

4. When articles of store of a permanent character, such as buckets, axes, tables, paper-baskets, seals, inkstands, penknives, books of reference, (but not account books, ink, matches, pens, or paper, &c., or such like,) are amongst the purchases represented in any Vouchers, or have been made by workmen in Government pay, an acknowledgment in duplicate, (on Form No. C 4) of the receipt of such articles, will be required WITH THE MONTHLY ACCOUNTS, without which, the Treasurer cannot discharge the officer of the expenditure incurred in the purchase or make of such articles. Such articles will then remain a charge upon the officers' store Ledger, only to be removed by proper authority, after a Board of Survey when unserviceable, or by the receipts of some other Department, to whom the stores may have been (by authority) transferred. A STORE LEDGER, or List of Receipts and issues of stores, is to be kept by every Head of a Department, which Store Ledger is to embody all receipt of Stores, whether by purchase, or transfer from the Commissariat, or any other Department, and similarly all issues.

The Store Ledger, supported by the receipts for issues or transfers, is to be forwarded to the ~~Treasurer~~ *Auditor* for examination on the 1st January and 1st July.

5. FIXED salaries and FIXED allowances, being liable to no change, will not require to be entered on the Monthly Requisitions.

These, the Treasurer, (or Collector of a District if so authorized by the Treasurer,) will pay at the end of each month, on receiving from the Heads of Departments, the duplicate salary Pay List (Form 4) signed for by each individual concerned, and certified by the Head of the Department.

6. In some Departments charged with large expenditure, "exclusive of establishments," it may be necessary for the Governor, upon proper application, to issue advance warrants, to meet current expenditure of a considerable amount, founded on estimates in the usual manner, and only a QUARTERLY Settlement of this expenditure, (viz: exclusive of establishments) will be required; support-

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