

these times that the need of an assistant chief clerk is particularly felt, who should be required to check his work, and see that files are properly numbered and recorded. With a poor man on the register, the work for every one is made more difficult. I consider it essential that a capable clerk of mature years should be placed in this position if the best results are to be obtained, and a wage should be paid that would be sufficient to secure a man of this class, as the proper recording of the correspondence depends largely on the capability of the register clerk, and if a chief clerk is relieved of the necessity of constantly checking his work, he has more time at his disposal to attend to other matters requiring his attention.

Next in line is the junior clerk's position, which should be filled by a careful and conscientious boy, sufficiently matured to grasp the work, and feel the responsibility attached to the position, and with ambition to advance in the office. His important work is putting the files in their proper places, and addressing and sending out the mail. It is so easy for a lad in this position to cause endless trouble by misplacing files in wrong boxes, and misdirecting letters, that it is important to select a good reliable and intelligent boy, and with all this, they usually require close supervision.

Turning now to the statistical work required of a superintendent's office, a first clerk is required to attend to the clerical work affecting roadway and track. Under ordinary conditions, when all roadmasters are located at headquarters, one clerk can attend to all the work without difficulty, but in cases where there may be a roadmaster located at another end of the district he would have to have a clerk with him. He should look after all material reports, prepare track payrolls, requisitions for supplies, attend to correspondence, if any, with various foremen, and attend to any important work in the absence of the roadmaster, and do any other work that may be required of him by the roadmaster.

It is necessary also to have a bridge and building clerk who must be a good reliable fellow. He is required to prepare reports, bridge and building payrolls, distribution, and other clerical work concerning the bridge and building department, such as ordering supplies, attending to correspondence, or any other work given to him by the bridge and building master, and also look after the work during his absence on the road. At Cranbrook this clerk is also able to attend to all the clerical work required by the resident engineer, such as preparing descriptions of sites leased, appropriation requisitions, correspondence, or whatever may be required by the resident engineer; and also write what correspondence there is and look after the clerical work for the telegraph inspector.

A good clerk is required to handle the staff records, who will prepare and submit staff forms for all employees engaged, also forms closing their records, when they leave the service, as well as prepare forms, and keep proper record, for employees disciplined. This work, although receiving the requisite attention in the past few years, was sadly neglected apparently in previous years, men having been employed without proper forms being submitted, and forms not submitted closing records of men who had left the service, the result being that a large part of a staff clerk's time is at present taken up straightening out old records, which frequently means a lot of searching through old payrolls. It is, however, necessary that this should be done, as it is highly important that there should be a proper record of all employees. One of this clerk's duties should be to check over the payrolls monthly to see that all em-

ployes are properly covered by staff forms.

There is also necessary an accountant, assistant accountant, general accounting clerk, and stenographer. The stenographer is necessary to type all payrolls, vouchers, reports and whatever correspondence is handled by the accountant. The assistant accountant should keep required record and prepare station payroll, and reports connected therewith, and assist with other statements necessary in connection with the accounts. The general clerk is necessary to assist with such work, look after invoices, time checks, etc. The accountant should handle all correspondence concerning accounting matters, exercise general supervision over preparation of all payrolls, distributions, and other statistical reports for the accounting department.

The above is the personnel of the staff at Cranbrook, and as organized I think we are obtaining good results. There are possibly better methods of handling some of this work, different and more effective ideas for accomplishing certain results, and if periodical meetings of chief clerks were held, such as the one held in Calgary on March 28, and the proper interest taken in them, where suggestions and ideas can be received and discussed, much good would result for all, and the company would profit.

I am not much in favor of the present system of registering letters, and an office should not depend entirely on the register for the records of correspondence, as it is certainly a slow process to have to sit down and try to remember with whom you may have had correspondence concerning a certain subject, and then hunt through the register for an entry in order to locate the file number. An alphabetical card index record should be maintained, in addition to the register, in which should be entered all important files under the subject, several cross entries being made for the same subject so as to lessen the delay in locating it. I believe it is possible to inaugurate a better filing system for correspondence, and no doubt the time will arrive when someone will suggest some system that will be found satisfactory and be generally adopted, and a great deal of the present recording avoided.

Another matter I might mention, which is possibly foreign to the subject of my paper, is the importance of a chief clerk getting out on the road periodically and covering his district, becoming acquainted at first hand with matters that he will be called upon to deal with in the course of his daily duties. And, if possible, he should occasionally travel with his superintendent, or any one of the district officers, who are in a position to bring matters to his attention as he goes along, which might not be noticed if he were travelling alone, and it is because of the educational advantages that are to be derived that I think these trips should be made, and accompanied by someone who has the practical knowledge or experience. By being conversant with the local characteristics of the district there will be a better understanding between the superintendent and his chief clerk, in connection with the handling of the work.

The foregoing paper was read at a meeting of the chief clerks, Alberta Division, C. P. R., and after discussion the following recommendations were made:—

That the chief clerk should see all wire and letter correspondence in the morning before any letters are written.

That stenographers should type payrolls direct from the time books or sheets, instead of having them read off by another clerk.

That chief clerks should be given an opportunity to get out on the line occasionally, to enable them to become acquainted

at first hand with matters dealt with by correspondence. This would be of considerable educational value to them, and the value might be enhanced by the chief clerk accompanying an officer on a trip of inspection.

Order Respecting Safety Appliances on Cars.

The Board of Railway Commissioners for Canada, issued general order 128, dated July 20, as follows: Re general order 102, Feb. 17, 1913, prescribing rules and regulations respecting safety appliances on trains. Upon the report and recommendation of the Chief Operating Officer of the Board, the reading of what is filed on behalf of the C.P.R.; it is ordered that railway companies be granted an extension of time until July 1, 1916, within which to make the following changes:

To change the location of brakes on all cars to comply with the standard prescribed in the Board's regulations, dated Feb. 17, 1913.

To comply with the standard prescribed in the regulations in respect of all brake specifications contained therein.

To change cars having less than 10 ins. end ladder clearance within 30 ins. of the side of car, to comply with the said regulations.

To comply with the standard prescribed in the regulations in respect to hand holds, running boards, ladders, sill steps, and brake staffs, except that when a car is shopped for work amounting practically to rebuilding body of car, it must then be equipped according to the standards prescribed in the regulations.

And it is further ordered that railway companies be not required to make changes to secure additional end ladder clearance on cars that have 10 or more inches end ladder clearance within 30 ins. of side of car, or to make the changes in end ladders, side ladders, hand grips and steps which have been made in accordance with the provisions of sec. 264 of the Railway Act and General Order 102, or to comply with the Board's regulations aforesaid, until the car is shopped for work amounting to practically rebuilding body of car, at which time such changes must be made to comply with the standards prescribed in the order.

And it is further ordered that railway companies be not required to change the location of hand holds (except end hand holds under end sills), ladders, sill steps, brake wheels, and brake staffs on freight train cars where the appliances are within 3 ins. of the required location, except that when cars undergo regular repairs they must then be made to comply with the standards prescribed in the said regulations.

Boiler Insurance.—That the whole question of boiler safety is one of carefulness and maintenance, is shown by The Travelers' Boiler Insurance Co., which states that out of the money collected for insurance the following distribution is made: securing business, 25%; inspection, 50%; business expenses, 10%; profit, 5%; and loss, 10%.

A new type of tender tank has been developed on the Lehigh Valley Rd., which, it is claimed, eliminates leakage. This has been accomplished by dispensing with the bottom angle irons, flanging the bottom and side sheets to form the rivetting strips. The first cost is said to be less, as is also the maintenance, as repairs may be made without removing the tank from the trucks.

One locomotive boiler explosion per 21,000 boilers per annum is the record in the U.S. for the last two years.