

ment shall leave at the Clerk's office, the "Department Stock" Book, and it shall be the duty of the Clerk and the Storekeeper to check the same, the Clerk checking the entries in the "General Stock" Book, and the Storekeeper those in the "Department Stock" Books, and both shall affix their initials on the line under the last entry, if the entries in both books are correct. Should there be any errors of any kind, the same shall be noted in a blotter, to be kept by the Clerk for that purpose, and errors in calculation only may be corrected after being noted therein. Other discrepancies shall remain until the Blotter shall have been laid before the Warden, and his opinion as to their correction taken. The entries in the Blotter shall be initialed by the Clerk and Storekeeper, and in cases brought to the notice of the Warden, he shall state in writing on the Blotter his decision as to the discrepancy.

349. There shall be a "Time" Book kept by every officer in charge of work, in which shall be entered the Prison number and name of every convict placed under his charge, and shall be noted every day, the kind of work performed by the convict, and where practicable the amount also, and the value.

350. There shall also be kept by the same officer a "Conduct and Industry" Book, in which shall be kept a daily record of the conduct and industry of every convict under his charge, with the view to determining the amount of remission of sentence, to which such convict may be entitled, at the end of every month.

351. At the Kingston Penitentiary there shall be kept at the North Lodge gate, by the officer for the day, an "Officers Time" Book, in which every officer or servant (except as before excepted,) shall write his name, and the hour every time he passes into or out of the Prison, excepting officers or servants, known by the guard on duty at the gate to be going to or returning from meals, within the time allowed them for that purpose.

A "Visitors' Book" shall be kept at the entrance Lodge, in which every visitor shall enter his name, but he shall not be allowed to enter the Prison without the consent of the Warden, unless authorized by the 42nd Clause of the Penitentiary Act. Every visitor, or party of visitors, shall be accompanied by a Guard.

352. There shall be a "Requisitions" Book with counterfoil, kept by every officer in charge of a department, in which shall be entered all articles required to be bought for the use of his department. The requisition shall be signed by the officer, and countersigned by the Warden. And no article shall be purchased by the Storekeeper, except upon an official requisition so authenticated.

353 The Warden shall in like manner countersign all requisitions made by the officer in charge of any department upon the Storekeeper, for articles to be issued by him from store, for consumption. The Storekeeper shall issue no goods from store, unless the requisition is so countersigned.

354. The Hospital Keeper under the direction of the Surgeon, shall keep the following Books in addition to those kept by him as head of a department.