

EDUCATION AND PUBLIC HEALTH

(1947) Department.

SERIES.

G.O. NO. Ms. 831 Education.

Dated 23rd April 1947.

[Despatch Abstract.]

Budget - Demands for grants for 1946-47 - Demand XXX - Stationery and Printing - Cutmotion - Papers recorded,

Back Papers.

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

Further Papers.

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

44765 cr/ab

P. of B. E.
468-471.

Demand No. XXX.

350. W.J. Fernandez.

To reduce the allotment of Rs 44,11,400/- for stationery and printing by Rs 100/-.
(Purpose:- To urge on the Government the necessity to economise the use of stationery and forms and to appoint a Special Officer for the purpose)

E & P.H. Deptt.
C.2.

down

After the war broke out in 1939, paper became difficult to obtain and went up a great deal in price. Imports of paper ^{diverted} stopped and Govt. had to rely for their paper requirements on the production of Indian Mills alone. ~~Owing to the Newspaper Control Order, imported newsprint was not available for the use of Govt.~~ The production of Indian Mills was not sufficient to meet the needs of Govt., Central and Provincial. As a result, the Central and Provincial Governments were forced to adopt stringent economies in the use of paper. This Government began issuing instructions for economy in the consumption of paper even before the Govt. of India communicated to this Govt. the measures they proposed to adopt themselves. During the years ^{a large no. of economy measures were adopted.} 1940 to 1945, numerous instructions were issued by Government for economy in the use of paper. ^{enumerated below.} They are briefly ~~as follows:-~~

13 SF

(1) The S.G.P. was authorised to examine all forms and other work sent to him for printing to see if cheaper paper or binding can be substituted;

15 SF

(2) Purchase of coloured paper was discontinued and Glazed or white printing paper substituted instead;

11 SF

(3) Manufacture of red flat file cases was discontinued. Renewals of flat file cases was restricted to one-half of the number renewed during the ^{previous} ~~last~~ three years;

17 SF

(4) Fair copies of letters, orders, etc were ordered to be typed with single spacing instead of double spacing as formerly;

18 SF

(5) Smallest sheets consistent with the dignity and requirements of the communication ~~were~~ ordered to be used for correspondence;

125 SF

(6) Obsolete forms, old statements, Chalcans, tenders, unwanted notes, the blank sides of surplus roneo forms and spare copies of G.Os. which are blank ^{on} one side, salvaged paper from records sent

for destruction were ordered to be used as far as possible for noting and drafting purposes;

(7) Drafts of a routine nature were ordered to be written on the back of the currents whenever possible, separate sheets being used only when sufficient space was not available on the current itself;

(8) All ruled sheets and forms including note and draft sheets were ruled 20% closer and margins reduced;

(9) Use of costly paper was strictly restricted and inferior paper substituted instead;

(10) Big size D.O. covers were discontinued. D.O. Covers ~~made~~ ^{were made} of brown paper instead of white paper and reduced in size. Economy labels are to be used for these covers in suitable cases. D.O. covers of white paper are to be supplied only to H.E. and certain selected Officers;

(11) Long Tear-off blocks were discontinued and half size blocks substituted instead;

(12) Supply of blank stationery to Govt. Offices including the Sectt. Office was restricted to 70% of the average supply in past three years. Similarly, supply of blotting paper was reduced by 33 1/3% of the demand;

(13) Use of envelopes in despatching single memorandums or letters which are not confd. and which do not exceed two sheets was dispensed with. They are to be folded in the form of envelopes and economy labels pasted over them;

(14) Despatch entries in communications are to be restricted to those only to whom they are essential;

(15) Economy labels are to be used for confd. communications instead of pasting down the flap so that the covers may be used over again;

(16) In view of the difficulty in obtaining ^{binding} ~~building~~ materials such as cloth, board, etc, rebinding of journals and periodicals for schools, colleges, etc was restricted;

(17) Free supply of publications was cut down to the barest minimum possible;

(18) The suggestion of the Paper Economy Officer that slates be supplied to sections in Govt. Offices which have to do calculation work was approved by Government.

From 1943-44, the paper requirements of this Government are obtained through the Controller of Printing and Stationery, India (an Officer of the Central Government), allotment to the various Indian Paper Mills being made by the Paper Directorate. ~~From 5-4-43~~ The Government of India reduced quantity of paper reserved for the PTO

Indian-Mill production thereby releasing 30% for non-Govt. needs. The system of obtaining paper through the Controller of Printing and Stationery, India, is an indirect check on the consumption of paper by this Govt.

3. The amount of paper used in 'forms' is eight or nine times the quantity used as blank paper and hence the imperative need for economy in this direction was impressed upon all Heads of Departments in February 1942. Subsequently in Feb. 1943, Govt. found that the action taken by Heads of Departments in this direction was generally very unsatisfactory and ordered ^{them} ~~the Heads of Departments~~ to take up the work of examination of forms with their existing staff. In order that this work might be carried out thoroughly and promptly, the Govt. sanctioned the employment of a Superintendent in the Office of each of the nineteen Heads of Departments which use a large amount of paper through forms. One Supdt. and a typist were employed in the Central Cash Bureau, Sectt, for the scrutiny of the common and ~~T.A.~~ forms. A Paper Economy Officer of the grade of a Deputy Collector was appointed in the Sectt for a period of four months from 18-2-1943 to supervise the work of the Superintendents mentioned above and he was directed to examine also possibilities of economy in recurring printing work (e.g. publications of the Health and Agricultural Departments) The various ~~methods of economy~~ effected by him are briefly as follows:--

"Reduction in size, wherever feasible, deletion of unnecessary matter and closer printing were adopted. A large number of forms and periodical publications were deleted and several of them were suspended for the period of ^{the} ~~war~~. Periodical returns and publications were published at longer intervals and their number curtailed. The use of paper of cheaper quality wherever possible was enforced. Registers were recommended to be used year after year. The printing of departmental publications, posters, leaflets, etc were restricted to subjects pertaining to war efforts, food production drive, enforcement of the Fest Act and essential activities of the P.H. Deptt. Obsolete forms were recommended for adoption with slight alteration ^{wherever} ~~wherever~~ possible". On the whole, 12,514 forms and 574 periodicals and publications were scrutinised by the P.E.O. Of this number, 1998 forms were abolished, 7484 forms and 199 periodicals and publications were economised. The percentage of savings worked out to 40%.

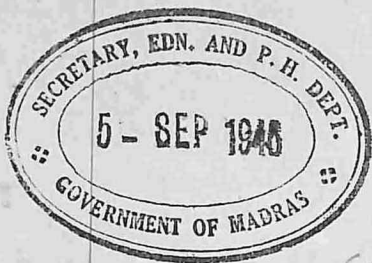
Govt. have laid down that their economy orders should receive the personal attention of all Officers and that the head min.

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ministerial Officers should be made responsible for their strict observance.
The Superintendent and the Asst. Superintendent of Stationery have been
authorised to pay periodical visits to Offices in the city to see that the
rules and instructions regarding the custody, issue and use of stationery are
strictly observed.

5 It will be seen that all possible economies that could be effected
in the consumption of 'paper' and 'forms' have already been effected by Govt.

No useful purpose would therefore be served by the appointment of Special Officer
now.] The cut motion may be opposed.

The file may be circulated to H.M. (Edn.)



5875/46

SRK anwar
27.8.46

KK.
22.8.46
Cwa
26.8.46
31/8/46

HTM (Edn.)
TSA
3-9-46

The proceedings of the Legislative Assembly
may be awaited before recording the papers.

SRK
9.9.46
Cwa
9.9.46
6/9/46

Extracts from the Madras Legislative Assembly Debates
- Wednesday, 4th September 1946 - (Vol. II - No. 17)

* MR. SPEAKER:—"As it is 5 o'clock, I will put the other
demands from the Chair. Demand XXXI—Miscellaneous has
already been granted.

DEMAND XXX—STATIONERY AND PRINTING.
* MR. SPEAKER:—"The question is that—
the Assembly do assent to a demand which will come in
course of payment during the period from the 1st May
1946 to the 31st March 1947 of such sum as together with
the expenditure already incurred in April 1946, will
amount to Rs. 44,11,400 in respect of the head "Stationery
and Printing." The expenditure incurred in April 1946
is believed to be Rs. 2,84,751".
"This demand for a grant is made on the recommendation of
His Excellency the Governor."
The demand was put and carried and the grant was made.

The papers may be recorded
8/4/47
831 21 22.4.47
14

Subject
Budget - Demands for grants
for 1946-47 - Demand XXX
Stationery and Printing - cut
motion - Papers recorded