

Wanted No 2121



NEW ZEALAND
GOVERNMENT GAZETTE,
PROVINCE OF CANTERBURY.

Published by Authority.

All Public Notifications which appear in this Gazette, with any Official Signature, are to be considered as Official Communications made to those Persons to whom they may relate, and are to be obeyed accordingly.

JAMES EDWARD FITZGERALD,
Superintendent.

Vol. I.]

FRIDAY, NOVEMBER 18, 1853.

[No. II.]

Superintendent's Office,
Christchurch, Sept. 27, 1853.

HIS HONOR THE SUPERINTENDENT directs it to be notified, that he has been pleased to confirm the election of

CHARLES SIMEON, Esq.,
on the 27th day of September, 1853, to be
Speaker of the Provincial Council.

EDWARD PUCKLE,
Private Secretary.

Superintendent's Office,
Christchurch, Oct. 3, 1853.

HIS HONOR THE SUPERINTENDENT directs it to be notified, that he has been pleased to confirm the Election of
GEORGE ROSS, Esq.,
on the 30th day of September, 1853, to be
Clerk to the Provincial Council.

EDWARD PUCKLE,
Private Secretary.

Superintendent's Office,
Christchurch, Oct. 4, 1853.

HIS HONOR THE SUPERINTENDENT directs the following Despatch from the Honourable the Civil Secretary to be published for general information.

EDWARD PUCKLE,
Private Secretary.

Civil Secretary's Office,
Wellington, 5th August, 1853.

Sir, As it is probable that persons, particularly seamen, belonging to vessels trading to the Ports of the Province, will be frequently sentenced to short periods of Imprisonment, in whose cases there may be many mitigating circumstances; and as it would perhaps frequently be unadvisable to detain those persons in such cases in Gaol until an application could be made to the Officer administering the Government of the Colony to obtain a remission of their sentences; and as in like manner persons will often be sentenced to fines and penalties which it might under peculiar circumstances be desirable to remit at once, without incurring the delay of a reference to the Governor:—

I am directed by Governor Sir George Grey to acquaint you, that in all cases of the above nature where persons are sentenced to undergo a period of imprisonment not exceeding three months in duration; or to a fine, penalty, or forfeiture, not exceeding twenty pounds, which may accrue or become payable to the Crown: His Excellency will confirm the immediate remission by your Honor of the whole or of any part of such sentence, provided that no delay occurs in reporting the same for His Excel-

lency's information, accompanied by a detail of the circumstances of the case, together with a statement of the grounds which have led you to take a favorable view of it.

But in delegating such powers to your Honor, His Excellency desires it to be understood, that in the event of his differing from the view taken of any such case by your Honor, His Excellency would not be precluded from remitting the penalty or punishment which your Honor might have refused to do.

I have the honor to be, Sir,
Your Honor's most obedient servant,
(Signed) ALFRED DOMETT,
Civil Secretary.

His Honor the Superintendent
of Canterbury.

Superintendent's Office,
Christchurch, Nov. 18, 1853.

HIS HONOR THE SUPERINTENDENT directs the following appointments to be notified:—

HENRY JOHN TANCRED, Esq., to be President of the Executive Council.

WILLIAM JOHN WARBURTON HAMILTON, Esq., and

CHARLES SIMEON, Esq., to be Members of the Executive Council.

CHARLES SIMEON, Esq., to be Provincial Treasurer.

WILLIAM JOHN WARBURTON HAMILTON, Esq., to be Provincial Auditor.

CHARLES SIMEON, Esq., to be Sheriff.

JOSHUA PORTER, Esq., to be Deputy Registrar of the Supreme Court.

CHARLES CHRISTOPHER BOWEN, Esq., to be Inspector of Police.

CHARLES CHRISTOPHER BOWEN, Esq., to be Chief Clerk in the Provincial Treasury.

THEODORE B. KEELE, Esq., to be Chief Clerk in the Provincial Audit Office.

The above appointments to date from the 1st October, 1853.

EDWARD PUCKLE, Esq., to be Clerk in the Superintendent's Office, and Private Secretary to His Honor; the appointment to date from the 1st of September.

EDWARD PUCKLE,
Private Secretary.

Superintendent's Office,
Christchurch, Nov. 18, 1853.

HIS HONOR THE SUPERINTENDENT directs it to be notified, that Mr. INGRAM SHRIMPSON is appointed to be the authorized printer of the Provincial Government Gazette, and of the Provincial Ordinances, until further notice.

EDWARD PUCKLE,
Private Secretary.

Superintendent's Office,
Christchurch, Nov. 18, 1853.

HIS HONOR THE SUPERINTENDENT directs the following Rules and Regulations for the Management of the Offices of the Provincial Government to be publicly notified for the information of those whom they concern.

EDWARD PUCKLE,
Private Secretary.

RULES AND REGULATIONS FOR THE OFFICES OF GOVERNMENT.

Office Hours, and attendance of Officers.

All Government Offices shall be open for six hours every day, that is to say, from 10 o'clock in the morning until 4 o'clock in the afternoon.

In every Office a book shall be kept to be called the "Appearance Book," in which all persons employed therein shall write their names, together with the hour at which they enter the Office, and the hour at which they leave the same;—this rule does not apply to Heads of Departments, but those Officers are strictly enjoined to remain in their respective Departments during Office hours, unless they are required to leave on the service of the Government. It will be found impossible to maintain proper discipline on the part of the subordinate Clerks, unless the best example is set by those at the Heads of the Departments. The Provincial Government desire that the public should be able to acquire information on the matters connected with each Department, during Office hours, from the Head of the Department himself.

Keeping of Accounts—Receipts.

A Book shall be kept in every Office in which money is received on the public account, to be called the "Account of Receipts," in which shall be entered the particulars of every sum received. These Entries shall be made at the time the money is received, and dated accordingly.

All money received during each month on the Public account, shall be paid by the Officers receiving the same, to the Provincial Treasurer before 1 o'clock on the first day of the following month, and a statement of the sum so paid, together with a duplicate of the Treasurer's receipt for the same, shall be forwarded the same day to the Auditor for transmission to the Superintendent.

Keeping of Accounts.—Expenditure.

A Book shall be kept in every Office by the Head of the Department, or by one of the Clerks specially appointed by him for that purpose, to be called the "Account of Expenditure," in which shall be entered the

particulars of every bill sent from that Department to the Audit Office. These entries shall be made under the two heads "Salaries" and "Contingencies," and every such entry shall be made on the day on which the bill is made out, and sent into the Audit-Office.

At the commencement of the Accounts of Expenditure for each year shall be entered the sums voted by the Provincial Council for the service of the Department for that year, under the two heads above stated.

At the end of every month the total amount of the bills forwarded for payment from the Department during the month, shall be summed up under the two heads above named, and an Abstract made, shewing the total expense of the year to that date, and the portion of the Estimate which remains still unexpended. A copy of this Abstract shall be forwarded by the Head of the Department to the Auditor on the first day of every month for transmission to the Superintendent.

No erasure is, under any circumstances, to be made in any public account: all alterations must be made by drawing a line through the error, and under-writing the correct entry.

The Ordering of Articles, or Work.

No Article shall be supplied, or work performed, for any Office of the Government without a written agreement signed by the person undertaking the same, and by the Head of the Department for which the work shall be required. And in all cases, if such contract shall have been issued without the proper authority, the officer issuing it shall be personally liable for the expense incurred. All such contracts shall be made out upon one of the printed forms, "Provincial Form, No. 2," or "Provincial Form, No. 4," as the case may be.

No Contract for any work to be done, or Article to be supplied, shall be entered into by any Officer of the Government, unless he shall have received authority to issue such order from the Superintendent. Whenever it may be absolutely necessary to issue such orders immediately, and before the authority of the Superintendent can be obtained, the Head of the Department shall, as soon as possible, bring the case before the Superintendent, in order to receive his sanction to the same.

Payment of Bills.

All Tradesmen, or other persons supplying Articles, or performing work for the Provincial Government, are required to apply for payment within one month after such work has been done, or article sup-

plied, and all the Heads of Departments are to take care that the persons receiving their orders fully understand that such application for payment is considered to be part of the Contract into which they enter with the Government.

Upon the application of any tradesmen or other persons for the payment of any sum due to them, the contract for the work or article must be presented at the Department from which it was issued. If the work has been properly performed, the Head of the Department shall sign the certificate at the foot of the contract attesting the same. It shall be the duty of the Head of such Department, or Clerk authorized by him, immediately to make out the bill for the same in the printed form, "Provincial Form, No. 3," or "Provincial Form, No. 5," as the case may be, and to attach the order for the work to it. The applicant shall then be informed of the day after which the bill will be paid at the Treasury.

It shall be the duty of every Head of a Department immediately to transmit to the Audit-Office, all bills for payment, with the contract for the work or articles, attached to each. It shall be the duty of the Head of every Department to take care that the authority for the contract shall appear on the face of it, and also on the face of the bill, before they are sent into the Audit Office.

It shall be the duty of the Auditor, as soon as such bills shall have been properly audited by him, to transmit the same to the Treasury, but to retain the contract in his own Office. It shall be the duty of the Treasurer to obtain the approval of the Superintendent to all bills coming to his Office, and then to pay them on demand. Fixed days and hours shall be notified in the Government Gazettes, and in all the newspapers in the Province, upon which demands on the Government will be paid at the Treasury. Payments to all persons residing at Christchurch, or in the neighbourhood, will be made at the Superintendent's Office.

Government Officers are hereby required to give every possible facility to all persons dealing with the Government, in the settlement of their accounts, and on no excuse shall such persons be required to perform journeys from one Office to another, in order to expedite what is properly the business of the officers of the Government.

Payment of Salaries.

It shall be the duty of every Head of a Department to send in the Salary Account for his Department to the Audit-Office, on the first day of every month, in duplicate. If it is not received at the Audit-Office on that day, the Salaries will not be paid till the following month.

All Salaries for each month will be paid at the Treasury on or before the fourth day of the following month.

All Salary Accounts shall be in the printed form, "Provincial Form, No. 1."

Every Salary Account shall contain on the face of it a reference to the authority for the expenditure specified therein.

Duties of the Provincial Auditor.

The Auditor will receive all bills from the several Departments of Government for audit.

It will be the duty of the Auditor to examine all such bills; to see upon what authority they are demanded to be paid; whether the account and summing be correct; whether the charge in the bill corresponds with the printed contract appended to it; whether the demand be within the sum voted by the Legislature for the service; whether the whole account be in due form.

If the Auditor be satisfied of the entire correctness of the demand, he shall certify the bill, and shall immediately return it into the Treasury for payment; but shall file the contract and the duplicate of Salary account.

It shall be the duty of the Auditor to examine all the vouchers in the Treasury once in every month, and to see that all receipts are in due order, and that the signature of the Superintendent has in all cases, where required, been affixed.

It shall be the duty of the Auditor to receive the monthly statements of Revenue received, and the monthly abstract of account of Expenditure made by each Department; and having made such remarks thereon as he may think fit, to forward the same to the Superintendent.

It shall be the duty of the Auditor to examine fully all the accounts and estimates to be laid before the Provincial Council, and to witness the correctness of the same.

If any bills sent into the Audit Office shall not be in proper form, or if the Auditor shall not be satisfied with the correctness of the same, he shall immediately return them for correction to the Department whence they have been sent. If any bills shall be left outstanding beyond the end of the current month, or if any returns which are required from any officer shall not be received at the time required, the Auditor shall make a Special Report to the Superintendent, and shall not pass the Salary account until the omission has been supplied.

Duties of the Provincial Treasurer.

The Provincial Treasurer shall receive all monies which shall be paid to him by persons authorized by law to pay the same. And he shall give receipts for the same, in duplicate, in the form set forth in the Provincial Form, No. 6.

The Provincial Treasurer shall keep a daily Account Book, in which he shall enter every payment made to him, and every payment made by him at the time when they shall be made.

The Provincial Treasurer shall also keep a Ledger Receipt Book, in which the entries of receipts in the Day-Book shall be distributed under their proper heads, according to the sources whence the payment arises.

He shall also keep a Ledger Expenditure Book, in which he shall distribute the entries of payments from the Day-Book under the heads of the several Departments on account of which the disbursement has been made.

He shall, every day, immediately prior to the closing of the Bank, lodge in the Union Bank of Australia, at Lyttelton, all monies received by him during the day on the Public Account. And he shall enter the same day by day, in a book to be called the Treasurer's Bank Book. The Ordinary Bank Pass-Book shall be kept between the Bank and the Audit-Office.

The Provincial Treasurer shall pay all demands by cheques on the Union Bank of Australia, payable not more than four days after date, or from the Petty Cash-box, which may be kept supplied from time to time to such extent as may be necessary by cheques drawn in favour of "petty cash," signed and endorsed by the Treasurer.

On the last day of every month the Treasurer shall pay the whole of the balance in the Petty Cash-box into the Bank.

The Provincial Treasurer shall likewise keep a Petty Cash Account Book, in which he shall enter all money paid by him into the Petty Cash-box, by cheques: and all money disbursed by him: and these entries shall always be made at the time when the payments are made on either side, and shall be faithfully dated accordingly.

The Provincial Treasurer shall make a return on the first of every month to the Auditor, for transmission to the Superintendent, shewing the gross amounts expended by him on account of each Department, under the proper heads, during the previous month, and of the amounts so expended since the commencement of the financial year, and of the balance of the estimate voted by the Provincial Council for the service of each Department still unexpended.

It shall be the duty of the Provincial Treasurer to examine all bills passed into the Treasury for payment; to see that all

the requisite signatures are attached ; to obtain the final approval of the Superintendent, and to obtain a proper receipt from the person authorised to receive payment.

Payments shall in general be made to the person in whose name the bill is made out, but in the event of his unavoidable absence, they shall be made to any person presenting the same, on the production of a proper authority.

If any person shall have expended money on behalf of the Government, which he shall have an equitable claim to recover, he shall only receive payment on the production of a receipt duly attested, which shall in all cases be attached to the bill.

If the Treasurer shall pay any money out of the Treasury Chest, except on the authority, in writing, of the Superintendent, he

shall become personally responsible for the amount so expended.

All the offices of the Government shall be open to the inspection of the Auditor at such times as the Superintendent shall appoint, and at such times all books and papers shall be placed at the Auditor's disposal.

Superintendent's Office,
Christchurch, Nov. 18, 1853.

HIS HONOR THE SUPERINTENDENT directs it to be notified that copies of all Ordinances, Gazettes, and other papers printed by authority of the Government, may be obtained at this office at a fixed charge of 3d. a page.

EDWARD PUCKLE,
Private Secretary.

