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ACTS OF PARLIAMENT

AND

RULES AND REGULATIONS

GOVERNING

THE CIVIL SERVICE

OF

CANADA

OTTAWA:

PRINTED BY MACLEAN, ROGER & CO., WELLINGTON STREET.

1882.



45 VICTORIA.

CHAP. 4.

An Act respecting the Civil Service of Canada.

[Assented to 17th May, 1882.]

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 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, who shall be authorized to examine all candidates for admission to the Civil Service of Canada, and to give certificates of qualification to such persons as are found qualified, according to such regulations as shall be framed for the guidance of the Board. Board of Examiners of candidates for the service.

- 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.
- Remuneration of Examiners and assistants.** 5. The members of the Board of Examiners shall receive such remuneration for their services, not in any case to exceed ten dollars per diem exclusive of actual travelling expenses, as the Governor in Council may determine ; and 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.
- Who may be employed as their assistants.** 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, London, Winnipeg, Victoria, and such other places as may be determined by Order in Council,—the examination as far as practicable to be in writing. The cost of such examinations shall be defrayed out of moneys previously voted by Parliament for that purpose.
- Cost how paid.**
- Conditions of appointment.** 7. Except as herein otherwise provided,—
- Examination, probation and certificate.** (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 until he has obtained the certificates required by this Act :
- Limits of age for inside division.** (b.) No person shall be appointed to the first or inside Departmental division of the Civil Service—on probation or otherwise—who has not attained the full age of eighteen years, or whose age is greater than thirty-five years.
- Appointment of Deputy Heads during pleasure :** 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.
- Report of removal to Parliament.**
- Salaries how determined.** 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 mini-

imum salary of a Deputy-Head shall be three thousand two hundred dollars, and the maximum salary shall be four thousand dollars. 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 in 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.

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

13. The minimum salary paid to a chief clerk shall be one thousand eight hundred dollars, and the maximum salary two thousand four hundred dollars per annum. Salary.

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. First-class clerkship; conditions of creation.

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. Salary.

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 Second-class clerkship; conditions of creation.

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 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.

Conditions of increase of salary.

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—

Suspension of increase and restoration.

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.

From what time increase shall be payable.

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:

And in case of promotion.

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

Condition of payment of any salary.

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.

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.

(c.) That his character is such as to qualify him for employment in the Service.

Character.

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*.

Regulations as to examination.

28. The examination 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 held in the English or French language or both at the option of the candidate.

Examination open to all.

May be in either language.

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—

Notice of examination, and what to 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. Third-class clerks, first division. Messengers, &c. **31.** The examinations herein-above provided 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 ;
- 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, &c. (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 ;
- Other branches of second division. (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.
- Proceedings when new appointments in such classes are required. **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 :
- 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,—

Office requiring peculiar qualifications.

(a.) The qualifications requisite for such office or employment are wholly or in part professional or otherwise peculiar, and not ordinarily to be acquired in the Civil Service;

Report of Deputy-Head; what it must show.

(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—

2. If the Head of the Department concurs in such report, the Governor in Council may select and appoint such person as shall 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.

Selection and appointment.

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

Case of vacancy in office of Auditor-General.

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

Examination for promotion to whom open. 2. 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 officers 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.

Periodical reports of probable number of vacancies in inside service. **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—

(a.) Chief clerks;

(b.) First-class clerks;

(c.) Second-class clerks; and—

How estimated. 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—

And in outside service. 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;

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

Notice and what to state. 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.

38. Immediately after each 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. When any vacancy occurs in one of the higher classes, in either Division, the Head of the Department shall select from the lists 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 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.

Vacancies in the higher classes how filled.

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

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:

Promotion to be subject to probation.

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.

Case of rejection.

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 lists of qualified persons made by the Board.

New selection.

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.

As to former duties of clerk on probation.

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:

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

Proviso.

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

If the number then attached be too great.

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 facts 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.

Provisions respecting temporary clerks.

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 lists 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 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:

As to those now employed.

Remuneration

To be only out of money voted by Parliament.

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.

Private secretaries of Heads.

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:

Proviso.

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

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.

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

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

(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—

(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 :

Fines for misconduct.

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.

Report in such cases.

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 :

No extra pay allowed unless voted.

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—

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

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.

Interpretation of "Head" and "Deputy Head."

In Auditor-General's office.

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.*"

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

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.

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

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.

Inquiry previous to superannuation.

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

(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.

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 :

Annual report of Secretary of State under this Act.

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 :

And as to appointments and promotions. Names and salaries.

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.

Report by Finance Minister as to superannuations.

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.

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

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

Commencement of Act.

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

Short title.

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.

All the officers, clerks and employees hereafter 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 2,000
Collectors - - - - -	400 to 4,000
Surveyors - - - - -	1,200 to 2,500
Chief clerks - - - - -	1,200 to 2,000
Clerks - - - - -	600 to 1,200
Chief Landing Waiters - - - - -	800 to 1,200
Landing Waiters - - - - -	600 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
Preventive Officers - - - - -	100 to 600
Messengers - - - - -	200 to 500
Appraisers - - - - -	800 to 2,000
Assistant Appraisers - - - - -	600 to 1,500

INLAND REVENUE.

Chief Inspector - - - - -	\$ 3,000
Inspector of Distilleries - - - - -	2,500
District Inspectors - - - - -	2,000 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 manufactoryes, 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.
	\$	\$	\$	\$	\$	\$	\$	\$
1st Class.....	720	880	800	1,000	800	1,100	960	1,200
2nd Class.....	600	720	640	800	720	880	800	1,000
3rd Class.....	480	660	520	640	560	700	640	800

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	1,000	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 scale as a Post Office Inspector.

DEPARTMENTS GENERALLY.

The salaries of the employees belonging to the Second or Outside Division of other Departments than those enumerated above shall be fixed in each case by the Governor in Council.

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33 VICTORIA.

CHAP. 4.

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.

[Assented to 12th May, 1870.]

WHEREAS, for better ensuring efficiency and economy in the Civil Service of Canada, it is expedient to provide for the retirement therefrom, on equitable terms, of persons, who, from age or infirmity, cannot properly perform the duties assigned to them; Therefore, Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

Preamble.

1. 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 annual 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.

Conditions and rates of superannuation allowances.

If the service has not been continuous.

2. The Governor in Council may, in the case of any person who entered the Civil Service after the age of forty years, as

Persons entering the

service after the usual time as having peculiar or professional qualifications.

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.

Abatement on salaries towards making good such allowances.

3. 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 will apply, at the rate of four per cent. per annum on such salary, if it be six hundred dollars or upwards, and of two-and-a-half per cent. per annum 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.

Diminution of allowance to persons who have not paid the abatement during less than ten years.
Exception.

4. The full superannuation allowance 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 who has paid it for a less period, being subject to a diminution of one twentieth for every year less than ten during which he has not paid it, except that, in the case of any person retiring within three years after the passing of this Act, such diminution shall not exceed twenty per cent. of the allowance which might otherwise be granted to him, with power to the Governor in Council to reduce it to any amount not less than ten per cent.

Effect of offer of allowance.
Conditions on which granted, &c.
Right of removal reserved.

5. 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 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.

Gratuity to persons leaving the service before they can have a retiring allowance.

6. If any person to whom the foregoing enactments apply, 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 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.

7. If any person to whom the foregoing enactments apply, 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 otherwise 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.

Provision for persons removed by reason of abolition of office, &c.

8. 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.

Persons under 60, and receiving allowance, may be called upon to serve again.

9. The foregoing enactments shall apply to officers, clerks, and other persons employed in any of the departments mentioned in the Canada Civil Service Act, 1868, and as well to persons employed at the seat of Government as in the outside service of the said departments, and to the permanent officers and servants of the Senate and House of Commons ; 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 ; and 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 the coming in force of the "*British North America Act, 1867*," by any person who has thereafter entered the Civil Service of Canada, shall be reckoned in computing his period of service for the purposes of this Act : and, in any case of doubt, the Governor in Council may, by general or special regulation, 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.

To whom this Act shall apply.

Power of Governor in Council in that behalf.

Allowances,
&c., how
payable.

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

Yearly return
to Parlia-
ment.

11. A statement of all allowances and gratuities granted under this Act, and of all moneys paid for the same, shall be laid before Parliament within the first fifteen days of the Session thereof next after such grant or payment.

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36 VICTORIA.

CHAP. 32.

An Act to amend the Civil Service Superannuation Act.

[Assented to 23rd May, 1873.]

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

1. The third section of the Act passed in the thirty-third S. 3 of 33 V.,
c. 4 amended.
year of Her Majesty's reign, and 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,*" is hereby amended by substituting the
words "two per cent.," for the words "four per cent.," and
the words "one and a-quarter per cent.," for the words "two
and a-half per cent.," where they occur in the said section.

2. The fourth section of the said Act is hereby amended Section 4
amended.
by substituting for the words "a diminution of one-twen-
tieth," the words "a diminution of one per cent.,"—and by
inserting, at the end of the said section, the words, "and
"except also, 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 abate-
"ment hereinbefore mentioned, during any year or years
"after his first thirty-five years of service."



38 VICTORIA.

CHAP. 9.

An Act further to amend the Civil Service Superannuation Act.

[Assented to 8th April, 1875.]

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

1. The second section of the Act passed in the thirty-third year of Her Majesty's reign, and 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,*" is hereby amended by substituting the word "thirty" in place of the word "forty" in the second line of the said second section.

Sec. 2 of 23
V., c. 4,
amended.

2. The following provision shall be added to and form part of the sixth Section of the said Act:—

Provision
added to s. 6.

"And 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."

Reduced
allowance for
unsatisfactory
service.

3. And whereas by an Act passed in the thirty-sixth year of Her Majesty's reign and intituled "*An Act to amend the Civil Service Superannuation Act,*" certain amendments were made to the Act firstly hereinbefore mentioned by which the rules under which superannuation allowances are to be calculated under the Act firstly hereinbefore mentioned are amended, it is hereby further enacted: That all superannuation allowances granted prior to the passing of the secondly

36 V., c. 22,
cited.

Superannua-
tion allow-
ances granted

before the
said Act to
be revised
according
to it.

above-mentioned Act, shall be revised as if the same had been granted under the said Act, and that all payments falling due on such superannuation allowances after the first day of July, in the year 1875, shall be paid in accordance with the revised amount of such allowances.

OTTAWA.—Printed by BROWN CHAMBERLIN, Law Printer to the Queen's Most Excellent Majesty.

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 :—

C. 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 advice 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* Sec. 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. 33, 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 employées, both for the Inside and Outside service. The Board further recommend that in the matter of employées 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 Superannuation, (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-section 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 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 endeavor 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 employee 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.

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 (filed 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 examinations 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

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 Candidate 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 follow 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 American 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.

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 examinations shall commence each day at 9.30⁰ 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

	Marks.
(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
(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 obtains 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.