

EDUCATION & PUBLIC HEALTH

(194⁶)

) Department.

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SERIES.

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G.O. NO. 2286 Education

Dated

27th November, 1946

[Despatch Abstract.]

Stationery Stores-Annual Stock-taking-Reports for

1946-Recorded with remarks

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Back Papers.

G O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

From: M. Karamatullah, Esq., I.C.S.,
Superintendent of Stationery,
Madras at Guindy,
Chennai 600 026.
To
The Deputy Secretary to Government,
Education and Public Health Depart-
ment, Madras.
No. Pdl. A1.70/46 dated 22-10-46.

Stationery Stores - Annual Stock-taking (1946) - Submitted.

I am forwarding herewith the report of the Stock-Taking Officer together with the statements of excess and deficiency referred to para 2 of his report.

2. Articles which have been found damaged or otherwise become un-serviceable as per remarks made by the Stock-Taking Officer will be separated from the main stock and disposed of in auction or made use of to the best advantage as usual.

3. The total excess and deficiency this year is less than the previous year. The large excess in the B section is 193 reams of bleached white printing M.F. and F.F. 39 lbs. book paper valued at Rs.3329/4/- A large consignment of about 1175 cases of American imported paper was supplied by the Director of Supply, Bombay. This was transported from place to place before it reached the Stationery Stores, Madras. Most of the cases were received in a broken condition. The reams in a bale were not packed as usual in 500 sheets but the entire bale was packed in one bundle.. The consignment was examined and the contents of the cases were recounted and packed in reams of 500 sheets and rebaled. In consequence there was an excess of 193 reams. Apparently the paper was weighed and baled at the place of manufacture instead of counting and baling, to save time and labour.

P.T.O.

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6/11

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4. There is also a marked excess in 'C' section. This section contains many articles which are accounted for by weight and measurement, and the excess occurred due to piece-meal weighing and measurement in issues. There has also been wrong issue of differently priced similar and cognate articles which has caused excess and deficiency.

SAS/25.X.

D/5+

A. S. Digne
25-10-46

for SUPERINTENDENT OF STATIONERY.

Govt. Dept

C2

T. R. L. Post
4/11/46
From, The Dy. Secy to Govt. Govt. Dept,
To, The Sgs.

Ref. your letter No. Pdl. A1.70/46 d 22.10.46 Re: the report
of the Sgl. Offr for the verification of the stock of stationery articles.

Please send the reports of the Sgl. Offr, as it has not been

received
31/10/46
Cera
2-11-46

B. M. 11.11

with head
Reply recd
6/11

3
Envelope to his office
letter Pdl A1/70/46

22.10.46

G U I N D Y.

4th September 1946.

From

Sri Rao Bahadur K.S. Sreenivasachariar, M.A., B.L.,
Retired Deputy Collector and Special Officer for
Verification of Stationery Stores (Madras) at Guindy.

To

The Superintendent of Stationery Stores,
(Madras) at Guindy.

Sir,

Sub: Stationery Office - Verification of Stationery Stores.

In G.O.No.1506 (Revenue) dated 12-7-46, I was appointed Special Officer for the Verification of Stationery Stores, Madras for a period of 6 weeks from the date of my joining duty. I joined duty on 25-7-46 and completed the work on 4-9-46.

2. The statements of excess and deficiencies prepared in accordance with rule 203 of the Madras Stationery Manual in respect of the Stores in sections A, B, C & D are enclosed duly countersigned by me. My remarks in the several registers which have been copied in the above statements may be kindly perused and necessary action may be ordered to be taken regarding the disposal of articles not fit for issue from the Stores.

3. The following are the figures showing the value of the excesses and deficiencies in the stock, found during the year under report and the previous 5 years.

	Value of Excess.			Value of Deficiency.			Difference.		
1939-40	473	10	5	164	6	8	+	309	3 9
1940-41	1,105	3	8	368	15	3	+	736	4 5
1941-42				NO STOCK-TAKING.					
1942-43	2,417	15	9	2,639	0	10	-	221	1 1
1943-44	4,398	5	1	3,544	11	7	+	853	9 6
1944-45	9,693	15	0	8,549	3	7	+	1,144	11 5
1945-46	8,603	11	0	2,953	10	8	+	5,650	0 4

4. The following statement shows in one view the value of excess and deficiency in the several sections of the stores.

	Value of Excess			Value of Deficiency.			Difference.		
A	359	4	2	175	11	6	+	183	8 8
B	4,779	4	6	1,234	1	6	+	3,545	3 0
C	3,301	14	1	1,392	2	4	+	1,909	11 9
D	163	4	3	151	11	4	+	11	8 11

5. Packing materials - Deal-wood cases, Planks, nails, Gunnies, Hoop-iron, Packing-cases etc.

I have checked all the items under the above heads. Separate registers are maintained for these articles. As usual, no excess and deficiency statement has been prepared for them, as they do not fall under the category of Stationery Stores.

6. I append below the certificate prescribed in rule 204 of the Stationery Manual.

"I hereby certify, that I have personally verified by actual counting the stock of Stationery in the Stationery Office with reference to the balances appearing on the dates of verification of the several items in the stock registers maintained in the Stores section of the Stationery Office and in accordance with paragraphs 198 to 203 of the Stationery Manual.

P.T.O.

"I further certify that there are no other articles in the store rooms which have not been examined by me and the list of excesses and deficiencies herewith submitted is a true and complete list of all variations between the balances appearing on the dates of verifications and the stock on hand on those dates."

L. Srinivasachari

SAS/

SPECIAL OFFICER FOR VERIFICATION OF
STATIONERY STORES (MADRAS) AT GUINDY.

Exp. H. Dept

C2

CR. 65068 dated 10.10.46, letter No. P.D. 41. 70/46 d. 22.10.46.

Subject: 2. All stores

Stationery stores - Annual stores, etc.

for 1946 - Recorded with remarks

2286 Ch. 27-11-1946

Recorded.

2. *Para 3 of the Report and the Remarks of the SgS:-*

The value of the excesses and the deficiencies in the stock of stores in the Stationery Office as worked out by the Spl. Officer for the verification of stores are Rs 8603-11-0 and Rs 2953-10-8 respectively, resulting in a net excess of Rs 5650-0-4. The excess of Rs 8603-11-0 (Rupees eight thousand six hundred and three and annas eleven only) should be brought to account and the deficiency of Rs 2953-10-8 (Rupees two thousand nine hundred and fifty-three annas ten and prase eight only) will be written off.

M. H. C.

9/11/46
M. H. C.

Note:- The report of the Spl. Officer appointed for the verification of the stock of stores in the Stationery Office with reference to Rule 195 of the Stationery Manual Vol. I is on pp 5-6 of. The remarks of the SgS thereon are on pp 1-2 of. The excesses and deficiencies pointed out by the Spl. Off in para 3 of his report are accounted for by the SgS in para 3 of his report. No other remarks are called for in the report. The draft order above may be sent to Fin for acceptance before issue.

M. H. C.



625140

12.11.46

Finance
E & P. H. U. O. II. 65068 C2 Edw
dated 14.11.46

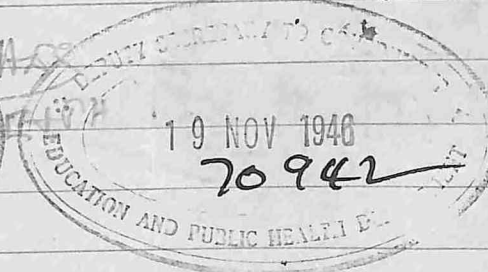
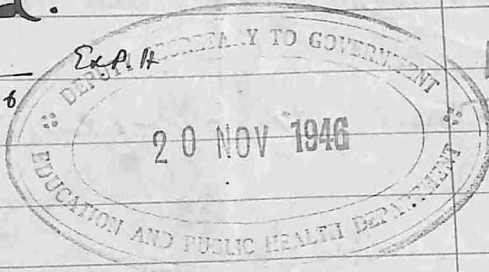
Fin (ArchB)

Please see the SqS letter at
PH1-2ef. The draft order may
now be accepted.

Fin 62514AB.1
4/5-11-46

by 18.11.46

KRV
18.11.46



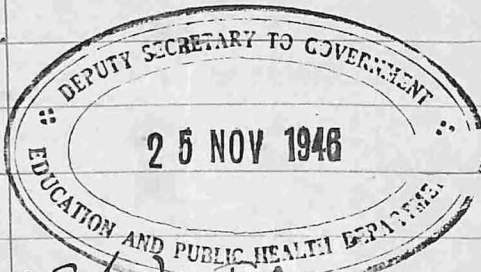
Ex PH Dept
c2

PCB
2/11

The draft order may now be accepted.

by 21/11/46

21.11.46



H-1 (Edm)

18A

24-11-46

22/11/46