

EDUCATION AND PUBLIC HEALTH

(194⁷) Department.

SERIES.

closed

G.O. NO. 2710 Edn.

Dated 18th December 1947.

[Despatch Abstract.]

Stationery stores - Annual stock taking - report for 1947 - recorded with remarks.

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: B. Arunachalam, Esq., OBE., ICS.,
Superintendent of Stationery,
(Madras) at Guindy,
Madras.15.

The Secretary to Government,
Education and Public Health
Department, Madras.

No.Pd1.70/47.

Dated: 16-10-47.

Sir,

Sub: Stationery Stores - Annual Stock-taking 1947 - (2)
Report of the Special Officer - Forwarded.

Ref: Report of the Special Officer dated 3-8-47.

The report of the stock taking officer referred to above together with the four statements of excess and deficiency are forwarded herewith.

2. The articles which have been remarked by him as damaged and unserviceable will be separated from the main stock and disposed of in auction or made use of to the best advantage. Steps are also being taken to issue those articles mentioned in para 3 of the report to the offices which will find use for them.

3. The total excess and the total deficiency this year are far less than those of last year 1945-46. The excess is the highest in C section. The excess in B section is not so large as in C section. Out of the articles in B section, large excess was found in (1) Paper Semibleached 20 lbs. T.P.M. Reams.10-413 sheets and (2) Continuation sheets $\frac{1}{4}$ margin ruled white Rms.40-420 sheets. The excess in item (1) is due to issue of one article for another; for instance a corresponding deficiency of Rms.13-10 sheets was observed in paper unbleached D.F.18 $\frac{1}{2}$ lbs. S.P.M. Regarding item (2) the continuation sheets were received from the Press in two varieties of bundles containing 6 reams and 8 reams. At the time of heavy issues, the bundles got mixed and the excess is mainly due to bundles of 6 reams having been issued as containing 8 reams.

4. The excess in C section is mainly in (1) Pencil carbon paper blue 13"x16"-reams4-61 sheets. (2) Type Stencil paper for RRR XIV-rms.2-404 sheets. (3) Tape white $\frac{1}{2}$ " wide-yards.757-0-9 (4) Glue lbs.109-0 (5) Twine country lbs.488-15 oz and (6) Gum common lbs.581-0 oz. The excess in carbon paper is due to the excess of 1 to 3 sheets found in each intact packet. The excess in stencil paper is due to the issue of one kind of stencil paper for another, an error likely to occur when articles of cognate nature are issued. There is a corresponding deficiency of Rms.2-40 sheets in stencil paper for Gestetner I.G.G. As regards excess in tape, the article was received in rolls containing 15 yards and 18 yards. The excess is due to the rolls having got mixed and the issue of rolls containing 15 yards having been accounted for as containing 18 yards. The shortage in this article reported by an officer was later supplied from the excess stock. As regards the excess in glue, twine country and gum common, it has to be stated that these are articles received in lump by weight but issued in small quantities by weightment on several indents. These articles absorb moisture and gain in weight. These contribute to the difference in weight.

5. In D section (Clothing) the deficiency has been under (1) khaki drill yards.22-0-11 $\frac{1}{4}$ and (2) white mull yards.87-1-3. The deficiency in item (1) is due to piecemeal measurement at the time of issue of the articles on numerous indents. Supplies from the Jails were received in pieces ranging from 2 $\frac{1}{2}$ yards to 40 $\frac{1}{2}$ yards. The total issue for the year is 4,759 yards. on several clothing indents. Since the issues are made in small quantities, deficiency arises on account of piecemeal measurements. In the case of item (2) white mull, there was a total deficiency of 58 yards noticed in even intact pieces received from the contractors. The matter is under correspondence with the suppliers.

6. There is a net excess valued at Rs.1195-13-7. Orders are solicited for writing off the deficiency and bringing the excess to account.

PK.17.

SUPERINTENDENT OF STATIONERY.

Encl: One report, 4 statements.

Guindy (Madras)
Dated: 3rd August 1947.

From
Sri. A. Dorai Raj, B.A.,
Deputy Collector & Special Officer
for verification of Stationery Stores
Madras at Guindy.

To
The Superintendent of Stationery,
Madras at Guindy.
Madras 15.



Sir,

Sub: Stationery Office - Verification of Stationery Stores.

In Government Memorandum No. 1761-B/47-3 (Revenue) dated 29-5-47 I was appointed as Special Officer for the verification of Stationery Stores, Madras, for a period of 6 weeks from the date of my joining duty from leave. I joined duty on 23-6-47 afternoon and completed the work on 3-8-1947.

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.

3. The following articles are lying in store for a pretty long time without much of issues and they are likely to deteriorate if kept longer. Steps may be taken to dispose them before they become unserviceable due to long storage.

1. Air Mail Covers, white opaque. Nos. 1426.

2. Outer covers, I Quality, Quarto. Nos. 4269.

4. Some other articles like paper, note books, etc., are found some partly damaged and some others completely damaged by rats and white-ants. The extent of damage is roughly indicated in my remarks in the concerned registers which have been copied in the above statements. Necessary action may be ordered to be taken regarding the disposal of these articles too.

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

Year.	Value of excess.			Value of Deficiency.			Difference.		
	Rs.			Rs.			Rs.		
1940--41.	1,105	3	8	368	15	3	(+)	209	3
1941--42.	No stock taking.							736	4.5
1942--43.	2,417	15	9	2639	0	10	(-)	221	1
1943--44.	4,398	5	1	3544	11	7	(+)	853	9
1944--45.	9,693	15	0	8549	3	7	(+)	1144	11
1945--46.	8,603	11	0	2953	10	8	(+)	5650	0
1946--47	2,181	9	3	985	11	8	(+)	1195	13

6. The following statement shows the aggregate value of excess and deficiency section-wise, for the year under report.

Sections.	Value of excess.			Value of deficiency.			Difference.		
	Rs.			Rs.			Rs.		
"A"	111	15	2	74	1	10	(+)	37	13
"B"	435	9	11	330	6	5	(+)	105	3
"C"	1542	14	11	457	13	9	(+)	1085	1
"D"	91	1	3	123	5	8	(-)	22	4
	2181	9	3	985	11	8	(+)	1195	13

7. Packing materials - dealwood cases, ~~see~~ planks, nails, gunnies, hoop-iron, packing cases etc., for which separate registers are maintained have all been verified by me and my remarks noted in the respective registers. No excess and deficiency statement has however been prepared for them as they do not fall under the category of stationery stores and no such statements were submitted for them in the past.

8. I append below the certificate prescribed in Rule 204 of the Stationery Manual:--

"I hereby certify, that I have personally verified by ~~an~~ actual counting, and, whenever necessary, by actual weighing and measuring 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.

"I further certify that there are no other articles in the store rooms which have not been examined by me and that 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 verification and the stock on hand on those dates."

ChR
3847
Deputy Collector & Special Officer
for verification of Stationery
Stores.

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Education & P.H. Deptt. (C2) (W)

103 km
18/12
Stationery Stores - Annual Stock taking - Report for 1947 -
Recorded with remarks.

C.No. 84277

Ref: From the S. of S. No. Pdl 70/47 dated 16-10-1947. p 1 CF

ORDER/Ms. 2710 Edn. dated 18-12-1947.

Paras 5 to 6 of the Report and the remarks of the S. of S.

The value of the excesses and the deficiencies in the stores in the Stationery Office as worked out by the Special Officer for the verification of stores are Rs. 2181 - 9 - 3 and Rs. 985 - 11 - respectively resulting in a net excess of Rs. 1195 - 13 - 7. The excess of Rs. ~~2181~~ 2181 - 9 - 3 (Rupees two thousand one hundred and eighty-one annas nine and pies three only) should be brought to account and the deficiency of Rs. 985 - 11 - 8 (Rupees Nine hundred and eighty-five and

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and annas eleven and pies eight only) will be written off.

OSM
1/12/47 S
W
3/1/48

To
The S. of S.
(with statement at R in
original.
The A.G. thro Fin.
S.C.

W
S. C.

73289 ARS
N^o. 119

NOTE: - The report of the Special Officer is 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 3-4 of. The remarks of the S. of S thereon are on pages 1-2- c.f. The excesses and deficiencies pointed out by the Special Officer in paras 5-6 of his report are accounted for by the S. of S. in paras 3-6 of his letter. ~~no more remarks are called for on the report.~~

2. The draft order above may be sent to Finance for acceptance before issue.

OSM
1/12/47 S
W
3/1/48

E + P. Kno 84271/2
31/47

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(2)
Please see the S of S's letter at p1.c.f. (5) Fin (Accts B)
The draft order on pp 1-2 above may be accepted
and the Case returned to S + PH.

ASST. SECRETARY TO GOVERNMENT
9 - DEC 1947
96723
EDUCATION AND PUBLIC HEALTH DEPT.

W
6.12.47

G. S.
6/12/47

S.P.H.
C2

Fin No 73289 ARS-1
6.12.47 The draft order on pages 1-2 above may
now issue.

KAS
9.12.47
S.
8.12.47.

OSM
1/12/47 S
W
3/1/48

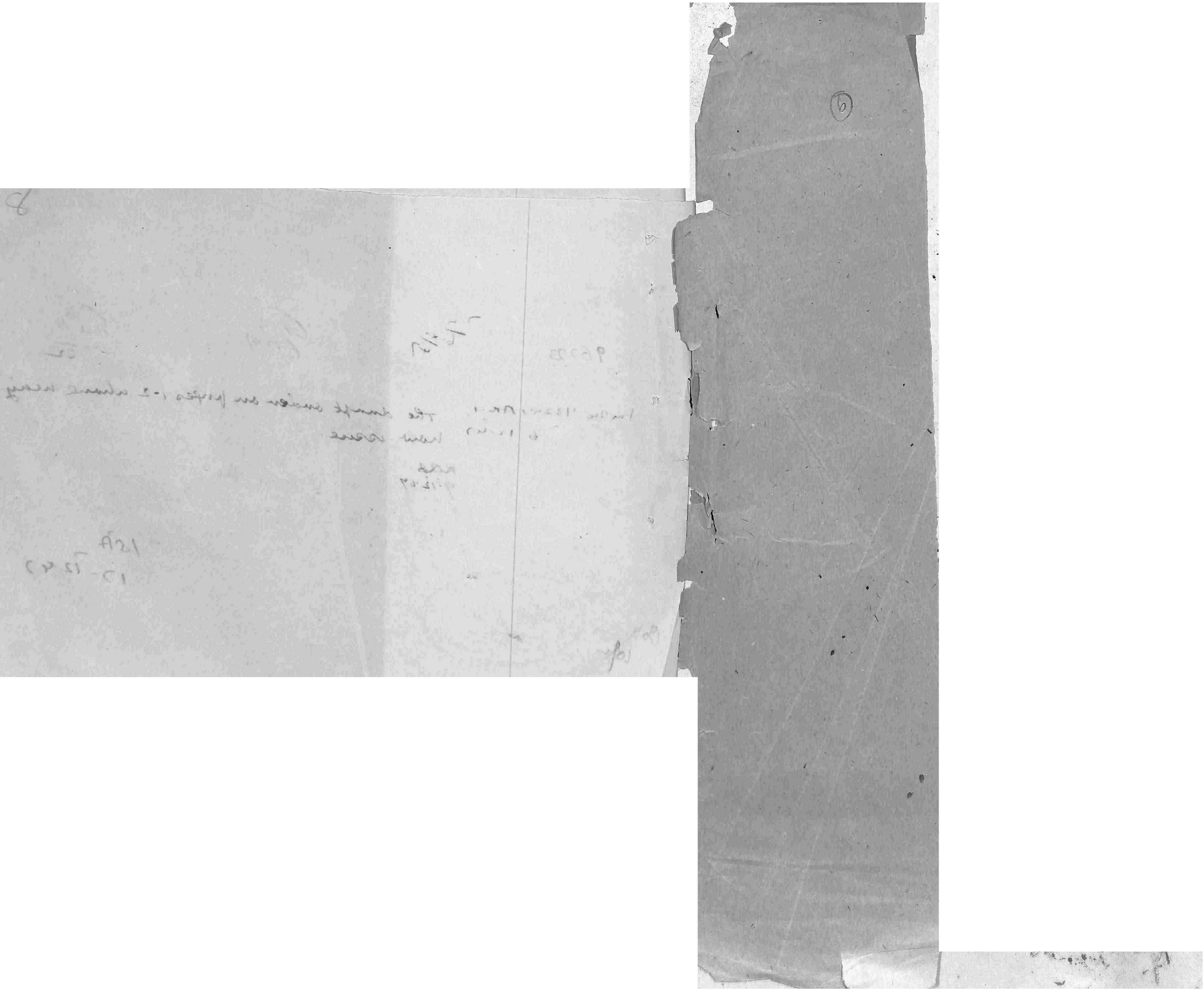
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ISA
17-12-47

23 of 22868
27/11/48

SECRETARY, EDN. AND P. H. DEPT.
11 DEC 1947
GOVERNMENT OF MADRAS

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10/12



The draft under the paper is a white sheet

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