit of the Crown, as no change is to be returned either in Scrip or Cash for any such excess: all balances so given up are to be carefully noted in the returns. All over payments in money to be applied on subsequent instalments are also to be declined by Agents.