

## Auditor General's Report.

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(Circular.)

TREASURY BOARD, OTTAWA, June 19, 1893.

SIR,—In connection with the papers and other memoranda relating to appointments, promotions, increases of salary and other matters affecting the Establishment, referred for the consideration of the Treasury Board, I am directed to say that the Board are desirous in all cases of having before them the fullest information bearing on the action recommended, and to ask that particular attention be given to make the papers as complete as possible, especially in regard to the following requirements :

In consequence of the Civil Service Superannuation Amendment Act, 1893, and Civil Service Insurance Act, 1893, being now in force, it is absolutely necessary that in the case of appointments, in addition to the full reasons for the action recommended, the age of the appointee be given and a medical certificate submitted as to his state of health. In the case of memoranda recommending the employment of temporary clerks, the certificates required by the Civil Service Act must in all cases accompany the papers, and in addition, the state of the appropriation from which payment for the extra assistance is to be made must be set forth.

It is also directed that the certificates, reports and requisitions required under the Civil Service Act (*vide* Sections 15, 17, 19, 21, 26, 35, 37, 39 and 47) be furnished with the respective cases to which they relate.

I have further by direction of the Treasury Board to state that in all cases where employees of 60 years of age and over are recommended for retirement under the Civil Service Superannuation Act, it will be necessary to give full and explicit reasons, in addition to that of age, for the action recommended, as members of the Board cannot undertake to recommend the superannuation of Civil Servants for the reason of age only.

In directing your attention to these requirements of the Board, I have to ask that in all cases the papers for their consideration be submitted in as complete a state as possible, and to inform you that in no case will a memorandum be taken into consideration if the papers are not complete.

I am, sir, your obedient servant,

J. M. COURTNEY, *Secretary.*

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### Salaries of Deceased Officers.

*Order in Council, Feb. 9, 1875.*—On a memorandum dated Feb. 8, 1875, from the Honourable the Minister of Finance, reporting that there appears to be a want of uniformity in the manner of paying the salaries of deceased officers—that in some case the salary is paid to the day of death, and in others the salary of the month in which the officer died is paid. He, therefore, recommends that for the future the whole month's salary be paid in all cases. The Committee submit the above recommendation for Your Excellency's approval.

W. A. HIMSWORTH, *C.P.C.*

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### Employment of Temporary Clerks.

*Section substituted by 58-59 Victoria, chapter 15, for section 47 of the Civil Service Act (R.S.C. cap 17):*—When from a temporary pressure of work or from any other cause extra assistance is required in any branch of either the first or second division, the Governor in Council may, on the report of the deputy head of the department, concurred in by the head of the department, that such extra assistance is required, authorize the employment of such number of temporary clerks, writers, messengers, porters, packers or sorters, as are required to carry on the work of the department.