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Copy Treasury Minute dated 24th June 1831.

12465. My Lords read their Minute of the 21st inst. on the subject of Superannuation Allowances to be granted under the 3d Geo. the 4th, C. 113, in which they direct that the Heads of Departments when they recommend any Individual whomsoever for Superannuation should be required to state the number of days on which the Individual has been present in his Office during each of the preceding ten years, stating also the number of days on which he has been absent each year by reason of sickness, — and My Lords proceed in that Minute to desire that a Record of Attendance may be kept accordingly, embracing the name of every Individual who considers himself entitled to the benefit of the Superannuation Act.

In applying that Regulation to this Office, My Lords are pleased to desire that the following arrangement may be adopted, and strictly attended to.

That a Book should be kept and made up after the expiration of each Month by the Assistant Clerk in the Registry Room, in which a Record is to be preserved of the Attendance of each Individual belonging to the Treasury who claims the benefit of the Superannuation Act, according to the Form annexed to this Minute. —

That the Assistant Clerk should make the entries in the Book from the following Documents which are to be delivered to him for that purpose, made up to the end of each Month, in the same form as that of the Book. —

That the Solicitor should deliver the Statement of Attendance of himself and his Establishment.

That each of the Chief Clerks should deliver the Statement of Attendance given by himself and each established Clerk under his directions. —

That

That the Principal Clerk for Parliamentary business, and the Bill Clerk should each deliver the Statement of his own Attendance, and that of his Assistant.

That Mr. Charles Harrison should until further Orders deliver the Statement for himself and for all the extra Clerks, although extra Clerks, are not strictly entitled under the Act to Superannuation Allowances, but under certain circumstances have been permitted by the Minute of this Board of 27th January 1824 to receive reduced Allowances.

That the Board Room Messenger should deliver the Statement of his own Attendance and that of all the Messengers, Doorkeeper and Bookranger.

That the undermentioned Gentlemen should each deliver the Statement of his own Attendance; —

The Assistant Secretary,
The Principal Clerk,
The Private Secretaries to the First Lord,
" Chancellor of the Exchequer,
" Two Secretaries,
" Assistant Secretary,
and the Receiver of the Fees. —

That the Principal Clerk and Agent for Commissariat Supplies should deliver the Statement of the Attendance of himself, and all other Persons in the Commissariat Branch of this Office to be entered in the Book of Attendance. —

In the case of any Gentleman being absent at the end of any Month, whose duty it may be to deliver a Statement of the Attendance of any Person under his Orders, as well as his own, that the Gentleman next in Seniority in that Department should deliver the Statement, including therein the Statement of Attendance of his Principal. —

In the case of any Gentleman being absent at the end of any Month who is required to deliver in the Statement of his own Attendance only, that such Gentleman shall deliver the Statement immediately on his return to the Office. —

That all these Statements shall be delivered to the Assistant Clerk in the Registry Room within three days after the Expiration of each Month, and that the Book of Attendance shall be delivered to the Assistant Secretary within One Week after the expiration of each Month, and in his absence to one of the Secretaries for examination. —

Form of Book.

Attendance of the Persons on the Establishment of the Treasury entitled to the benefit of the Superannuation Act, and of the extra Clerks for the Month of .....

Name.	Office.	Number of Days of Attendance	Number of Days absent from Illness.

Form of Statement to be delivered to the Assistant Clerk in the Register Room.

Statement of the Attendance of ..... (and of the Clerk or others under his direction as the case may be) for the Month of .....

Name.	Office.	Number of Days of Attendance.	Number of Days absent from Illness.