



SUPPLEMENT TO The London Gazette

Of FRIDAY, the 11th of FEBRUARY.

Published by Authority.

SATURDAY, FEBRUARY 12, 1876.

AT the Court at Windsor, the 12th day of February, 1876.

PRESENT,

The QUEEN's Most Excellent Majesty in Council.

SHERIFFS appointed by Her Majesty in Council for the year 1876.

ENGLAND

(excepting Cornwall and Lancashire).

<i>Bedfordshire,</i>	George Sowerby, of Putteridge Bury, Luton, Esq.
<i>Berkshire,</i>	John Hargreaves, of Maiden Erleigh, near Reading, Esq.
<i>Buckinghamshire,</i>	Sir William Robert Clayton, of Harleyford, Great Marlow, Bart.
<i>Cambridgeshire and Huntingdenshire,</i>	Charles Isham Strong, of Thorpe Hall, Peterborough, Esq.
<i>Cheshire,</i>	John Baskervyle Glegg, of Withington Hall, Chelford, Esq.
<i>Cumberland,</i>	George John Johnson, of Castlesteads, Brampton, Esq.
<i>Derbyshire,</i>	Nathaniel Charles Curzon, of Etwall Hall, Esq.
<i>Devonshire,</i>	William Henry Peters, of Harefield, Esq.
<i>Dorsetshire,</i>	John Clavell Mansel-Pleydell, of Longthorns, Esq.
<i>Durham,</i>	Henry Edward Surtees, of Redworth House and Redford Grove, Esq.

Essex,

Gloucestershire,

Herefordshire,

Hertfordshire,

Kent,

Leicestershire,

Lincolnshire,

Monmouthshire,

Norfolk,

Northamptonshire,

Northumberland,

Nottinghamshire,

Oxfordshire,

Rutland,

Shropshire,

Christopher John Hume Tower, of Weald Hall, South Weald, Esq.

Edmund Waller, of Farmington, near Northleach, Esq.

John Harding, of Tattenhall Lodge, Leamington, and the Lynch, Pembridge, Herefordshire, Esq.

John Gwyn-Jeffreys, of Ware Priory, Esq.

Edward Loyd, of Lillesden, Hawkhurst, Esq.

Sir Alexander Beaumont Churchill Dixie, of Bosworth Park, Bart.

Sir John Henry Thorold, of Syston Park, Bart.

Edward Kennard, of Blaenavon House, near Pontypool, Esq.

Sir William Hovell Browne Ffolkes, of Hillington, Bart.

Thomas William Rhodes, of Flore Fields, Esq.

Calverley Bewicke, of Close House, Wylam - on - Tyne, Esq.

John Elliott Burnside, of Gedling, Esq.

Holford Cotton Risley, of Deddington, Esq.

Edward Frewen, of Braunston, Esq.

Arthur Mostyn Owen, of Woodhouse, Esq.

<i>Somersetshire,</i>	Henry Duncan Skrine, of Warleigh, Bathford, Bath, Esq.
<i>County of Southampton,</i>	Richard Redfern Goodlad, of Hill Place, Droxford, Esq.
<i>Staffordshire,</i>	Richard Holt Briscoe, of Somerford Hall, Brewood, near Penkridge, Esq.
<i>Suffolk,</i>	Harry Spencer Waddington, of Cavenham Hall, Esq.
<i>Surrey,</i>	Charles Churchill, of Weybridge Park, Weybridge, Esq.
<i>Sussex,</i>	William Courtenay Morland, of Court Lodge, Lamberhurst, Esq.
<i>Warwickshire,</i>	William Stratford Dugdale, of Merevale, near Atherstone, Esq.
<i>Westmorland,</i>	Edward Balme Wheatley Balme, of High Close, Loughrigg, Ambleside, Esq.
<i>Wiltshire,</i>	William Henry Poynder, of Hartham, Chippenham, Esq.
<i>Worcestershire,</i>	George Wallace, of Eardiston, near Tenbury, Esq.
<i>Yorkshire,</i>	Henry Miles Stapylton, of Myton Hall, Esq.

WALES.

NORTH AND SOUTH.

<i>Anglesey,</i>	Lieutenant - Colonel Robert Bramston Smith, of Pen-craig, Llangefni.
<i>Breconshire,</i>	Mordecai Jones, of Morganwg House, Brecon, Esq.
<i>Cardiganshire,</i>	George Griffiths Williams, of Wallog, near Aberystwith, Esq.
<i>Cardiganshire,</i>	James Buckley, of Castell-gorvod, Esq.
<i>Carmarvonshire,</i>	Robert Carreg, of Carreg, Esq.
<i>Denbighshire,</i>	Thomas Barnes, of The Quinta, Oswestry, Esq.
<i>Flintshire,</i>	Conwy Grenville Hercules Rowley Conwy, of Bodrhyddan, Esq.
<i>Glamorganshire,</i>	Thomas Picton Turbervill, of Ewenny Abbey, Esq.
<i>Merionethshire,</i>	Thomas Taylor, of The Cliff, Esq.
<i>Montgomeryshire,</i>	Richard John Edmunds, of Edderton, Esq.
<i>Pembrokeshire,</i>	Charles Allen, of Tenby, Esq.
<i>Radnorshire,</i>	Sir Richard Green Price, of Norton Manor, Presteign, Bart.

AT the Court at Windsor, the 12th day of February, 1876.

PRESENT,

The QUEEN's Most Excellent Majesty in Council.

WHEREAS the civil administration of Her Majesty's Government has, of late years, been greatly extended :

And whereas the permanent officers by whom the clerical part of such administration is conducted, although necessarily divided into many Departments, have, in a great degree, similar duties to perform :

And whereas, in consideration of the premisses, various inquiries have been undertaken, and various measures have been founded upon them, both for the selection and for the classification of the said permanent officers ; of which measures the latest is Her Majesty's Order in Council of 4 June, 1870, whereby, or by Orders and Regulations supplementary thereto, the selection of persons for Her Majesty's Civil Service is directed to be made principally by literary competition according to two standards of examination, and the persons so respectively selected are attached either to different Offices, or to Higher or Lower Divisions of the same Office, according to the examinations passed by them and the duties to be performed :

And whereas it appears from certain recent Reports made by the Right Honourable Lyon Playfair and others appointed by the Commissioners of the Treasury to be a Commission for inquiring into various questions connected with the organisation of Civil Departments of the State, that further regulations are required for the division of duties in Her Majesty's civil establishments, and for the selection, pay, and promotion of the officers entrusted with such duties :

Now, therefore. Her Majesty, by and with the advice of Her Privy Council, is pleased to order, and it is hereby ordered, as follows :

1. A Lower Division of the Civil Service shall be constituted. It shall consist of Men Clerks and of Boy Clerks, engaged to serve in any Department of the State to which they may, from time to time, be appointed or transferred. *The term " Civil Service " in this paragraph, and the same term, and all equivalent terms, throughout this Order, mean such parts only of the said Service as are comprised in the first and second (excluding the third) of the said Reports.*

2. No Department throughout Her Majesty's Civil Service shall be permanently increased or regulated afresh, without providing for the introduction of a system whereby such of its duties as are of a suitable character shall be performed by members of the Lower Division.

3. Such situations in Her Majesty's Civil Service as are not suitable to be filled up by members of the Lower Division are excluded from this present Order, and shall, until Her Majesty's further pleasure is declared, be regulated, as now, by the Heads of the Departments to which they belong, subject to approval by the Commissioners of the Treasury, and conformably to Her Majesty's Orders applicable to them.

4. Promotions shall continue to be made, and salaries to be paid, in the case of all Clerks now serving, in like manner as if this Order had never been issued. But no vacancies shall be filled up, nor any new appointments made in any Department, except by appointing Clerks of the Lower Division, until the Commissioners of the Treasury have been satisfied that the number of Clerks

serving in such Department with higher salaries than those of the Lower Division is not in excess of the number sufficient to perform superior duties.

5. The Civil Service Commissioners shall at fixed intervals or whenever they may, with the previous approval of the Treasury, declare it to be necessary, hold competitive examinations for Men Clerks of the Lower Division, in the subjects included in the scheme of examination known as "Regulation II;" and for Boy Clerks of the Lower Division, in a more limited number of subjects.

Candidates for Men Clerkships must be over 17 and under 20 years of age. Candidates for Boy Clerkships must be over 15 and under 17 years of age.

6. Before any such examination is held, the number of permanent Clerkships likely to fall vacant within the next six months shall be estimated by the Civil Service Commissioners. This number shall be increased by 10 per cent., and submitted to the Treasury for approval. When it has been approved, the Civil Service Commissioners shall deduct from it the number of unappointed persons (if any) qualified for appointments by previous examinations of the same kind, including examinations under Clause 11 of this Order; and the remainder shall be the number of persons to be selected at the next ensuing examination. This number shall be published as part of the notice of every such examination.

7. A list of the competitors shall be made out, in the order of merit, up to this published number, if so many are found by the examination to be qualified for appointments in the Civil Service.

8. Each competitor named in a list shall remain thereon until he attains the age (if a man) of 25 years, and (if a boy) of 19 years, unless in the meantime he has been appointed to a situation in some public office.

Men on completing their 25th year, and boys on completing the 19th year of their ages respectively, or on receiving appointments, shall be removed from the list.

9. From these lists the Civil Service Commissioners, on the application of Departments having vacancies, may supply, on probation, the requisite Clerks, whether for permanent or temporary duty. Selections shall, as a general rule, be made by the Civil Service Commissioners according to the order of the names on the lists; but the Civil Service Commissioners may select any Clerk who, in his examination, has shown special qualifications for any particular subject, among those included in "Regulation II," if special application for such a Clerk be made by any Department.

10. No clerk shall remain more than one year in any Department unless at the end of that time the Head of the Department shall signify in writing to the Civil Service Commissioners that the Clerk is accepted by the Department. If he is not accepted, the Department shall report to the said Commissioners the reasons for not accepting him; and such Commissioners shall thereon supply another Clerk in his room, and shall decide whether the name of the rejected Clerk shall be struck off the list, as unfit for the Service generally, or whether he shall be allowed a trial in another Department.

11. Boy Clerks shall not be retained as such in any Department after completing their 19th year; but they may, after two years (or, if admitted, after 17 years of age, one year) of good service, to be certified in writing by the Head of their Department to the Civil Service Commissioners, compete under "Regulation II," among themselves, for so many Men Clerkships of the

Lower Division as shall not exceed one-fourth of the number of competitors.

The number of Men Clerkships reserved for such limited competitions shall be reckoned as part of the total number to be published, pursuant to Clause 6 of this Order.

Separate lists shall be made out of the competitors successful in the limited competitions, and selections for appointments to Men Clerkships shall (subject to Clause 9 of this Order) be made alternately from these lists and from the lists of competitors successful in the open competitions (Clause 5).

12. Appointments may be made *exceptionally* to the Lower Division of Clerks from the body of Writers serving before 4th June, 1870, if thoroughly qualified, and from those subsequently registered by the Civil Service Commissioners; provided that the age of these latter did not exceed 30 years at the time of their being placed on the Register; that at the date of this present Order in Council, they have served as Registered Writers for a period of not less than three years; that they produce certificates from the Head of the Department in which they are serving that it is desirable, in the interest of the Public Service, to retain and employ them in that same Department; and that they prove their fitness by a Supplementary Examination.

13. The salaries of Men Clerks in the Lower Division shall commence at 80*l.*, and shall rise by triennial increments of 1*l.* to 200*l.* Provided that in any office in which a regular attendance of seven hours a day is required, the commencing salary may be 90*l.*, and the maximum salary may be 250*l.*

14. The triennial increments of salary to Men Clerks shall not be allowed in full without a certificate from the immediate superior of each Clerk, countersigned by the Head of the Department, or by such officer as he may designate for the purpose, to the effect that the Clerk's conduct has been in all respects satisfactory. In cases of demerit, a part, or the whole of the increment may be withheld, or deferred, according to circumstances.

15. The salaries of Boy Clerks shall begin at 14*s.* per week, and shall rise by 1*s.* per week per annum as long as they are employed.

16. Extra pay, not exceeding 100*l.* per annum, may be attached to certain situations open to Clerks of the Lower Division whose duties involve the superintendence of other Clerks, or are otherwise of a more distinctly responsible character than such as the generality of their colleagues have to perform. The number of such situations in each Department, and the amount of extra pay, subject to the maximum of 100*l.*, to be assigned to each such situation, shall be fixed by the Head of the Department, with the consent of the Commissioners of the Treasury.

17. Situations carrying extra pay shall be conferred strictly according to positive merit, and not according to seniority.

18. Promotion from the Lower to the Higher Division of the Service shall not be made without a special certificate from the Civil Service Commissioners, to be granted *exceptionally*, after not less than ten years' service, upon a special recommendation from the Head of the Department and with the assent of the Treasury; and every such promotion, including such recommendation, certificate, and assent, shall be published in the "London Gazette," and shall take effect only from and after the date of such publication.

19. Below the Lower Division of ordinary Clerks (including Boy Clerks) Men and Boy Copyists may be employed for mere copying, and for routine work under direct supervision, on the

same conditions of service as those at present in force for Civil Service Writers (Men and Boys). Whenever it is possible, they shall be paid by piece-work, at rates to be fixed by the Civil Service Commissioners, with the consent of the Head of the Department, and of the Commissioners of the Treasury.

20. All appointments, promotions, and transfers from one office to another shall be notified to the Civil Service Commissioners as they are made, and shall by them be published together in the number of the London Gazette first issued in each month.

C. L. Peel.