



CIVIL SERVICE
OF
CANADA.
1883.

BT. HON. THE SUPT. GENERAL
OF INDIAN AFFAIRS.

ACTS OF PARLIAMENT,
RULES AND REGULATIONS
AND
ORDERS IN COUNCIL
GOVERNING
THE CIVIL SERVICE
OF
CANADA.

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45 - 46 VICTORIA.

CHAPS 4 - 7

(Incorporated.)

An Act respecting the Civil Service of Canada.

[Assented to 17th May, 1882.]

HER Majesty, by and with the advice and consent of the **Preamble.**
Senate and House of Commons of Canada, enacts as follows:—

1. The Civil Service shall, for the purposes of this Act, include and consist of all classes of employees in or under the several Departments of the Executive Government of Canada and in the office of the Auditor-General, included in the Schedules A and B to this Act, appointed by order of the Governor in Council or other competent authority before the coming into force of this Act, or who may thereafter be appointed in the manner herein provided. Of whom the Civil Service shall consist.

2. The Service shall be divided into two divisions:— Two divisions.

The First or Inside Departmental Division shall comprise employees of those classes mentioned in Schedule A, employed on the several departmental staffs at Ottawa, and in the office of the Auditor-General. Inside division.

The Second or Outside Departmental Division shall comprise employees of those classes mentioned in Schedule B, and who are employed otherwise than on the departmental staffs at Ottawa. Outside division.

3. A Board of Examiners shall, from time to time, be appointed by the Governor in Council, who for the purposes of this Act shall be known and are hereinafter referred to as "The Board," consisting of three members, one of whom shall be Secretary of the Board, and shall be authorized to examine all candidates for admission to the Civil Service of Canada, and to give certificates of qualification to such Board of Examiners of candidates for the service.

persons as are found qualified, according to such regulations as shall be authorized by the Governor in Council for the guidance of the Board. [*As amended by 46 Vic., c. 7, s. 1.*]

Meetings and proceedings of the Board.

"4. The meetings of the Board shall be held at such times, and the proceedings thereof shall be governed by such rules and regulations, as the Governor in Council shall, from time to time, order and determine.

Salary and duties of Secretary.

"5. The Secretary of the Board shall be paid a salary not exceeding one thousand dollars per annum. He shall render such services as the nature of the office requires, and as may, from time to time, be prescribed by Order in Council. The other members of the Board shall be paid five dollars *per diem* when actually engaged in their work, not however, to exceed sixty days in any one year.

Pay of other members.

Travelling expenses of other members.

"2. The members of the Board shall, on authority of an Order in Council, be paid their actual travelling expenses incurred while so engaged in their work.

Remuneration of assistant examiners.

"3 Such persons as may be selected by the Board to assist them in the conduct of examinations may receive such sum not exceeding five dollars *per diem* as may be fixed by Order in Council." [*As amended by 46 Vic, c 7, s. 2*]

Who may be employed as assistant examiners.

"6. The Board of Examiners may obtain the assistance of persons who have had experience in the education of the youth of the Dominion, and with such assistance shall hold or cause to be held periodical examinations for admission to the Civil Service, in the cities of Halifax, St. John (New Brunswick), Charlottetown, Quebec, Montreal, Ottawa, Toronto, Hamilton, London, Winnipeg, Victoria and such other places as may be determined by Order in Council. It shall not be necessary to hold each examination in all the said places, but the times and places at which the examinations shall be held, shall be determined from time to time by Order in Council. Examinations as far as possible shall be in writing. Their cost shall be defrayed out of moneys previously voted by Parliament for that purpose." [*As amended by 46 Vic, c. 7, s. 3.*]

Where and when examinations shall be held.

"7. Except as herein otherwise provided,—

Conditions of appointment and promotion.

(a.) All appointments to the Civil Service shall be during pleasure, and no person shall be appointed or promoted to any place below that of a Deputy Head of a Department until he has passed the examination, and served the probationary term hereinafter mentioned, nor till he has obtained the certificates required by this Act;

(b.) No person shall be appointed to any place in the first or inside Departmental Division of the Civil Service below that of a Deputy Head, on probation or otherwise, whose age exceeds thirty-five years, or who has not attained, in case the appointment is to a place below that of a third class clerk, the full age of fifteen years, or in other cases, the full age of eighteen years, and for this purpose the limit of age mentioned in sub-section (a) of section twenty-six of the said Act shall be reduced to fifteen instead of eighteen as therein stated." [As amended by 46 Vic, c. 7, s. 4]

Limits of age for inside division.

8. The Deputy Heads of Departments shall be appointed by the Governor in Council, and shall hold office during pleasure; but whenever such pleasure shall be exercised in the direction of removing a Deputy Head from his office, a statement of the reasons for so doing shall be laid on the table of both Houses of Parliament within the first fifteen days of the next following Session.

Appointment of Deputy Heads during pleasure; Report thereof to Parliament.

9. The salaries of the Deputy Heads shall be determined by the Governor in Council, according to the duties and responsibilities of their respective Departments. The minimum salary of a Deputy Head shall be three thousand two hundred dollars, and the maximum salary shall be four thousand dollars.

Salaries how determined.

Amount limited.

10. It shall be the duty of the Deputy Head of each Department, and he shall have authority (subject always to the directions of the Head of the Department) to oversee and direct the other officers, clerks and servants of the Department; he shall have general control of the business of the Department and shall have such other duties as may be assigned to him by the Governor in Council.

Duties and powers of a Deputy Head.

11. In the absence of any Deputy Head, a chief clerk to be named by the Head of the Department shall perform the duties of such Deputy Head unless the performance of such duties is otherwise provided for by Order in Council; and there shall be in the office of the Auditor General a chief clerk who shall, at all times, act for the Auditor General in his absence.

By whom to be performed in his absence.

In the office of the Auditor General.

12. A chief clerkship in any Department shall only be created by Order in Council passed after—

Chief Clerkships.

(a.) The Deputy Head of the Department has reported that such an officer is necessary for the proper performance of the public business of his Department, stating the reasons on which he has arrived at that conclusion, and the salary that, in his opinion, should be attached to the office;

Conditions of creation.

Further conditions.

(b.) The concurrence of the Head of the Department in such report; and after the appropriate salary shall have been voted by Parliament.

Chief clerks salaries.

13. The minimum salary paid to a Chief Clerk shall be one thousand eight hundred dollars, with an annual increase of fifty dollars up to twenty-four hundred dollars.

Proviso: as to increase.

2. No salary shall be increased under the provision of this section before the first day of July next, *i.e.*, 1883. [*As amended by 46 Vic., c. 7, s. 5.*]

First-class clerkship; conditions of creation.

14. A first-class clerkship shall only be created by Order in Council, passed on the report of the Deputy Head of the Department concurred in by the Head of the Department, setting forth the reasons for creating the office, and after the salary shall have been voted by Parliament.

Salary.

15. The minimum salary of a first-class clerk shall be one thousand four hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand eight hundred dollars.

Second-class clerkship; conditions of creation.

16. A second-class clerkship shall only be created by Order in Council passed on the report of the Deputy Head of the Department, and concurred in by the Head of the Department, setting forth the reasons for creating the office, and after the salary shall have been voted by Parliament.

Salary.

17. The minimum salary of a second-class clerk shall be one thousand one hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand four hundred dollars.

Third class clerks, messengers, &c. conditions of appointment.

18. A third-class clerk, a messenger, a packer or a sorter shall only be created by an Order in Council passed on the report of the Deputy Head of the Department and concurred in by the Head of the Department, setting forth the reasons for creating the office, and after the salary shall have been voted by Parliament.

Salary of third-class clerks.

19. The minimum salary of a third-class clerk shall be four hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand dollars.

Of messengers, &c.

20. The salaries of messengers, packers and sorters shall commence at three hundred dollars per annum, and rise by an annual increase of thirty dollars up to a maximum of five hundred dollars.

21. No clerk or other employee shall receive any increase of salary authorized by this Act except upon the recommendation of the Deputy Head concurred in by the Head of the Department, stating that such clerk or employee is deserving of such increase ; and—

Conditions of increase of salary.

2. The said increase for the then current year may be suspended by the Head of the Department for neglect of duty or misconduct, and may be subsequently restored by such head, but without arrears.

Suspension of increase and restoration.

22. The increase of salary shall be payable from the first day of the official quarter next succeeding the date on which, from his length of service, any clerk or other employee for whom such increase is recommended, shall be eligible for such increase ;

From what time increase shall be payable.

2. In case of promotion, the increase of salary shall become payable from the day on which such promotion takes place.

And in case of promotion.

23. No salary shall be paid to any person purporting to be a member of the Civil Service, whose appointment or promotion, or whose increase of salary after the coming into force of this Act has not been made in the manner herein provided.

Condition of payment of any salary.

24. The number of clerks of each class, messengers, packers and sorters in each Department shall be, from time to time, determined by Order in Council ; and appointments thereto up to the number so determined, and all vacancies, however occurring, shall be made or filled in the manner herein provided.

Number of clerks and employees ; appointments and vacancies

25. Except as herein otherwise provided no appointment shall be made to either Division of the Civil Service unless the person appointed shall have passed a qualifying examination ; and every qualifying examination for any such appointment shall be preceded by a preliminary examination for the purpose of ascertaining whether the candidate possesses such knowledge of orthography and elementary arithmetic, and whether his handwriting is such as will justify his admission to the qualifying examination.

Previous qualifying examination, and preliminary one.

26. No person shall be admitted either to the preliminary or qualifying examination until he has satisfied the Board—

Requirements previous to examination.

(a.) That at the time appointed for such examination he will be of the full age of eighteen years, and if for the Inside Departmental Division, that his age will not then be more than thirty-five years ;

Age.

(b.) That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties ;

Health.

- Character.** (c.) That his character is such as to qualify him for employment in the Service.
- Regulations as to examination.** 27. The preliminary and qualifying examinations shall be held under such regulations not inconsistent with this Act as may be, from time to time, made by the Governor in Council and published in the English and French languages in the *Canada Gazette*.
- Examination open to all.** 28. The examinations shall be open to all persons who shall comply with the requirements of this Act as to proof of age, health and character, and conform to the regulations made as herein provided, upon payment of such fees as may be determined by the Governor in Council; and all examinations under this Act shall be in the English or French language or both, at the option of the candidate.
- May be in either language.**
- Notice of examination, as to state.** 29. Notice of every examination to be held under this Act for first entrance into the Civil Service shall be published in the English and French languages in the *Canada Gazette* at least one month before the date fixed for the examination, and the notice so published shall state—
- Place.** (a.) When and where the examination is to be held;
- Subjects.** (b.) The subjects to which the examination will extend.
- Report by Examiners.** 30. Immediately after each examination a list of the men who have been found qualified with their examination papers, shall be made out, certified by the Examiners, and sent to the Secretary of State; the list so made shall distinguish, as far as possible, what branch of the service each candidate is best fitted for.
- The said examinations to be for first appointments** 31. The examinations herein-above provided shall be for first appointments,—
- Third-class clerks, first division.** (a.) To third-class clerkships in the first Division;
- Messengers, &c.** (b.) To the offices of messengers, packers and sorters in the first Division;
- In second division.** (c.) To third-class clerkships and to the offices of landing-waiters, lockers, tide-waiters and messengers in the second Division for Customs' service;
- Inland Revenue.** (d.) To third-class clerkships and to the offices of excise-man, assistant-inspector of weights and measures or of gas, and to the offices of messengers in the second Division for Inland Revenue service;
- Railway and marine mail clerks.** (e.) To third-class clerkships, to railway and marine mail clerkships, and to the offices of letter-carrier, box collector, porter and messenger in the second Division for Post Office service;

(f.) To third-class clerkships and to the offices of messengers, packers and sorters in all other branches of the second Division, and to such other offices in the lower grades as may be determined by Order in Council.

Other branches of second division.

32. When it becomes necessary to make any new appointment to any of the classes to which it is herein provided that first appointments shall only be made after qualifying examination, such necessity shall be reported to the Head of the Department by his Deputy; and upon such report being approved by the Head of the Department, and after the salary to be paid shall have been voted by Parliament, the Head of the Department shall select and submit to the Governor in Council for probation, from the lists of qualified candidates made by the Board as aforesaid, a person fitted for the vacant place;

Proceedings when new appointments in such classes are required.

Selection of candidates for probation.

2. The person so selected shall not receive a permanent appointment until he has served a probationary term of at least six months; and—

Period of probation.

3. The Head of the Department or the Deputy may, at any time during the period of probation, reject any clerk or employee appointed to his Department.

Head of Department may reject.

33. No probationary clerk shall remain in any Department more than one year, unless, at or before the end of that time, the Deputy signifies to the head of the Department in writing, that the clerk is considered by him as competent for the duty of the Department; and—

Report of Head before permanent appointment.

2. If he is rejected, the Head of the Department shall report to the Governor in Council the reasons for rejecting him; and—

Case of rejection.

3. Another clerk shall be selected in like manner in his stead; and the Head of the Department shall decide whether the name of the person rejected shall be struck off the list as unfit for the service generally, or whether he may be allowed another trial.

Selection of another candidate.

34 When the Deputy Head of a Department in which a vacancy occurs, reports that, for reasons set forth in such report,—

Report of Deputy Head.

(a.) The qualifications requisite for such office or employment are wholly or in part professional or technical; and—

That the Office requires professional or technical qualifications.

(b.) The requisite qualifications are not possessed by any person then in the service of that Department; and—

(c.) That it would be for the public interest that the examination herein provided for should, as regards such vacancy, be wholly or partially dispensed with ; and—

Selection and appointment, how made in such case.

2. If the Head of the Department concurs in such report, the Governor in Council may, without reference to the age of the person, select and appoint such person as may be deemed best fitted to fill the vacancy, subject to such examination as may have been suggested in the report ; and such appointment shall be made from the Civil Service if any be found available.

Exceptions in certain departments.

3. City Postmasters and Collectors and Preventive Officers in the Customs and Inland Revenue Departments may be appointed without examination and without reference to the rules for promotion herein prescribed.

And as to certain persons now temporarily employed.

4. The qualifying examination may be dispensed with in the case of temporary or supernumerary officers or servants actually employed at the time this Act comes into force, if the Deputy Head, with the concurrence of the Head of the Department, reports that the officer or servant has the requisite qualifications for the place to be filled by him. [*As amended by 46 Vic., c. 7, s. 6.*]

Case of vacancy in office of Auditor-General.

35. If a vacancy occurs in the office of the Auditor-General, such report shall be made by that officer to the Minister of Finance, who shall lay it before the Governor in Council ; and in any case in which the Auditor-General deems it necessary to report for the information of the Governor in Council, such report shall be made through the Minister of Finance.

Promotion to be by examination.

“36. Promotion in either Division of the Civil Service shall be by examination, under regulations made by the Governor in Council :

To whom examination open

“2. Except as herein otherwise provided, such examination shall be open to any person employed in the Department in which the vacancy to be filled by promotion exists, in either Division of the Service, who holds a position below that to which the promotion is to be made ; and—

Subjects of examination.

“3. Shall be in such subjects as, after consultation with the chief officer of the Department in which the promotion is to be made, may be decided upon by the Board as best adapted to test the fitness of the candidates for the vacant office.

Limit as to age of candidate from

“4. Where the vacancy to be filled by promotion exists in the Inside Division the examination shall not be open to

persons employed in the Outside Division who, at the date of their first appointment, were of a greater age than thirty-five years. outside division.

" 5. In the case of attorneys, barristers, engineers, architects, actuaries and land surveyors, the examination may be dispensed with on a report from the Deputy Head, concurred in by the Head of the Department, that it is not necessary." Cases in which examination may be dispensed with.
[As amended by 46 Vic., c. 7, s. 7.]

37. Once in each year and oftener if the exigencies of the service require, the Deputy Head of each Department shall make an estimate of the number of vacancies likely to occur therein during the ensuing year, in the first Division in the classes of— Periodical reports of probable number of vacancies in inside service.

- (a.) Chief Clerks ;
- (b.) First-class clerks ;
- (c.) Second-class clerks ; and—

2. To the number so estimated shall be added such further number as the Deputy Head may deem necessary to compensate for any failure of health, death or other contingency ; and— How estimated.

3. A similar estimate shall be made at the same time or times of the number of vacancies likely to occur in the second Division, to which promotions can be made ; And in outside service.

4. The numbers so estimated shall be those with reference to which the examinations for promotion shall be held as herein provided ; Examinations.

5. Notice of each examination for promotion in the service shall be published in the English and French languages in the *Canada Gazette*, at least one month before the examination is to be held, and such notice shall state the number of promotions expected in each class in each Division. Notice and what to state.

38. Immediately after such examination for promotion, a list of the successful candidates shall be made out according to the decision of the Board. List of successful candidates.

" 39. Except as herein otherwise provided when any vacancy occurs in one of the higher classes, in either Division, the Head of the Department shall select from the list made, as herein directed, for promotion thereto, the person whom, having due reference to any special duties incident to the office, to the qualification and fitness shown by the candidates respectively, during their examination, and to the Vacancies in the higher classes, how filled.

Proviso: if no fit person is found in the department.

record of their previous conduct in the Service, he may consider best fitted for the office: Provided, that when no person employed in the Department is found suitable for promotion therein, an examination shall be held of persons employed in the service of other Departments with a view to the promotion being made as far as practicable from the Service. [As amended by 46 Vic., c. 7, s. 8.]

Promotion to be subject to probation.

40. Every promotion so made shall be subject to a probation of not less than six months, but at any time during the first year the Head of the Department may reject the person promoted, or he may be definitely accepted at any time during the second period of six months after his promotion:

Case of rejection.

2. If the person so selected be rejected he shall then return to the performance of the duties in which he had been previously engaged.

New selection,

41. When any clerk who is promoted on probation is rejected, the Head of the Department shall select another in his stead from the candidates still remaining on the list of qualified persons made by the Board.

As to former duties of clerk on probation.

42. During the period a clerk is on probationary promotion the duties of the office previously held by him, shall, if necessary, be performed by a person selected for that purpose by the Head of the Department.

Governor in Council to determine number of employees required in each division. Proviso.

43. So soon as conveniently may be after the passing of this Act the Governor in Council shall determine the number of officers, chief clerks, clerks, messengers and other servants, that are required for the working of the several Departments in each division of the Civil Service, but the total amount of the salaries of the whole number shall, in no case, exceed that provided for by vote of Parliament for that purpose:

If the number then attached be too great.

2. If the number of employees then attached to any Department in either Division thereof and entitled according to the amounts of their salaries to rank in any class mentioned in this Act be greater than the number of such class allowed to the Department, as herein provided, the Governor in Council shall name the persons to fill the several offices, and the remainder shall be supernumerary clerks of that class respectively in which their then salaries entitle them to rank, and shall so remain until promoted in the manner herein provided or removed from the service.

Doubts as to rank and class of present employees how decided.

44. In case any doubt shall arise as to the rank or salary to be assigned, under the classification herein provided for, to any person who is a member of the Civil Service at the time of the passing of this Act, the fact shall be submitted in writing by the Deputy Head of the Department to which

he belongs to the Head of the Department, who shall report thereon for the information of the Governor in Council, in order that the rank and salary of the employee referred to in such report may be determined by Order in Council.

45. When from a temporary pressure of work, or from any other cause, the assistance of temporary clerks becomes necessary in any branch of the first or second Division, the Head of the Department may—if he is satisfied that such necessity exists—on the requisition of the Deputy Head of the Department, select from the list of qualified candidates, for whom no vacancies have, up to that time, been found, such number of temporary clerks as may be required, or may employ any other person qualified for the service in question, if the list do not furnish such a person. The services of persons, now in the temporary employment of the several Departments, may be continued in such employment so long as the Heads of the respective Departments may deem necessary; the rate of remuneration to be paid for such temporary service shall not, however, exceed the minimum salary of a third class clerk, unless the service to be performed is technical and requires special qualifications; and such temporary employment shall not be considered as giving any claim to permanent appointment:

Provisions respecting temporary clerks.

As to those now employed.

Remuneration.

2. The temporary and supernumerary clerks so employed shall be paid only out of money voted by Parliament for payment of the contingencies of the Department and Division of the Service in which such clerks are employed, or of the office of the Auditor General, as the case may be, or out of money voted by Parliament for the construction of the works upon which they are employed.

To be only out of moneys voted by Parliament.

46. Any member of the Civil Service may be appointed Private Secretary to the Head of a Department, and may be paid an additional salary not exceeding six hundred dollars per annum whilst so acting.

Private secretaries of Heads.

2. No salary shall be payable to any Private Secretary unless the amount shall have been voted by Parliament.

Proviso.

47. The Head of a Department, and in his absence the Deputy Head, may grant to each chief clerk, officer, clerk or other employee, leave of absence for purposes of recreation for a period not exceeding three weeks in each year; and every such officer, clerk or employee, whether in the first or second Division, shall take the leave so granted at such time during each year as the Head or Deputy Head of the Department may determine:

Yearly leave of absence.

Condition.

2. In case of illness or for any other reason which to him may seem sufficient, the Governor in Council may grant to any officer, chief clerk, clerk or other employee, leave of absence for a period not exceeding twelve months.

In case of illness.

Powers of Head or of Deputy in his absence as to suspensions, &c.

48. The Head of a Department, and in his absence the Deputy Head, shall have power,—

(a) To suspend from the performance of his duties any officer or servant, who shall be guilty of misconduct or negligence in the performance of his duty ;

(b) To remove such suspension, and allow the person so suspended to return to duty ; but no person shall receive any salary or pay for the time during which he was under suspension ; and—

Fines for misconduct.

(c) In cases of neglect of duty or misconduct, to impose a fine, not in any case to exceed one day's pay, upon any officer or servant and to deduct such fine from his salary :

Report in such cases.

2. All cases of suspension or fine by the Deputy Head of the Department shall be reported by him to the Head of the Department.

No extra pay allowed unless voted.

49. No extra salary or additional remuneration of any kind whatsoever shall be paid to any Deputy Head, officer or servant in the Civil Service of the Dominion unless such sum shall have been placed for that special purpose in the Estimates submitted to and voted by Parliament :

Allowance when duties of a superior are continuously performed by an inferior officer.

2. When the duties of any superior officer or clerk are continuously performed by an officer or clerk of an inferior class or junior rank, during a period of more than three months, the officer or clerk performing such duties may, on the recommendation of the Deputy Head, concurred in by the Head of the Department, and provided that funds are available under parliamentary vote for such payment, receive in addition to his ordinary pay, the difference between such ordinary pay and the pay of the officer or clerk whose duties he has performed for the time he has performed such duties ; and—

Deduction of allowance from pay of superior ; except in case of sickness, &c

3. When the absence of the superior or senior officer is not occasioned by his employment on other duties by the Government, by leave of absence or on account of illness certified by an authorized medical practitioner, the sum paid as herein authorized to his subordinate or junior officer or clerk shall be deducted from the salary of such superior or senior officer.

Attendance book to be kept.

50. There shall be kept in each Department, and in the office of the Auditor General at the seat of Government, and in each office of the Second Division, a book or books to be called the Attendance Book, which shall be in such form as may be determined by the Governor in Council, in which

each officer or servant of such office or Department shall sign his name, at such times as may be determined by Order in Council.

51. In this Act the expression "Head of a Department" means the Minister of the Crown for the time being presiding over such Department, and the expression Deputy, Deputy Head, or Deputy Head of the Department, means the Deputy of the Minister of the Crown presiding over such department, and also includes the Auditor General, in all cases where such meaning may not be inconsistent with his powers and duties under the Act forty-first Victoria, chapter seven, intituled: "*An Act to provide for the better Auditing of the Public Accounts.*"

Interpretation of "Head" and "Deputy Head."
In Auditor-General's office.

52. Nothing contained in this Act shall prejudicially affect the salary or emoluments of any Deputy Head, officer or servant in the Civil Service of the Dominion of Canada at the time of the coming into force of this Act, so long as he shall be continued in office, nor shall anything herein contained affect any salary or emolument granted and fixed by any Act now in force.

Present salaries, &c., not affected by this Act.

53. No provision herein contained shall impair the power of the Governor in Council to remove or dismiss any Deputy Head, officer or servant; but no such Deputy Head, officer or servant whose appointment is of a permanent nature shall be removed from office except by authority of the Governor in Council.

As to power of Governor in Council to remove or dismiss.

54. The superannuation of any Civil Servant shall be preceded by an enquiry by the Treasury Board,—

Inquiry previous to superannuation.

- (a) Whether the person it is proposed to superannuate is eligible within the meaning of the Superannuation Act;
- (b. Whether his superannuation will result in benefit to the service, and is therefore in the public interest;
- or—
- (c.) Whether it has become necessary in consequence of his mental or physical infirmity;

2. And no Civil servant shall be superannuated unless the Treasury Board reports that he is eligible within the meaning of the Superannuation Act and that such superannuation will be in the public interest;

Report required.

3. No person hereafter appointed shall be deemed to have served in the Civil Service of Canada, for the purposes of the Superannuation Act, unless such person has been appointed in conformity with the provisions of this Act.

Conditions as to persons hereafter appointed.

Annual report of Secretary of State under this Act.

55. The Secretary of State shall lay before Parliament, within fifteen days after the commencement of each Session, a report of the proceedings of the Board of Examiners under this Act during the preceding year,—which report shall include a copy of the examination papers, a statement of all examinations held and of the number of candidates at each and the names of the successful candidates :

And as to appointments and promotions.

Names and salaries.

2. And the Secretary of State of Canada shall lay before Parliament in like manner a return of the names and salaries of all persons appointed to or promoted in the Civil Service during the said year, specifying the office to which each has been appointed or promoted :

Report by Finance Minister as to superannuations.

3. And the Minister of Finance shall lay before Parliament in like manner a return of all superannuations in the Civil Service within the year, giving the name and rank of each person superannuated, his salary, the allowance granted to him on retirement, the cause of his superannuation and whether the vacancy has been subsequently filled, and if so, whether by promotion or by a new appointment, and the salary of the new appointee.

Repeal of Acts 31 V., c. 34, and 35 V., c. 18, and part of 33 V., c. 4.

56. The Act passed in the thirty-first year of Her Majesty's reign, known as "*The Canada Civil Service Act, 1868*," and the Act passed in the thirty-fifth year of Her Majesty's reign, chapter eighteen, in amendment of the same, are hereby repealed, with so much of the Superannuation Act, thirty-third Victoria, chapter four, and of any act amending it, as may be inconsistent with this Act.

Commencement of Act.

57. The foregoing provisions of this Act shall take effect from and after the first day of July, 1882.

Short title.

58. This Act may be cited as "*The Canada Civil Service Act, 1882*."

SCHEDULE A.

- (a.) Deputy Heads of Departments.
- (b.) Officers who have special professional or technical qualifications.
- (c.) Chief Clerks.
- (d.) First-class clerks.
- (e.) Second-class clerks.
- (f.) Third-class clerks.
- (g.) Messengers, packers and sorters.

SCHEDULE B.

[As amended by 46 Vic., c. 7, s. 14.]

All the officers, clerks and employees hereinafter enumerated and such other officers in the lower grades as may be determined by Order in Council.

CUSTOMS.

	Scale of Salaries.
Inspectors.....	salary from \$1,600 to 2,500
Collectors.....	" 400 to 4,000
Surveyors.....	" 1,200 to 2,500
Chief Clerks.....	" 1,200 to 2,000
Clerks.....	" 400 to 1,200
Chief Landing Waiters.....	" 800 to 1,200
Landing Waiters.....	" 400 to 1,000
Gaugers.....	" 600 to 1,200
Chief Lockers.....	" 800 to 1,200
Lockers.....	" 400 to 800
Tide Surveyors.....	" 800 to 1,000
Tide Waiters.....	" 400 to 600
Messengers.....	" 200 to 500
Appraisers.....	" 800 to 2,000
Assistant Appraisers.....	" 600 to 1,500

INLAND REVENUE.

Chief Inspector.....	\$ 2,800
Inspectors.....	1,600 to 2,500
Collectors.....	500 to 2,200
Deputy Collectors.....	400 to 1,500
Clerks (Accountants).....	600 to 1,200
Special Class Excisemen.....	1,200
First, Second and Third-class Excisemen.....	600 to 1,000
Probationary Excisemen.....	500
Messengers.....	200 to 500

To which may be added for surveys of important manufactories an additional salary for the special class Excisemen who perform that duty, not exceeding \$200 per annum.

POST OFFICE.

Post Office Inspectors.

Chief Inspector.....	\$2,800
1st Class, on appointment.....	2,200
After 10 years' service.....	2,400
" 20 ".....	2,600
2nd Class on appointment.....	2,000
After 10 years' service.....	2,200
" 20 ".....	2,400

Assistant Post Office Inspectors.

On appointment.....	\$1,000
After 10 years' service.....	1,200
" 20 " 	1,500

The scale of salaries of clerks in Post Office Inspectors' offices shall be the same as for clerks in City Post Offices.

Railway Mail Clerks.

	On Appointment.		After 2 years' service in any class of Railway Mail Clerks.		After 5 years' service in any class of Railway Mail Clerks.		After 10 years' service in any class of Railway Mail Clerks.	
	Day Service.	Night Service.	Day Service.	Night Service.	Day Service.	Night Service.	Day Service.	Night Service.
Chief Clerks.....	\$ 1,000	\$	\$ 1,200	\$	\$ 1,350	\$	\$ 1,500	\$
1st Class.....	720	880	800	1,000	880	1,100	960	1,200
2nd Class.....	600	720	640	800	720	880	800	1,000
3rd Class.....	480	600	520	640	560	700	640	800

To Clerks other than Chief Clerks, in addition to regular salary an allowance not exceeding half a cent per mile for every mile travelled on duty in the Post Office cars.

Marine Mail Clerks.

	On Appointment.		After 2 years.		After 5 years.		After 10 years.		After 15 years.	
	Salary.	Trip Allowance.	Salary.	Trip Allowance.	Salary.	Trip Allowance.	Salary.	Trip Allowance.	Salary.	Trip Allowance.
1st Class.....	\$ 480	\$ 80	\$ 540	\$ 80	\$ 600	\$ 80	\$ 800	\$ 100	\$ 1000	\$ 100
2nd Class.....	360	*50	420	50

NOTE.—Trip means the round voyage from Quebec or Halifax to Liverpool and back.

* Only one-half, or \$25, to be allowed whilst learning duty.

City Postmasters.

Class 1, where postage collections exceed—

			\$80,000.....	\$2,600
do	2,	do	are from 60,000 to \$80,000....	2,400
do	3,	do	40,000 to 60,000....	2,200
do	4,	do	20,000 to 40,000....	2,000
do	5,	do	are less than 20,000....	1,400

to \$1,800, as the Postmaster General may determine. These salaries shall not be supplemented by any allowances, commissions or perquisites whatsoever.

Assistant Postmasters.

Class 1.....	\$2,000
do 2.....	1,800
do 3.....	1,600
do 4.....	1,400
do 5.....	\$1,100 to 1,400

Clerks in City Post Offices.

3rd Class, \$400 by annual increment of \$40 to \$800.

2nd Class, \$900 by annual increment of \$50 to \$1,200.

1st Class, specific duties in each case with fixed salaries to be determined by the Postmaster General; no salary shall be less than \$1,200 or more than \$1,500.

Letter Carriers, Messengers, Box Collectors and Porters.

\$300 to \$600 by annual increments of \$30.

DEPARTMENT OF JUSTICE.

Inspector of Penitentiaries.

The same as a Post Office Inspector.



46 VICTORIA.

CHAP. 7.

An Act to amend "The Canada Civil Service Act 1882."

[Assented to 25th May, 1883.]

Preamble.

HER MAJESTY, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

[Sections 1 to 8 (inclusive) incorporated with Act 45 Vic., c. 4, ante.]

Salaries, how fixed.

9. The officers, clerks and employees mentioned in Schedule B of the said Act shall be paid according to the scale thereby established. The salaries of officers, clerks and employees in the Second or Outside Division of Departments other than the Customs, Inland Revenue and Post Office Departments shall, subject to the provisions of any Act relating thereto, be fixed in each case by Order in Council.

Part of Schedule B, repealed.

2. That part of Schedule B to the said Act which relates to *Departments Generally* is repealed.

Interpretation of reference to 31 V., c. 34.

10. Whenever in any Act now in force reference is made to "The Canada Civil Service Act, 1868," the same shall be taken and deemed to be a reference to "*The Canada Civil Service Act, 1882,*" and shall be construed accordingly.

Oaths to be taken by certain officers and persons.

11. Immediately after the passing of this Act, the Deputy Heads of Departments and all officers, chief clerks, clerks, messengers, sorters and packers of the Civil Service who have not already done so, and every Deputy Head, officer, chief clerk, clerk, messenger, sorter or packer hereafter appointed, as soon after his appointment as conveniently may

be, shall take and prescribe the oath of allegiance and also the oath contained in Schedule A of this Act, or such other oath as may, by some other Act, be in that behalf provided. Forms of such oaths.

2. In the case of the Clerk of the Privy Council, and all officers under him, and in the case of any officer of whom the Governor in Council shall require the same, there shall be added to the oath at the asterisks the words contained in Schedule B to this Act. Before whom to be taken.

3. The Clerk of the Queen's Privy Council for Canada shall take and subscribe the oaths before the Governor General or some one appointed by him to take the same. By Clerk of Privy Council.

4. In case of persons residing or coming to reside at Ottawa, the oaths shall be taken and subscribed before the Clerk of the Queen's Privy Council. At Ottawa.

5. In other cases the oaths may be taken and subscribed before a Justice of the Peace or other proper authority, who shall forward the same to the Clerk of the Queen's Privy Council. Elsewhere.

6. The Clerk of the Queen's Privy Council shall keep a Register of all such oaths. Oaths to be registered.

12. An exchange of positions between two officers serving in different Departments or in different divisions of the same Department, may, by Order in Council, be authorized or directed to be made without examination of either officer. Exchange of positions when and how, may be authorized.

13. A vacancy which would otherwise be filled by a first appointment, after an examination, may, by Order in Council, and without an examination, be filled by a transfer from another division of the Department in which the vacancy exists, or from another Department: Provided that the transfer shall be made without increasing the salary of the person transferred, and that no person shall be transferred from an Outside to an Inside Division, whose age at the date of his first appointment exceeded thirty-five years. Vacancy may be filled by transfer in certain cases.
 Proviso: as to increase of salary and transfer from outside to inside division.

14. Schedule "B" of the said Act is amended as follows:— Schedule B, amended as to Customs and Inland Revenue.
[See Act 45 Vic., c. 4.]

15. This Act shall be read as one with "The Canada Civil Service Act, 1882." Interpretation of this Act.

SCHEDULE A.

Oath to be
taken.

“ I (*A.B*), solemnly and sincerely swear that I will faithfully and honestly fulfil the duties which devolve upon me as _____ and that I will not ask, or receive any sum of money, services, recompense or matter or thing whatsoever, directly or indirectly, in return for what I have done or may do in the discharge of any of the duties of my said office, except my salary or what may be allowed me by law or by an Order of the Governor in Council. * * *
* * So help me God.”

SCHEDULE B.

Provision for
secrecy.

“ And that I will not, without due authority in that behalf, disclose or make known any matter or thing which shall come to my knowledge by reason of my employment as (*as the case may be.*)”



46 VICTORIA.

CHAP. 8.

An Act to amend and consolidate the Acts relating to the Superannuation of persons employed in the Civil Service of Canada.

[Assented to 25th May, 1883.]

HER Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

Preamble.

1. The Civil Service for the purposes of this Act shall include and consist of—

Who to be deemed civil servants.

1. All officers, clerks and employes in or under the several Departments of the Executive Government who are paid a yearly salary, and to whom "The Canada Civil Service Act, 1882," applies, and those who in case they were or are appointed after the coming into force of that Act were or are appointed in conformity with its provisions;

Those to whom 45 V., c. 4, applies.

2. All such officers, clerks and employes of the second or outside division of the Civil Service, to whom "The Canada Civil Service Act, 1882," does not apply, and who are employed in an established capacity, and paid a yearly salary as the Governor in Council may, from time to time, designate;

Certain persons in the outside service.

3. The permanent officers and servants of the Senate and House of Commons, and the permanent officers and servants employed in the Library of Parliament, who for the purposes of this Act shall be held to be in the Civil Service of Canada, saving always all legal rights and privileges of either House as respects the appointment or removal of its officers and servants or any of them;

Officers and servants of Senate and Commons.

4. All persons now contributing to the Superannuation Fund;

Present contributors to the fund.

Certain
others.

5. All persons to whom the Acts relating to superannuation hereby repealed are by some other Act not repealed declared to apply.

Conditions
and rates of
allowance.

2. The Governor in Council may grant to any person having served in an established capacity in the Civil Service for ten years or upwards, and having attained the age of sixty years, or being incapacitated by bodily infirmity from properly performing his duties, a superannuation allowance calculated on his average yearly salary during the then last three years, and not exceeding the following rates, that is to say:—If he has served for ten years, but less than eleven years, an allowance of ten-fiftieths of such average salary, and if for eleven years and under twelve years an annual allowance of eleven-fiftieths thereof, and in like manner a further addition of one-fiftieth of such average salary for each additional year of service up to thirty-five years, when an annual allowance of thirty-five fiftieths may be granted, but no addition shall be made for any service beyond thirty-five years; if the service has not been continuous, the period or periods during which such service has been interrupted shall not be counted, and the Order in Council made in such case shall be laid before Parliament at its then or then next Session.

Maximum
rate, for 35
years.

Breaks in ser-
vice not to
count.

Governor in
Council may
add to service
of persons
appointed on
account of
special quali-
fications.

3. The Governor in Council may, in the case of any person who entered the Civil Service after the age of thirty years, as being possessed of some peculiar professional or other qualifications or attainments required for the office to which he was appointed, and not ordinarily to be acquired in the public service, add to the actual number of years service of such person, such further number not exceeding ten, as may be considered equitable, for reasons stated in the Order in Council made in the case; and such additional number of years shall be taken as part of the term of service on which the superannuation allowance of such person shall be computed,—the Order in Council in any such case being laid before Parliament, at its then or then next Session.

Preliminary
inquiry by
Treasury
Board on cer-
tain points
made
requisite.

4. The superannuation of any civil servant shall be preceded by an enquiry by the Treasury Board,—

- (a) Whether the person it is proposed to superannuate is eligible within the meaning of this Act; and—
- (b) Whether his superannuation will result in benefit to the service, and is therefore in the public interest; or—
- (c) Whether it has become necessary in consequence of his mental or physical infirmity:

2. And no civil servant shall be superannuated unless the Treasury Board reports that he is eligible within the meaning of this Act and that such superannuation will be in the public interest.

Report of Board.

5. Towards making good the superannuation allowances hereinbefore mentioned, an abatement shall be made from the salary of each person in the Civil Service to whom this Act applies, at the rate of two per centum per annum on such salary, if it be six hundred dollars or upwards, and of one and a quarter per centum thereon, if it be less than six hundred dollars, and the sum so deducted shall form part of the Consolidated Revenue Fund; but such abatement shall be made only during the first thirty-five years of service.

2 per cent. deducted from salaries of \$600 or more, 1 per cent. from salaries below \$600.

Proviso.

6. The full superannuation allowance as aforesaid shall only be granted to persons who have been subject to the said abatement during ten years or upwards; the superannuation allowance of any person who has not paid it, or has paid it for a less period, being subject to a diminution of one per centum for every year less than ten during which he has not paid it; except that the superannuation allowance of any person hereafter retiring, shall not be subject to any such diminution by reason of his not having paid the abatement hereinbefore mentioned, during any year or years after his first thirty-five years of service.

10 years' contribution requisite for full allowance. Diminution for less period of contribution.

Exception.

7. Retirement shall be compulsory on any person to whom the superannuation allowance hereinbefore mentioned shall be offered, and such offer shall not be considered as implying any censure upon the person to whom it is made; nor shall any person be considered as having any absolute right to such allowance, but it shall be granted only in consideration of good and faithful service during the time upon which it is calculated; and nothing herein contained shall be understood as impairing or affecting the right of the Governor to dismiss or remove any person from the Civil Service.

Compulsory retirement.

Allowance conditional on good service.

Right of dismissal not impaired.

8. If the Head of a Department reports with respect to any person employed in his Department, and about to be superannuated, from any cause other than that of ill-health or age, that the service of such person has not been satisfactory, the Governor in Council may grant such person a superannuation allowance being less than that to which he would have otherwise been entitled, as to him may seem fit.

Diminution when Deputy Head reports unsatisfactory service.

9. If any person to whom this Act applies, is constrained from any infirmity of mind or body to quit the Civil Service before the period at which a superannuation allowance might be granted him, the Governor in Council may allow him a gratuity not exceeding one month's pay for each year of his service; and if any such person is so constrained to

Gratuity when yearly allowance not earned.

Gratuity in case of bodily injury on duty.

quit the service before such period, by reason of severe bodily injury received without his own fault in the discharge of his public duty, the Governor in Council may allow him a gratuity not exceeding three months' pay for every two-years service, or a superannuation allowance not exceeding one-fifth of his average salary during the then last three years.

Provision for abolition of office, reduction of staff, &c.

10. If any person to whom this Act applies is removed from office in consequence of the abolition thereof, in order to the improvement of the organization of the department to which he belongs or is removed or retired from office to promote efficiency or economy in the Civil Service, the Governor in Council may grant him such gratuity or superannuation allowance as will fairly compensate him for his loss of office, not exceeding such as he would have been entitled to if he had retired in consequence of permanent infirmity of body or mind, after adding ten years to his actual term of service.

Pensioners under 60 liable to serve if required, under penalty of loss of allowance.

11. Any person receiving a superannuation allowance, and being under the age of sixty years, and not disabled by bodily or mental infirmity shall be liable to be called upon to fill, in any part of Canada, any public office or situation for which his previous services render him eligible, and not lower in rank or emolument than that from which he retired; and, if he refuse or neglect so to do, he shall forfeit his said allowance.

Service before Confederation to be counted.

12. Service in an established capacity in any of the public departments of the Government or offices of the Legislature of any of the Provinces now included in the Dominion of Canada, before such Province became a portion of the Dominion, by any person who has thereafter entered the Civil Service of Canada shall be reckoned in computing his period of service for the purpose of this Act.

Discretionary power of Governor in Council.

13. In any case of doubt the Governor in Council may, by general or special regulations, determine to what persons the provisions of this Act do or do not apply, and the conditions on which, and the manner in which, they shall apply in any case or class of cases.

Payment of allowances.

14 The allowances and gratuities granted under this Act, shall be payable out of the Consolidated Revenue Fund of Canada.

Annual return to be made to Parliament.

15. The Minister of Finance shall lay before Parliament, within fifteen days after the commencement of each session, a return of all superannuations and retiring allowances in the Civil Service within the year, giving the name and rank of each person superannuated or retired, his salary, his

age, length of service, the allowance granted to him on retirement, the cause of his superannuation and whether the vacancy has been subsequently filled, and if so, whether by promotion or by a new appointment, and the salary of the new appointee.

16. The following Acts and parts of Acts are hereby ^{Repeal of former Acts.} repealed:—

33 Vic. c. 4, intituled "*An Act for better ensuring the efficiency of the Civil Service of Canada, by providing for the Superannuation of persons employed therein, in certain cases.*"

36 Vic., c. 32, intituled "*An Act to amend the Civil Service Superannuation Act.*"

38 Vic., c. 9, intituled "*An Act to further amend the Civil Service Superannuation Act.*"

Section 54 and sub-section 3 of section 55, of "*The Canada* ^{Short title.} *Civil Service Act, 1882.*"

18. This Act may be cited as "*The Civil Service Superannuation Act, 1883.*"



RULES AND REGULATIONS

OF THE

BOARD OF CIVIL SERVICE EXAMINERS

APPROVED BY THE DEPUTY OF THE

GOVERNOR GENERAL IN COUNCIL

THE 20TH DAY OF SEPTEMBER,

1882.

*Extract from THE CANADA GAZETTE, Saturday, 30th
September, 1882.*

ORDER IN COUNCIL.

PRIVY COUNCIL,

OTTAWA, 20th September, 1882.

The following Rules to be observed by the Board of Civil Service Examiners have been approved by the Honorable the Deputy of the Governor General in Council on the 20th day of September, 1882,

JOHN J. MCGEE,

Clerk, Privy Council.

RULES

TO BE OBSERVED BY THE BOARD OF CIVIL SERVICE EXAMINERS.

1. One of the members shall be chosen Chairman, and shall preside at all the meetings, at which he shall be present, and another shall act as Secretary.

2. In the event of the unavoidable absence of one of the members of the Board the other two shall be competent to transact business, and their decisions shall be as valid as if the three had been present.

3. The regular examinations shall be held semi-annually at the several places mentioned in the Act, and in any others selected by the Governor General in Council, and shall commence on the second Tuesday of the months of June and December, and at such other times as the exigencies of the Public Service may demand, save as regards the present year (1882), when the first examinations shall be held at the earliest practicable day.

4. The Board shall assemble at their office in Ottawa on the 15th day of April and the 15th day of October in each year (unless these dates should happen to be Sundays, when they will meet on the following Mondays) for the purpose of making the necessary preparations for holding the semi-annual examinations, and shall continue to meet until their work is completed.

5. They shall leave Ottawa for the several places at which, upon their representation, the Governor in Council shall direct examinations to be held by them personally, in sufficient time to allow for possible delays in travel, and to have everything in readiness on the days fixed for holding them.

6. The examinations shall be held simultaneously, that is, on the same days and the same hours in the several places designated in the Act, and shall be conducted at every such place precisely in the same manner and by means of the same questions.

7. The examinations shall all be in writing and upon paper having the stamp of the Board.

8. In places where the examiners cannot personally attend, sub-examiners shall be appointed, who will be authorized to superintend the examinations, and who will be governed by the printed regulations which will be supplied to them by the Board.

9. The sub-examiners shall be empowered to pronounce upon the preliminary examinations, and to decide who among the Candidates are eligible for proceeding to the qualifying examinations, and shall

admit them thereto; but the written examination papers of Candidates aiming at lower grade offices only, such as Messengers, Lockers, Packers, Tide-Waiters, Letter-Carriers, Porters, &c., &c., shall be reserved for the decision of the Board at Ottawa.

10. At the close of each examination it shall be the duty of the sub-examiners to collect the papers of each Candidate—successful and unsuccessful—to seal them up and transmit the same, duly attested (Form H.) to the Secretary of the Board at Ottawa.

PRELIMINARY CONDITIONS OF EXAMINATIONS.

11. The Candidate for examination shall be required as preliminary conditions to satisfy the Board:—

- (a.) That at the time appointed for examination he is of the full age of eighteen years, and if for the Inside Departmental Division, that his age will not then be more than thirty-five years.
- (b.) That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties.
- (c.) That his character is such as to qualify him for employment in the Civil Service.

NOTE to (a.)—The proof of age shall be a properly certified extract from the Birth Registration, and should this not be practicable, then by such other evidence as may satisfy the Board. (Form C.)

NOTE to (b.)—The proof of health shall be by the certificate of a practising physician. (Form D.)

NOTE to (c.)—The proof of character shall be by the certificate of a Minister of religion, or by such other evidence as may satisfy the Board.

APPLICATIONS.

12. Applications for examination shall be made upon a form which will be supplied to the Candidates by the Board, (Form B.), and they will have to be addressed to the Secretary of the Board in sufficient time to be received, at least one month before the examination commences.

13. A fee of two dollars shall be required from every Candidate for examination, which he will transmit to the Secretary with the several forms (filled up) specified at clause eleven.

EXAMINATIONS.

14. The examinations shall be open to all persons who shall comply with the requirements of the Civil Service Act of 1882, as to proof of age, health and character, and all the examinations shall be held in the English or French languages, or both, at the option of the Candidate.

15. Notice of every examination, to be held under the Act, shall be published in the English and French languages, in the *Canada Gazette*, one month before the date fixed for the examination, and shall state,—

- (a.) When and where the examination is to be held.
- (b.) The subjects to which the examination shall extend.

16. The examination shall be for first appointments,—

- (a.) To third-class clerkships in the First Division.
- (b.) To the offices of Messengers, Packers and Sorters in the First Division.
- (c.) To third-class clerkships and to the offices of Landing Waiters, Lockers, Tide-Waiters and Messengers, in the Second Division for Customs Service.
- (d.) To third class clerkships and to the offices of Exciseman, Assistant Inspector of Weights and Measures or of Gas, and to the offices of Messengers in the Second Division for Inland Revenue Service.
- (e.) To third-class clerkships, to Railway and Marine Mail Clerkships, and to the offices of Letter-Carriers, Box Collectors, Porters and Messengers in the Second Division for the Post Office Service.
- (f.) To third-class clerkships and to the offices of Messengers, Packers and Sorters in all other branches of the Second Division, and to all such offices in the lower grades as may be determined by Order in Council.

17. All Candidates for employment shall be required to pass a preliminary examination in,—

- (a.) Penmanship.
- (b.) Orthography.
- (c.) First four rules of arithmetic.
- (d.) Reading print and handwriting.

18. The preliminary examinations shall be held on the first day of the sittings of the Board or of the sub-examiners, in each several city, as advertised in the *Canada Gazette*, and shall be continued until completed.

19. The preliminary examinations shall serve also as qualifying examinations for Messengers, Packers, Porters, Landing Waiters, Lockers, Tide-Waiters, Letter-Carriers, Box Collectors and Porters, and for such other offices in the lower grades as may be created by Order in Council.

20. When a Candidate has passed the preliminary examination satisfactorily, he may proceed to the qualifying examination, but

any Candidate failing to pass the preliminary examination shall not be permitted to present himself again until the next advertised examination.

QUALIFYING EXAMINATIONS.

21. The qualifying examination shall be held immediately after the close of the preliminary examinations, and shall be in,—

- (a.) Penmanship.
- (b.) Orthography (by dictation).
- (c.) Arithmetic, inclusive of Interest, Vulgar and Decimal Fractions.
- (d.) Geography, especially of the Dominion of Canada.
- (e.) Outlines of British, French and Canadian History.
- (f.) English or French Grammar.
- (g.) English or French Composition.
- (h.) English transcription (copying).
- (i.) French do do

*Vide also
clause 27.*

To entitle a Candidate to pass in both the preliminary and qualifying examinations, he must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value of each subject.—(See Form F.)

OPTIONAL SUBJECTS.

22. Candidates for the qualifying examination may, if they desire, undergo examination in the following subjects :—

- (a.) Composition in the English language, by the Candidates who have taken Composition in French in the qualifying examination.
- (b.) Composition in the French language, by the Candidates who have taken Composition in English in the qualifying examination.
- (c.) Translations from English into French, or French into English.
- (d.) Indexing and Précis Writing.
- (e.) Book-keeping by Single and Double Entry.
- (f.) Shorthand.
- (g.) Telegraphy.

NOTE A.—In order to receive a special certificate for optional subjects, the Candidate will have to obtain at least 50 per cent. in each subject on which he writes. (See Form F.)

NOTE B.—The Candidates may select one or more, or all of the above options, and his proficiency in any one or more shall be counted in his favor.

PROMOTION EXAMINATIONS.

23. The promotion examinations shall following the qualifying examinations of Candidates for first entrance into the Civil Service.

24. Such examinations shall be open to any person employed in the Department in which the vacancy to be filled by promotion exists in either Division of the Service, who holds a position below that to which the promotion is to be made.

25. The examination shall be made in such subjects as, after consultation with the Deputy Head of the Department in which the promotion is to be made, may be decided upon by the Board as best adapted to test the fitness of the Candidates to the vacant office.

26. After consultation with the Deputy Head relative to the questions to be put under sub-section *f*, the following shall be the subjects of examination for promotion:—

- (a.) Penmanship.
- (b.) Composition in English or French.
- (c.) Arithmetic, based upon the nature of the work required by the Department.
- (d.) Indexing and Précis Writing.
- (e.) Constitution of Canada (British North America Act.)
- (f.) Questions relating to the organization, practice and duties of the office in which the vacancy exists.
- (g.) Efficiency (ascertained from Report of the Deputy Head of the Department in which the Candidate is serving.)

NOTE.—A Candidate to pass must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value in each subject. (See Form G.)

27. Immediately after the close of the examinations, or from time to time thereafter, as the examination papers are received at the Office of the Board in Ottawa, and valued, the Board shall make out a list of the Candidates who have been found qualified, shall certify the same, and transmit it to the Secretary of State; and the list so made out shall distinguish, as far as possible, what branch of the Service each Candidate is best fitted for.

To be taken in connection with the qualifying examinations. Vide clause 21.

SPECIAL EXAMINATIONS.

28. The Board shall also report to the Secretary of State the result of the examination of any person proposed to be appointed under Section 34 of the Civil Service Act, who shall have been sent to them for examination.

CERTIFICATES.

29. Each Candidate who passes a successful examination for first entrance, in the prescribed subjects, shall receive a certificate (Form I.) of qualification, and the Candidate who has chosen to be examined in one or more of the optional subjects and has passed the test successfully will be entitled to a certificate (Form J.) showing the subjects of the optional class in which he has passed.

30. A Candidate for promotion who has satisfactorily passed the examination shall receive a certificate to that effect. (Form K.)

TIME TABLE.

31. The Board shall prepare a Schedule or Time Table showing the order in which each subject in the examination shall be taken up, and the time allotted thereto, and this Time Table shall be strictly observed in all cases.

FORMS.

32. The necessary Forms for giving effect to the foregoing Rules shall be kept at the Office of the Board at Ottawa, and shall be forwarded by the Secretary as they may be required to the sub-examiners and the intending Candidates.

REPORT.

33. Not later than the thirty-first day of January in each year, the Board shall make a report of their proceedings during the year ended the thirty-first day of December preceding, to the Secretary of State, which report shall include a copy of the examination papers, a statement of all the examinations held, the number of Candidates at each, and the names of the successful Candidates.

REGULATIONS.

FOR CONDUCTING THE EXAMINATIONS.

1. The Board of Examiners shall prepare and cause to be printed (confidentially) the papers to be used in the preliminary, qualifying and promotion examinations.

2. Each subject for examination shall have a separate paper, and the paper shall be so arranged as to allow sufficient time to the Candidate to give it full attention and intelligent treatment.

3. The examination shall commence each day at 9.30 a.m., continue until noon, recommence at 1.30 p.m., and continue until 4 o'clock p.m., day by day until they are finished.

4. Each Candidate shall be designated by a number which he must place conspicuously at the head of each sheet of paper delivered to him, which number will correspond with that appearing opposite to his name in the list of Candidates in the hands of the examiner in charge.

5. The questions will be numbered, and the full number of marks assigned to each question will also be shown in the margin of the printed examination paper.

6. The date and hour for the issue of each examination paper, and the full time allowed for answering the whole set of questions, will be plainly stated at the head of each paper.

7. The examiners, whether members of the Board or sub-examiners, shall exercise the greatest possible care that no information relative to the questions shall become known before the hour fixed for passing the papers to the Candidates.

8. Should the Board at any time have reason to suppose that any Candidates have copied from each other, or have obtained information relative to the subjects for examination from improper sources, the results of the examinations, in respect to such Candidates, shall be held in suspense until the Board shall have made a thorough investigation of the circumstances, and if the sub-examiners should have cause to suspect irregularities of the kind, they will at once report them to the Board.

9. A set of examination papers on each subject shall be provided, and all the papers on such subject shall be enclosed in one envelope, bearing an endorsement specifying the subject and the number of papers contained therein, and said envelope shall only be opened when the time has arrived for the examination on that subject, and in the presence of the Candidates.

10. The stationery necessary for carrying out the examination shall be supplied by the Board, and each sheet of paper used by the Candidates shall be written on one side only.

11. No other person than the examiner in charge and the Candidates shall be admitted into the examination rooms.

12. The examiners shall refrain from communicating to any person the apparent or presumed results of the examinations until the same have been officially announced.

13. The Candidates shall, if possible, be placed five feet apart during the examinations.

14. No books, maps or diagrams bearing on the subjects of the examinations shall be allowed in the examination rooms.

15. The Candidates should all be seated five minutes before the commencement of the examinations, and no Candidate shall be allowed to enter the examination room later than fifteen minutes after the time prescribed for the commencement of a subject. Nor shall any Candidate be permitted to leave the room during his own treatment of a subject, but so soon as he has finished his paper he may hand it to the examiner, after which he will have liberty to retire; but he will not be allowed to re-enter until the time fixed for the commencement of the next subject.

16. Perfect silence shall be observed during the time devoted to the examinations.

17. Punctually at the expiration of the time allowed for the treatment of any subject, the examiner in charge shall notify the fact to the Candidates, and all the papers must at once be collected.

18. On receiving back the examination papers on any subject, the examiner in charge shall enclose them in a sealed envelope, initialing the same, and docketing it with the subject and the number of papers it contains.

19. At the conclusion of the examinations the examiners in charge shall fill up Form H, certifying that the regulations for conducting the examinations have been strictly complied with, and shall transmit the examination papers under separate envelopes, to the Board at Ottawa.

F.

SUBJECTS FOR THE PRELIMINARY AND QUALIFYING EXAMINATIONS.

Preliminary.

	Marks.
(a.) Penmanship	60
(b.) Orthography.....	60
(c.) First four rules of Arithmetic	60
(d.) Reading print and handwriting.....	60

Qualifying.

(a.) 1. Penmanship.....	100
(b.) 2. Orthography (by dictation).....	100
(c.) 3. Arithmetic, inclusive of Interest, Vulgar and Decimal Fractions.....	100
(d.) 4. Geography, especially of the Dominion of Canada.....	100
(e.) 5. Outlines of British, French and Canadian History.....	100
(f.) 6. English or French Grammar.....	100
(g.) 7. English or French Composition.....	100
(h.) 8. English Transcription (copying).....	100
(i.) 9. French " "	100

NOTE.—The standard is uniform throughout the Dominion, and to pass both in the Preliminary and Qualifying Examinations, each Candidate must obtain 50 per cent of the total value assigned to the questions, and at least 30 per cent. of the value of each subject.

OPTIONAL SUBJECTS WHICH THE CANDIDATES FOR THE QUALIFYING EXAMINATION MAY TAKE.

	Marks.
(a.) 1. Composition in English by Candidates who have taken Composition in French in the qualifying examination	100
(b.) 2. Composition in French by Candidates who have taken Composition in English in the qualifying examination	100
(c.) 3. Translation from English into French or French into English.	100
(d.) 4. Indexing and Précis Writing.....	100

	Marks.
(e.) 5. Book-keeping by Single and Double Entry.....	100
(f.) 6. Shorthand	100
(g.) 7. Telegraphy	100

NOTE (a).—The Candidate may select one or more or all of the above options and his proficiency in any one of them will be counted in his favor.

NOTE (b).—No Candidate will be considered qualified to pass in the Optional Subjects unless he obtain at least 50 per cent. in each of the subjects on which he writes.

G.

SUBJECTS FOR THE PROMOTION EXAMINATIONS.

	Marks.
(a.) Penmanship.....	100
(b.) Composition in English or French.....	100
(c.) Arithmetic (based upon the nature of the work required by the Department).....	100
(d.) Indexing and Précis Writing..	100
(e.) Constitution of Canada, <i>B. N. A. Act.</i>	60
(f.) Questions relating to the organization, practice and duties of the Department or office in which the vacancy exists	100
(g.) Efficiency, ascertained from report of the Deputy Head of the Department in which the Candidate is serving.....	300

The Board will hold examinations for entrance and promotion, commencing on Tuesday, the 7th November, at the following places:—

Halifax, N.S.,
St. John, N.B.,
Charlottetown, P.E.I.,
Quebec,
Montreal,
Ottawa,
Kingston,
Toronto,
London and
Winnipeg,

and at Victoria, B.C., on Tuesday, the 21st of the same month.

Candidates for entrance will require to notify the Secretary of their intention, and will please state the place at which they intend to present themselves. On receipt of their letters a blank form of application, together with certain certificates, will be forwarded to them to be filled up and returned without delay to the Secretary of the Board at Ottawa.

Candidates for promotion will also require to notify the Secretary and will forthwith be supplied with the necessary forms.

P. LESUEUR,
Secretary.

CERTIFIED COPY of a Report of a Committee of the Honourable the Privy Council, approved by His Excellency the Governor General in Council, on the 24th July, 1882.

The Committee have had before them a Report dated 21st July, 1882, from the Sub-Committee of the Privy Council, who were charged with the duty of reporting what action should be taken to give effect to the provisions of the Civil Service Act, 1882.

The Committee concur in the recommendations of the said Report herewith annexed, and advise that the same be approved and carried into effect.*

JOHN J. MCGEE.

(Copy.)

OTTAWA, 21st July, 1882.

The Sub-Committee of the Privy Council who were charged with the duty of reporting what action should be taken by the Governor in Council to give effect to the provisions of the Civil Service Act, 1882, beg to report :—

O. S. Act,
1882. Sec. 3.

1. They recommend the appointment of three examiners, one of whom should be thoroughly conversant with the French language.

Sec. 5.

2. That the members of the Board of Examiners be paid ten dollars per diem exclusive of travelling expenses.

Sec.'s 5 and 6.

3. That the Board of Examiners be authorized to obtain from time to time the assistance of persons who have had experience in education, each of such persons to be paid five dollars per diem, exclusive of travelling expenses, for such time as his services may be required.

Sec. 4.

4. That the Board be directed to frame rules for its own guidance, and submit them to the Governor in Council for approval.

Sec. 24.

5. That a circular be addressed to the Head of each Department requesting him to furnish a list of the number of each class necessary in his Department.

Sec. 28.

6. That the fee to be paid by each applicant for examination be fixed at two dollars, such fee to be transmitted with the application for examination.

Sec. 36.

Sec. 43.

7. The Sub-Committee further recommend that the Deputy-Heads of Departments be directed to prepare regulations for promotion, and that the Head of each Department be requested to submit without delay a classification of the staff of their respective Departments.

Sec. 50.

8. That the Treasury Board prepare and submit for the approval of the Governor in Council, Attendance Books to be used in both the Inside and Outside Service.

(Signed),

A. CAMPBELL,

Chairman.

CERTIFIED COPY of a Report of a Committee of the Honourable the Privy Council, approved by His Excellency the Governor General in Council, on the 27th July, 1882.

The Committee have had under consideration the annexed Extract from the Minutes of a meeting of the Treasury Board, dated 24th July, 1882, having reference to Rules in connection with the Civil Service Act, 1882.

On the recommendation of the Minister of Finance, the Committee advise that the said Minute and recommendations therein submitted, be approved and carried into effect.

JOHN J. MCGEE.

CIVIL SERVICE.

The Board had before them a memorandum from the Secretary of the Treasury Board in connection with the Civil Service Act, passed at the last Session of the Dominion Parliament, and they now submit the following Rules for the favourable consideration of Council :—

(1.) In the creation, by Orders in Council, of Chief Clerks, First Class Clerks, Second Class Clerks and Third Class Clerks, the reports on which the Orders will be founded to state in each case the recommendation of the Deputy-Head, giving the reasons which, in his opinion, render it desirable to create such offices. *Vide* Secs. 12, 14, 16 and 18.

(2.) The Board recommend in the reports to Council, recommending that Probationary Clerks receive permanent appointments, it be stated in accordance with Sec. 23, that in each case the Deputy-Head had signified to the Head of the Department, in writing, that the Clerk is considered by him as competent for the duty of the Department.

(3.) The Board recommend that the Statutory increases be paid in future on the reports of the several Deputy-Heads stating the officers who are eligible, and whom for reasons of efficiency they consider should receive the same, such reports to be approved by the Heads of the Departments.

(4.) The Board recommend that in accordance with Section 35, for the purposes of the Audit Office, the Auditor-General make such recommendations and render such returns as are required.

(5.) The Board recommend that for the full understanding of the Estimates to be hereafter submitted to Parliament, reports be prepared by the several Deputy-Heads of the changes and new appointments they recommend to be made in the staff of the various Departments, giving the reasons therefor, such report to be prepared on or before the 1st January, and to be approved by the Heads of the Departments. (*Vide* Section 37.)

(6.) The Board recommend that after the 1st of October 'next, the authority of an Order in Council be obtained for the employment of temporary Clerks for more than one month; and to carry out the provisions of Section 45 the Deputy-Heads of the several Departments to which Extra Clerks are now attached do render to the Heads of the Departments reports on the qualifications of said Extra Clerks, with a view to their retention if necessary, and also with reference to the remuneration to be granted to them.

(7.) The Board recommend that in all cases where longer leave of absence be considered necessary than the period allowed by the Statute, the assent of the Governor-in-Council be obtained, in accordance with Sec. 47, Sub-sec. 2.

(8.) The Board recommend that the Clerks shall not be allowed to leave their respective Departments, unless sent on official business by the Deputy-Head, nor shall they spend any time out of their respective offices unless through necessity or upon assigning a sufficient reason when called upon to do so by the Deputy-Head.

(9.) The Board recommend that in accordance with sec. 50, Attendance Books be kept in the several Departments and in the office of the Auditor-General at Ottawa, and in the several offices of the Outside Service therein named; that the hours of attendance in the Departments and in the Audit Office at Ottawa be from 9 30 a.m. till 4 p.m., except on Sundays and legal holidays, and on Saturdays, from 9.30 a.m., till 1 p.m., except during the Session of Parliament, when, if required, the Heads of Departments or Deputy-Heads to have power in their discretion to retain for longer attendance such officers as may be required; also, that at any time, if the public Service requires it, the Heads of Departments or Deputy-Heads to have the right to call for the attendance of all or any of the Officers or Clerks at an earlier or later hour than those named. The Board also recommend, in accordance with section 50, that all Officers and Clerks of whatever rank do sign their names in the Attendance Book, with the hour of their arrival; the Attendance Books in the Departments to be closed at 10 a.m. by drawing a line, under which late arrivals to sign their names; that the Deputy-Heads or those acting for them for the Inside Service, and the principal Officers of the Outside Service, do initial the Attendance Books daily, noting the names of those who may be absent and the cause of their absence, and that once in each year on or before the 1st of January, the Deputy-Heads to report to the Heads of the Departments on the attendance of the employés, both for the Inside and Outside Service. The Board further recommend that in the matter of employés going out to luncheon, the Order in Council of the 2nd April, 1879, be re-enacted, and that in those cases where leave be granted, a medical certificate to be submitted.

(10.) The Board recommend that to carry out the provisions of the Act relating to Superannation, (Section 54), they be furnished in each case with a report of the Head of the Department, recommending such superannuation and giving his reasons

therefor, and in case of ill-health, the same to be accompanied by a medical certificate.

(11.) The Board recommend that the particular attention of the Deputy-Heads be called to Section 54, Sub-section 3, wherein it is provided that only those *hereafter* to be appointed, who come under the provisions of the Civil Service Act, are deemed eligible for superannuation, and that due care be taken that no abatements be deducted from the salaries of any persons who may be hereafter employed and who do not come under the provisions of the Act.

(12.) The Board recommend that an Establishment Book to cover names, rank, salaries and promotions, be kept for the Treasury Board, and that the Deputy Heads of the several Departments be requested to furnish yearly to the Secretary, on or before the 1st January, statements of the changes made in the several Departments both in the Inside and Outside Service.

(13.) The Board recommend that as the allowances under the Superannuation Act are based upon the average salaries paid to public Servants during the last three years of their being in office, the Deputy-Heads of those Departments wherein the Heads may determine the salaries be requested to furnish the Secretary of the Board with statements of changes in salaries authorized by the Heads of the Departments.

(14.) The Board recommend that the Secretary of the Board do present yearly to them a list of those Officers in the Public Service over the age of 60 years, giving the age of each, and for this reason the Establishment Book be written up with all despatch.

(15.) The Board recommend that to carry out the provisions of Section 55, Sub-sec. 3, the Deputy-Heads of the several Departments do furnish to the Secretary of the Treasury Board the names of Officers appointed to positions vacated through superannuation, and that they do state the salary granted, and whether the vacancy has been filled by promotion or by a new appointment.

(16.) The Board recommend that the Board of Examiners do render to the Auditor-General, from time to time, lists of those persons who have passed qualifying examinations.

(17.) It being the desire of the Board to carry out the provisions of the Act, they recommend that their Minute of the 28th January, 1879, be re enacted as far as regards employés obtaining and using political influence to procure promotion.

Respectfully submitted,

S. L. TILLEY,

Minister of Finance and Chairman of the

Honourable the Treasury Board.

EXTRACT from the Minutes of a Meeting of the Honorable the Treasury Board, held at Ottawa, on the Twenty-eighth day of January, 1879.

The Treasury Board have observed with much regret a growing practice on the part of gentlemen in the Public Service to endeavour to influence the Ministry to accede to their applications for increase of salary or additional retiring allowance by means of the private solicitations of Members of Parliament and other persons of political influence.

It is the duty as well as the wish of the Board, to whom these matters are referred, to give the most careful consideration to every representation made to them in the recognized way on behalf of any Public Servant, whatever be his social status or his official rank, with regard to his position, salary or prospects of promotion, and also with regard to the amount of his retiring allowance on quitting the Public Service.

It is the practice of the Board to consider questions of salary with reference to the the duties and responsibilities of the individual or class whose case is brought before them, and to decide upon them after communication with the Head of the Department concerned.

In fixing the amount of retiring allowance in those cases where the Legislature has left the Board a discretion, they have been in the habit of proceeding upon certain principles which they have prescribed for themselves, and within the limit of those principles they endeavour to deal with each case impartially upon its merits.

It appears to the Board that any attempt on the part of an officer to approach them on these matters through the private intercession of persons unconnected with his Department is virtually imputing to the Board either that it is likely to turn a deaf ear to a reasonable application unless supported by political influence, or that it may be induced to accede to an unreasonable application if such influence be brought to bear upon it.

The Board decline either alternative, and in order to prevent, for the future, any misapprehension upon this subject, they wish it to be understood by every public officer that any attempt made by him to obtain their sanction to his application by any such solicitation as is hereinbefore referred to, will be treated by them as an admission on the part of such officer that the case is not good upon its merits and such application will be dealt with by them accordingly:

The Board direct the Secretary to communicate a copy of this minute to each Department and officer without delay.

S. L. TILLEY,
*Minister of Finance and Chairman of the
Honourable the Treasury Board.*

COPY of a Report of a Committee of the Honourable the Privy Council, approved by His Excellency the Governor General in Council, on the 2nd April, 1880.

The Committee of Council have had before them an Extract from the Minutes of a Meeting of the Honourable the Treasury Board, held on the 15th day of March, 1879, stating that it had come under the notice of the Board that, notwithstanding the prohibition contained in the Orders in Council of the 23rd October, 1868, and 30th November 1875, certain employees in the Public Departments have continued to absent themselves from duty for a greater or lesser time during office hours whether for lunch or for other purposes;

That apart from the fact that this is done in direct violation of an Order in Council governing the hours of attendance, it has been found to interfere seriously with the prompt and efficient discharge of public business ;

Under these circumstances the Committee of Council recommend that peremptory instructions be given that, with the exception of Deputy-Heads who are responsible for the proper performance of the duties of their respective Departments, no employe be permitted on any pretence to absent himself from duty during office hours without the special permission in each case of the Deputy-Head, and that it be the duty of the Deputy-Head promptly to report to the Minister any infraction of this rule.

EXTRACT from the Minutes of a Meeting of the Hon. the Treasury Board, held at Ottawa, the Eleventh of November, 1870.

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SUPERANNUATION.

The Treasury Board has had under consideration a memorandum of the Civil Service Board respecting the Superannuation list, and other memoranda by the Auditor upon the same subject, and it recommends that the following rules be laid down as to the classes of persons who come under the operation of the Act, and as to the method of carrying it into effect :—

- (1.) All officers, clerks, and other persons permanently employed at the seat of Government in any Executive Department of the Government named in the Civil Service Act, 1868.
- (2.) All permanent officers and servants of the Senate and those of the Commons.
- (3.) The two Commissioners of Police of the Dominion.
- (4.) The Directors of the Penitentiaries and the Penitentiary officers appointed by Government under 31st Vic., Cap. 75, Sec. 30, such as the Wardens, Deputy Wardens and Accountants and Surgeons, who give up their whole time to the institutions.
- (5.) The Adjutant General and Deputy Adjutant General at headquarters.
- (6.) The Directors of the Magnetic Observatory, Toronto, and the Geological Survey, and such of their staff as are permanently appointed by Order in Council.
- (7.) The Financial Inspector, and the officers of the Finance Department at Halifax and St. John including the Savings Bank at Halifax.
- (8.) All officers of Customs who are paid by permanent salaries, such as Inspectors of Ports, Collectors of Customs, Surveyors, Landing Waiters, and Clerks in Collectors' Offices.
- (9.) Such officers of Customs as are paid partly by a fixed salary and partly by a per diem allowance when employed can only be rated for superannuation on their fixed salary ; but if any such officers are superannuated within three years their allowance may be reckoned on the total amount they have received during the previous three years, including the fixed salary and the per diem allowance.
- (10.) All officers at permanent salaries connected with the collection of Inland Revenue, such as District Inspectors, Collectors, Deputy Collectors, Excisemen, Supervisors and Deputy Supervisors of Culler and Clerks in their respective offices.

(11.) The Crown Timber Agent and Collector of Slide Dues on the Upper Ottawa and the Collector of Timber and Slide dues at Quebec, and the staff of their respective offices, being officers of the Dominion acting also as agents for the Provinces of Ontario and Quebec.

(12.) All officers at permanent salaries in the City Post Offices of Montreal, Quebec, Toronto, Ottawa, Kingston, Hamilton, London, Halifax, Fredericton and St. John, and such other towns and cities as may hereafter be placed on the same footing, such as Postmasters, Assistant Postmasters, Clerks, Letter Carriers, &c.

(13.) Post Office Inspectors, Assistant Inspectors, and Clerks, and Messengers in the Inspector's staff.

(14.) Railway Mail Clerks and Guards, and clerks employed in the Ocean Mail Service, and in travelling in charge of British and Foreign Mails.

(15.) Persons employed in the Outside Services of the Public Works Department other than on railways, who receive annual salaries, and whose services do not cease on the completion of any particular works, such as the permanent staff employed on the Canals, Slides and other Public Works; also the Official Arbitrators, and their Secretary.

(16.) The Superintendents and permanent staff at the principal railway depôts being the headquarters of the respective lines.

(17.) The permanent staff of the three Quarantine establishments of the Dominion, including the Surgeons who give up their whole time to the institutions.

(18.) The Emigration Agents of the regular agencies in Canada:

(19.) The staff of the Statistical Office, Halifax.

(20.) The Agents of the Department of Marine and Fisheries, at Quebec, Halifax, and St. John, and their staff permanently appointed.

(21.) The Inspectors of Lights in Nova Scotia and New Brunswick.

(22.) The Inspector of Fisheries for Nova Scotia and New Brunswick, and the Assistant Inspector for Nova Scotia and their clerks permanently appointed, and the Manager of the fish breeding in Ontario.

(23.) The Masters and other officers of the Trinity Houses, Montreal and Quebec, who are in receipt of an annual salary, excepting the captain of the steamer *Richelieu*.

(24.) All the Lighthouse Keepers, Engineers of Fog Whistles, and Officers of Humane Establishments of the Dominion, excepting Lighthouse Keepers under the charge of the Trinity House, Montreal, who receive only a monthly allowance during the time they are employed.

(25.) The Steamboat Inspectors for the Dominion.

(26.) The Shipping Master, Quebec, and the Chief Constables of the River Police, Quebec and Montreal, but not the rest of the force.

(27.) The Directors of the Observatories, Quebec and New Brunswick.

(28.) All outside officers of the Indian Office who are at permanent salaries, and give up their whole time to their duties, such as Superintendents and their Clerks, salaried Agents, Interpreters, &c.; but inasmuch as these salaries are charged against the Indian Fund, the superannuation allowances and the abatement should also be charged and credited to the Indian Land Management Fund.

(29.) *The following classes of persons shall not come under the operation of the Act.*

All persons at a salary lower than \$150 per annum.

All persons who are paid by a commission or percentage on the business transacted by them, such as Cullers, or at a salary in lieu of such percentage as the country Postmasters or Keepers of Way Post Offices.

All persons only temporarily or occasionally employed as officers of the Intercolonial Railway and other Public Works. Emigration agents employed in Europe.

Tide Waiters and Lockers at per diem day.

All the outside staff of the Militia Department, except the Adjutant General and Deputy Adjutant General at Headquarters, and Captains of steamers employed by the Dominion.

All persons who are appointed or dismissed from office by subordinate officers, as Overseers, Guards, &c., of the Penitentiary, Attendants in Hospitals, Policemen.

(30.) Should any question arise as to whether any particular officer comes within the meaning of any of the above rules defining who shall or who shall not come under the operation of the Act, the point may be referred to the Treasury Board and decided by it.

(31.) In counting the length of service by which a superannuation allowance is to be regulated, if the man has served a fraction of the year, less than half his service shall count as for the number of years without the fraction, and if the fraction is more than half, it shall count as for the number of years next above.

(32.) In counting the salary on which the superannuation allowance is to be calculated, it shall be taken at one-third of the whole amount received by the officer for the 36 months preceding the Order in Council superannuating him.

(33.) When any officer is permanently employed at a nominally per diem salary it shall for the future be included in the pay lists, at an equivalent per annum salary.

(34.) When any officer has an official residence or other similar perquisite, his salary shall be stated at such higher sum as may fairly represent these advantages, and he shall pay the abatements on such higher salary, otherwise his superannuation allowance shall only count on the salary on which he has paid abatements.

(35.) The superannuation allowances shall be paid monthly in the manner proposed in the memorandum on that subject submitted by the Auditor.

(36.) An Establishment Book shall be kept in the Finance Department, in which shall be entered every person in the service on July 1st, 1870, or hereafter to be appointed, who, by the foregoing rules, comes within the provisions of the Act, showing the date of his birth, and the date of his appointment, together with any other facts upon which his length of service will be counted.

(37.) When any greater length of service is claimed by men now in the service than that from the date of the man's appointment to his present office it shall be the duty of the Auditor to prepare a classified statement of all such claims, which, together with a report thereon from the Civil Service Board, shall be submitted to the Privy Council to the intent that rules may be laid down by it for counting such service.

(38.) When any person is hereafter appointed in later life for any special qualifications, the additional number of years which may be added to his actual length of service, shall be stated in the Order in Council appointing him, and such additional years shall be recorded in the Establishment Book, and in order that the same thing may be done with regard to men now in the service, the Secretary of the Treasury Board shall collect from each Deputy Head and the Clerks of the Senate and House of Commons a statement of all the men now serving under them to whom they are of opinion that additional service should be allowed under the Act for special qualifications in their appointment. Such statement shall be submitted to the Treasury Board, and reported upon by it, so that an Order in Council may direct such additional years to be recorded in the Establishment Book.

(39.) The Auditor shall prepare a statement to be submitted to Council on 1st January next of all persons on the establishment of 60 years of age and upwards, and a similar statement shall hereafter be submitted at the commencement of each financial year.

(40.) No person exceeding 65 years of age shall be retained on the establishment, except upon an Order in Council passed upon the receipt of the statement above provided for retaining him on the staff for another year.

EXTRACT from the Minutes of a meeting of the Hon. the Treasury Board, held at Ottawa, the Second February, 1871.

SUPERANNUATION.

The Treasury Board have had under consideration the revised rules drawn by the Civil Service Board for counting length of service for superannuation, and recommend to Council the adoption of the following rules.

Service before the passing of the Superannuation Act shall be counted :—

(1.) Where it has been continuous and permanent in any of the following cases :

In the Department in which the claimant now serves.

In the same or any corresponding Department in any of the Provinces before Confederation.

In any of the Outside Services in any of the Provinces where such Outside Service now comes under the Superannuation Act as defined by the Order in Council of the 1st December, 1870.

In one or more of the other Departments of Government at Headquarters, or in any of the Outside Services coming under the Superannuation Act, although such Department or service may have been since Confederation transferred to any of the Provincial Governments.

In any of the Provinces and for provincial purposes, in any branch of the Imperial service (as the Customs and the Post Office) subsequently transferred with the claimant to the Provincial Governments.

(2.) In all the cases enumerated in the preceding rule, previous services as a temporary or extra clerk, or messenger, or as a probationary clerk in the Department to which the claimant was afterwards permanently appointed shall be counted, provided it was continuous, although some portion of that service may have been at a salary less than that which now comes under the Superannuation Act under the Order in Council of 1st December, 1870.

(3.) If the service has been discontinuous, the several broken periods may nevertheless be counted, provided that the appointment at the time was permanent and was included in any of the cases enumerated in Rule 1. But in case any person shall have received a gratuity upon his services being dispensed with, the service previous to the granting of such gratuity shall not count.

B. Where any person has been appointed to office after the passing of the Superannuation Act, no service shall count excepting from his permanent appointment at a salary which comes under within the rules established by the Order in Council of the

1st December, 1870, and if any person shall resign or be removed for any cause after the passing of the Superannuation Act, and shall be subsequently re-appointed, his service shall be counted only from such subsequent re-appointment.

Should the foregoing rules be approved by Council, each Head of Department should be furnished with a copy thereof, and requested to submit to Council a statement of all the persons in his Department claiming extra length of service under Rule 37, approved by the Order in Council of the 1st December, 1870, showing what service each person is entitled to under the rules and submitting any doubtful cases for the consideration of Council.

Minimum Salaries to Officers promoted.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 14th November, 1882, approved by His Excellency the Governor General in Council on the 18th November, 1882.

The Board had under consideration the provisions of the new Civil Service Act respecting promotion, and they recommend to Council that the salaries to be given to officers receiving promotion shall not exceed in all cases the minimum salaries of the classes to which such officers are promoted.

JOHN J. MCGEE,
Clerk Privy Council.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 16th January, 1883, approved by His Excellency the Governor General in Council on the 20th January, 1883.

The Board recommend that the Order in Council of the 18th November, based on their Minutes of the 14th November in connection with the salaries to be given to Officers receiving promotion, be amended by the addition of the following :

“ Provided always, no loss of salary shall accrue to any Officer so promoted.”

JOHN J. MCGEE,
Clerk, Privy Council.

Memorandum for Appointments to contain ages of Appointees.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 9th April, 1883, approved by His Excellency the Governor General on the 17th April, 1883.

The Board recommend that for the future all memoranda recommending appointments to the Inside or Outside Divisions of the Civil Service contain the ages of the proposed appointees.

JOHN J. MCGEE,
Clerk, Privy Council.

Certified Extract of a Report of a
Committee of the Honourable the Privy
Council, approved by His Excellency
the Governor General in Council
on the 19th of May 1883.

“ x x x x x x x
“ On a Memorandum dated
19th May 1883 from the Acting
Secretary of State recommending
that Third Class Clerks of the
Service shall be eligible for
Examination in the optional
subjects.”
x x x x x x x

John J. McGee
Clerk, Privy Council.

Addition of \$50 for each optional subject passed.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 9th February, 1883, approved by His Excellency the Governor General in Council on the 10th February, 1883.

The Board took into consideration the salary to be given a Probationary Clerk of the Third Class, under the Civil Service Act, 1882, and they now recommend that, for the present, the salary to be given officers who have passed the Qualifying Examination, be at the minimum rate fixed by the Act, viz.: \$400 per annum; and that an addition of \$50 per annum be given to those officers who have passed in the optional subjects, that is, an addition of \$50 per annum for each subject passed.

JOHN J. MCGEE,
Clerk Privy Council.

Eligibility of Probationary Clerks to enter for promotion examinations.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 30th May, 1883, approved by His Excellency the Governor-General in Council on the 4th June, 1883.

The Board had under consideration a question submitted by the Secretary as to the eligibility of Probationary Clerks entering for Promotion Examinations, and after hearing the Deputy Minister of Justice on the point, the Board are of opinion that the Promotion Examinations are open to Probationary Clerks.

JOHN J. MCGEE,
Clerk Privy Council.

No deduction for superannuation from Officers receiving Duty Pay.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 1st June, 1883, approved by His Excellency the Governor General in Council on the 7th June, 1883.

The Secretary submitted the question of deduction superannuation abatement from the salaries of officers who are in receipt of duty pay over and above their salaries, and the Board are of opinion that no such deduction should be made under the circumstances.

JOHN J. MCGEE,
Clerk, Privy Council.

Reconsideration of cases of retirement of Public Servants.

OTTAWA, 2nd October, 1882.

SIR,—I have the honour to request for the Treasury Board an opinion from your Department on the following point :

Under the Act of last Session respecting the Civil Service it is enacted by Sec. 54 that the Superannuation of any Civil Servant shall be preceded by an enquiry by the Treasury Board, and in consequence thereof all recommendations for superannuation are transferred to the Board for report, frequently after the Board has reported and the reports have been adopted by Council, applications are made by retired officials to have their cases reconsidered, the reasons given for the same being various, such as that the time of service or the average salary has been wrongly computed, or that the allowance granted is not deemed sufficient in consideration of past service. The point the Board desires to be advised upon is this: Can cases be reconsidered where no clerical error has been made in computing the service or the allowance.

I have the honour to be, Sir,

Your obedient servant,

J. M. COURTNEY,

Deputy Minister of Finance.

G. W. BURBIDGE, Esq.,

Deputy Minister of Justice,

Ottawa.

DEPARTMENT OF JUSTICE, CANADA,

OTTAWA, 9th October, 1882.

SIR,—I have the honour to acknowledge receipt of your communication of the 2nd instant, requesting an opinion for the Treasury Board as to the reconsideration of Superannuation Allowances under the Civil Service Act, 1882, the point on which the Board desires to be advised being this: Can cases be reconsidered where no clerical error has been made in computing the service or the allowance?

For the reasons stated in the Report of the Minister of Justice to the Treasury Board on the 7th day of August, 1882, in the case of Romain, I am of opinion that when the Superannuation Allowance has been once properly fixed by Council, according to the rules established by the Acts bearing on the subject of these allowances, it cannot be reconsidered.

I am, Sir,

Your obedient servant,

GEO. W. BURBIDGE,

D.M.J.

J. M. COURTNEY, Esq.,

D. M. of F. and R. G.

OTTAWA, 21st October, 1882.

(CIRCULAR LETTER TO THE SEVERAL DEPARTMENTS.)

SIR—I am directed by the Honourable the Treasury Board to inform you that in consequence of the many applications forwarded to the Board for re-consideration of the cases of public servants placed on the retired list, it was deemed advisable to obtain from the Department of Justice an opinion as to whether when a retired allowance was once sanctioned, the case could be reopened. The Deputy Minister of the Department has replied in the negative, as shown in the copy of letter enclosed.

I am now requested to inform you that in consequence of this decision, the Board desire that in future, reports for superannuation be forwarded with full recommendations.

I have the honour to be, Sir,
Your obedient servant,
(Signed) J. M. COURTNEY,
Secretary.

Allowance for Travelling Expenses.

COPY of a Report of a Committee of the Honorable the Privy Council, approved by His Excellency the Governor General in Council, on the 6th May, 1876.

The Committee have had under consideration a Report of a Sub-Committee of Council to whom were referred the Returns from the several Departments respecting the rates paid to Government employés for travelling expenses and subsistence disbursements, and they respectfully submit their concurrence in the said Report, and accordingly recommend that such sums be allowed to employés of the Inside Civil Service (whose work is strictly Departmental), and when sent on special outside duties, for travelling expenses and disbursements, as shall be shewn and certified to the satisfaction of the Head of the Department to have been actually, necessarily, and *bona fide* paid out for hotel bills and other travelling expenses, the same to be dealt with under the Act respecting contingent charges of the Departments of the Public Service; that no allowance be made to such employés beyond the travelling expenses and disbursements above mentioned, and that the Order of the 8th September 1871, or any other existing Order sanctioning an allowance, except in case of the Major-General in command of Militia, be rescinded.

The Committee further recommend that the Heads of those Departments which employ officers whose duties necessitate frequent travelling, such as Engineers, Inspectors, and Militia Officers, submit to Council for approval a scale of rates for disbursements over actual moving expenses, adapted to the rank of the Officer so employed, and the locality in which his services may be required, the maximum for such disbursements not to exceed \$3.50 per day, and on days of leaving and arriving only one-half day to be allowed.

W. H. HIMSWORTH,
Clerk, Privy Council.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 27th. November, 1882, approved by His Excellency the Deputy of the Governor General in Council on the 29th November, 1882.

The Board had under consideration a report from the Honorable the Postmaster General, recommending that the Order in Council of the 6th May, 1876, governing travelling expenses be rescinded so far as it applies to the Officers of the Post Office Department.

The Board after hearing the Secretary of the Post Office Department, who appeared before them, are of opinion that it is desirable to modify to some extent the Order in Council of May, 1876, and they recommend to Council that from the 1st July, 1882, with the exception of the Major-General commanding the Militia and the Judges who are otherwise provided for, there be paid to all Officers travelling on Public Service in the Dominion, except in those parts hereafter specified, over and above the actual moving expenses, an uniform rate of \$3.50 per diem, the days of leaving and arriving to be counted as full days.

That for those Officers who may be called upon to travel in British Columbia, Manitoba, the North-West Territories, or out of Canada, the rate to be \$5.00 (five dollars) per diem.

JOHN J. McGEE,
Clerk, Privy Council.

Form of Attendance Book.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 18th September, 1882, approved by His Excellency the Governor General in Council on the 19th September, 1882.

The Board beg to bring to the notice of Council that the provisions of the Order in Council of the 27th July last, on the Civil Service, have not been fully carried out, more particularly as regards the signing of the attendance books by all Officers and Clerks, in accordance with Sec. 59 of the Civil Service Act, and also as regards the matter of employes going out to luncheon.

The Board beg to submit for the approval of Council a form of attendance book to be used in both the inside and outside Service.

JOHN J. MCGEE,
Clerk, Privy Council.

Form.

.....Department,
Office at.....18

DATE.	NAME.	TIME OF ARRIVAL.	REMARKS.

Dates of Promotion Examinations.

EXTRACT from the Minutes of a Meeting of the Treasury Board, held on the 6th November, 1882, approved by the Deputy of His Excellency the Governor General in Council on the 10th November, 1882.

The Board desire to draw attention to section 37, sub-section 5, of the Civil Service Act of 1882, where it is enacted that notice of each examination for promotion in the Service shall be published in the *Canada Gazette* at least one month before the examination is to be held, and the Board now recommend that the dates on which examinations for promotions are to be held shall be the 20th of December and the 20th of June respectively in each year.

JOHN J. MCGEE,
Clerk, Privy Council.