

APPENDIX B.

To the Honorable James Cox Aikins,
 Secretary of State of Canada,
 &c., &c., &c.

SIR,—I have the honour to report that the printing services under the supervision of this office, have been generally performed during the past year in a satisfactory manner; and the method of ordering work, of accounting and of auditing the printing accounts has been more completely systematised. This, however, has thrown a good deal of extra work upon the office, and I found it necessary on the 28th June last to ask for the assistance of another clerk, who should act as book-keeper and engrossing clerk, in order to keep the books and registers of the office properly and punctually written up. His Excellency in Council was pleased, on your recommendation, to grant the application on the 31st July last. In support of my application, I pointed out that a very considerable increase of business had taken place, the number of requisitions for departmental printing, &c., for the six months ending November 1st, 1870, having been about 750 or 125 per month; for the next six months they rose to 1,119, or 186 per month, and for the 2 months then just closing they had been 432, or 216 per month, or an average of nearly 194 per month for the eight months against 125 per month for the previous six months, an increase of over 55 per cent. since the theoretical organization of the office had been settled.

I also pointed out on that occasion that each of these orders or requisitions involved—

- 1st. The issue of requisitions;
- 2nd. The necessary supervision to see the work executed in time;
- 3rd. The receiving, counting and examining it;
- 4th. Delivery to the Departments, and taking receipts therefor;
- 5th. Registering requisitions, receipts and deliveries;
- 6th. Checking the accounts when sent in;
- 7th. Registering the accounts;
- 8th. Transmitting accounts to Departments and schedules thereof to Clerk of Contingencies, and issuing certificates to the contractor.

To this is to be added the work of making out all accounts, collecting all subscriptions and fees for advertisements for the *Canada Gazette*, and accounting for the same, checking the bills for printing, and securing a proper supply of paper for this, the statutes and other printing work. Besides this, if the superintendence of the printing, binding and distribution of 15,000 to 25,000 volumes of statutes, the registering such distribution and the accounting for all deliveries and casual sales is taken into account, it will be seen that the increase asked for was needed for efficiency.

This addition to the office staff has justified itself by the result, in the greater facility afforded for answering references from other Departments, for superintending the progress of the work and checking the accounts when it has been performed. The amount of printing and other work is set forth in tables below, shewing a total of nearly 70,000 volumes of books, pamphlets and maps printed, bound, ruled or mounted, and nearly five-and-a-half millions of forms printed, ruled, &c.

The Canada Gazette.

The anticipations respecting the decline in the subscription list of the *Canada Gazette*, stated in my report of last year, have been fully realized, the number of paying subscribers having been reduced to 49. The total numbers printed week by week to supply official persons, subscribers and advertisers, and to meet casual demands, have ranged from 978 to 1,069.