

regular official diaries in accordance with clause 28, General Instructions No. 2, and he has provided books for that purpose. To accomplish fully the objects in view, he now requests that the following scheme be carried into effect :

Duty of Assistant Engineers, Inspectors, &c.

(1.) Each Inspector and Assistant Engineer shall *daily* transmit to the Division Engineer a copy of the observations made and entered in his diary ; no occurrence should be considered too trifling : it is impossible to tell how important, a matter apparently of little or no moment, may ultimately become.

Duty of Division Engineers.

(2.) It will be the duty of the Division Engineers to read the observations of the Assistants and Inspectors, and to instruct them with regard to any neglect or omissions on their part. He will also add to their observations any remarks which may appear to be called for, and he will transmit them, along with a copy of his own journal entries, to the District Office. These documents should be transmitted by the Division Engineer not less frequently than twice in each week, viz. : on each Wednesday and Saturday evenings.

Duty of District Engineers.

(3.) The District Engineer will examine these various documents, and cause them to be regularly copied on the form provided, designated "Weekly Progress Report." It will be the duty of the District Engineer to take such action on the documents sent to him by the Division Engineers as the contents may seem to render necessary, and he shall instruct them with regard to any points or duties referred to therein. In the Weekly Progress Reports the District Engineer shall register his own observations, referring, when necessary, to the subjects alluded to in the other documents, drawing special attention to matters of more than ordinary importance ; he will see that nothing is omitted which he considers necessary to render these Weekly Reports an accurate register of the daily occurrences of the staff, and a complete record of the progress made from day to day in the construction of the Railway.

Regular Progress Reports.

(4.) The District Engineer will make it the duty of one of his office assistants to file in regular order,