




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.

By His Honor's Command,

WM. ROLLESTON,

Provincial Secretary.

VOL. X.]

THURSDAY, DECEMBER 31, 1863.

[No. XXIV.]

Provincial Secretary's Office,  
29th December, 1863.

**H**IS Honor the Superintendent directs the publication of the following Regulations under the guidance of the various Departments under the Provincial Government.

WM. ROLLESTON,  
Provincial Secretary.

REGULATIONS

FOR THE PROVINCIAL GOVERNMENT OFFICERS  
OF THE PROVINCE OF CANTERBURY.

His Honor the Superintendent of the Province of Canterbury, with the advice of the Executive Council, hereby notifies that, on and after the 1st day of January, 1864, the following Regulations shall be observed:

1. The Departments of the Provincial Government being, politically speaking, under the responsible charge of the Provincial Secretary, all communications respecting their proper working must be addressed to him.

2. Prompt and careful attention must be given by all Officers and others in the employment of the Provincial Government to the instructions they may receive from the Provincial Secretary; and any information which such Officers may be called upon to give, must be rendered as fully and accurately as possible, and without delay.

3. A register shall be kept in each department of all communications received and forwarded, and each communication is to be numbered, so as to facilitate reference.

4. Official letters are to be addressed to the various Government Officers by their official title only, and each letter to be exclusively confined to one subject.

5. All Government offices shall be open for six hours every day—that is to say, from 10 a.m. till 4 p.m., except on Saturdays, and then from 10 a.m. till 2 p.m.; and no Government Officer, other than the Head of a Department, shall absent himself during these hours.

6. An appearance-sheet shall be kept in every office, in which the names of all persons employed therein, together with the hour at which they enter the office, and the hour at which they leave the same, shall be entered by such Officer as the Head of the Department shall appoint. The appearance-sheets of the previous week shall be left at the Provincial Secretary's office, not later than 10.30 a.m. every Monday morning. This regulation shall not be understood to apply to Heads of Departments.

7. In every department in which moneys shall be received or paid on account of the Government, a regular cash book shall be kept, and all moneys received shall be transmitted to the Provincial Treasurer on the first day of each month, together with a detailed account copied from the cash book.

8. Heads of Departments will forward, weekly, to the Provincial Secretary as schedule, setting forth the names of all persons whose accounts they have certified during the week as correct, and which have been forwarded

VOL. X., No. 24.

by them to the Audit office, together with the amounts of such accounts.

9. Authorities for incurring expenditure will be classed as—

- I. Annual Authorities.
- II. Special Requisitions.

10. Annual Authorities, in the form marked A, will be granted by the Superintendent, and will be forwarded to the Provincial Treasurer and Auditor, as soon as may be after the passing of the Appropriation Ordinance, for all salaries and money allowances fixed by law. The particulars of all new appointments must be furnished by the Provincial Secretary to the Provincial Treasurer and Auditor.

11. 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; if it is not received at the Audit office on that day, the salaries will not be paid till the following month.

12. Special Requisitions for articles to be supplied or services to be performed, under the responsibility of the Heads of Departments, must be forwarded to the Provincial Secretary in the usual form, and every requisition must set forth the vote from which the same is to be taken, and the amount of such vote unexpended, together with the grounds on which such requisition may be necessary or proper.

13. No tenders shall be opened or contracts entered into, except by the authority of the Executive Council.

14. Copies of all contracts shall be forwarded, in duplicate, by the Head of each department to the Auditor within one week of the signing of the same.

15. The printed Estimates of Expenditures passed by the Provincial Council in each year are, in all cases, to form the basis of the system of accounts; and care is to be taken that heads of expenditure are the same in the accounts as in the Estimates.

16. Every requisition must show upon the face of it, the title and amount of the vote from which payment is to be made; and the amount of the vote already expended, and every voucher shall show the title and subdivision of the vote and the number of the requisition under which the expenditure has been incurred, or when under contract, the number and date of the contract.

17. Accounts transmitted for payment in an incomplete state, or vitiated in any essential particular by erasure or interlineation, or otherwise, will be returned to the Department from which they were received, in order that they may be completed, or made out anew, as the case may require.

18. Duplicate accounts are in no case to be certified, unless the word "duplicate" be written in red ink across the face thereof, nor until it has been satisfactorily ascertained that the original accounts previously certified have not been paid, and that they cannot be obtained.

19. Each Head of a Department is enjoined to afford every possible facility to persons having claims against his Department, so as to enable them to prepare their

accounts in such a manner as to secure their prompt payment; and in cases where the claimant is ignorant of the proper form to prepare the requisite accounts.

20. Before the close of the periods, yearly or half-yearly, for which provision has been made in the Appropriation Ordinance, Heads of Departments will see to all accounts for expenditure incurred, being obtained and liquidated so far as is in their power.

21. Heads of Departments must be careful not to send in any requisition for any expenditure in excess of the amount appropriated, unless some good and valid cause can be shown for such expenditure.

22. The Government Storekeepers will keep a correct account of all supplies made to the various departments.

23. No Officer in the employment of the Government will be allowed to deal, on his own account, with the men under his charge, for stores, under pain of immediate dismissal.

24. All former regulations are hereby repealed, and in all cases not specially provided for by these regulations, special instructions will be issued by the Provincial Secretary.

S. BEALEY,

December 29th, 1863. Superintendent.

No. FORM A.  
ANNUAL AUTHORITY for Salaries and Money Allowances fixed by law:—

To the PROVINCIAL

SIR,—  
I am directed by His Honor the Superintendent to transmit to you the accompanying Schedule of the establishment of the Department for the ensuing year, and to convey to you the authority of His Honor for the payment to the respective Claimants of the Salaries and Allowances therein enumerated.

I have, &c.,

[Signature of the Provincial Secretary.]

Amount.	Conditions on which voted.	Person entitled to receive.	Situation or purpose for which voted.

Provincial Secretary's Office,  
28th December, 1863.

HIS Honor the Superintendent directs it to be notified that he has been pleased to appoint

Mr. JOHN ROCHFORD

to be an Assistant Surveyor.

The appointment to date from the 1st January, 1864.

WM. ROLLESTON,  
Provincial Secretary.

Provincial Secretary's Office,  
28th December, 1863.

**H**IS Honor the Superintendent directs it to be notified that he has been pleased appoint

The REV. HENRY TORLESSE

to be Chaplain to the Gaol, Lunatic Asylum, and Hospital.

The appointment to date from the 1st January, 1864.

WM. ROLLESTON,  
Provincial Secretary.

Provincial Secretary's Office,  
28th December, 1863.

**H**IS Honor the Superintendent directs it to be notified that he has made the following Reserves, temporarily, under the 19th Clause of the Waste Land Regulations, viz:—

Timaru Town Sections:—Nos. 41, 42, 43, 44, 46, 47, 48, 49, 50, 51, 52, 78, 79, 80, 81, 110, 111, 112.

WM. ROLLESTON,  
Provincial Secretary.

NOTICE.

SUPREME COURT OF NEW  
ZEALAND, CANTERBURY DISTRICT.

*In the matter of the "Debtors' and Creditors' Act, 1862," Section 8.*

**H**IS Honor HENRY BARNES GRESSON, Esquire, the Judge presiding in this Honourable Court, has appointed that the Court shall sit for the dispatch of business accruing under the provisions of the above mentioned Act, at the Court House, Christchurch, on MONDAY, the fifteenth day of February next, at eleven o'clock in the forenoon.

CHRIS. ALDERSON CALVERT,  
Registrar.

Supreme Court Office,  
Christchurch, 23rd December, 1863.

IN THE SUPREME COURT OF NEW  
ZEALAND,  
CANTERBURY DISTRICT.

**I**N the matter of the "Debtors' and Creditors' Act, 1862," and in the matter of the petition of JAMES JEFFREY, formerly of Kaiapoi, in the Province of Canterbury, farmer; afterwards of the same place, in partnership with CHARLES BAILEY, of Kaiapoi aforesaid, carrying on business as butchers, under the style or firm of "Jeffrey and Bailey," and now of the same place, out of business, a debtor, not in custody.

Notice is hereby given that, pursuant to an order of the Supreme Court made in this matter, on the 15th day of December, 1863, the further hearing of said petition is adjourned to Monday, the 15th day of February next, at Eleven o'clock in the Forenoon, at the Court House, Christchurch.

Dated this 24th day of December, 1863.

WM. SEFTON MOORHOUSE,  
Solicitor for the Petitioner.

IN THE SUPREME COURT OF NEW  
ZEALAND,  
CANTERBURY DISTRICT.

**I**N the Matter of the Debtors' and Creditors' Act, 1862, and in the Matter of the Petition of JAMES HOSIE, of Kaiapoi, Butcher, a Debtor, not in custody.

Notice is hereby given, that at the sitting of the Court under the above-named Act, on the 15th day of December instant, the further hearing of the above petition was adjourned until the first sitting of the Court, under the Act, after the expiration of fourteen days from this date, at the Court House, Christchurch, at 11 a.m.

PHILIP HANMER,  
Solicitor to the Petitioner,  
Gloucester Street, Christchurch.

December 22, 1863.

IN THE SUPREME COURT OF NEW ZEALAND.—CANTERBURY DISTRICT.

LIST OF PETITIONS OF PERSONS APPLYING FOR RELIEF UNDER THE "DEBTORS' AND CREDITORS' ACT, 1862" (SECTION XXV).

DATE WHEN PETITION FILED.	PETITIONER'S NAME.	WHETHER AS DEBTOR OR AS CREDITOR.	AS TO WHOM.
1863. December 1st .....	William Baines .....	Debtor .....	Petitioner, formerly of Timaru, in co-partnership with Harry Daniel Manning, trading under the name or style of Baines and Manning, as Mail Contractors and General Carriers, at Timaru and Christchurch, and late Agent at Timaru for Mail Contractors, but now a Prisoner for Debt at Lyttelton.
" 9th .....	Henry Hawes Fox and Samuel Thompson, of 27, Leadenhall Street, London, England, Merchants, trading as "Fox and Thompson," by their Attorney, Charles Barrett, of Christchurch, Gentleman.	Creditors .....	Co-partnership, firm of George Arthur Smith and Charles Raikes, both of Christchurch, Merchants, trading at Christchurch, under the firm of "Smith, Raikes and Co."
" 12th .....	James Hosie .....	Debtor .....	Petitioner, of Kaiapoi, Butcher.
" 18th .....	John Carroll .....	Debtor .....	Petitioner, lately a Carter, residing in Lyttelton, but now a Debtor in custody.
" 18th .....	Samuel Edmund Anderson .....	Debtor .....	Petitioner, lately of the Rakaia, Carter, but now a Debtor in custody.
" 22nd .....	John Giles .....	Debtor .....	Petitioner, lately a Laborer, residing in Pleasant Valley, near Timaru, but now a Debtor in custody.

Christchurch,  
23rd December, 1863.

CHRISTOPHER ALDERSON CALVERT,  
Registrar.