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E. & PH (1948) Department.

Press SERIES.

G.O. NO.

2496

Edn.

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76

Dated

1 - 10 - 1948

O. J. R. S.

11-58-11-11-11

[Despatch Abstract.]

Stationery Department - Statistics Showing
the work for 1947-48 - 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.

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

G.O. No. 2496, 1st October 1948

Stationery Department—Statistics showing the work for 1947-48—Recorded.

READ—the following paper :—

From the Superintendent of Stationery, Madras, to the Secretary to Government, Education and Public Health Department, Madras, dated 2nd September 1948, No. Pdl. 40/48.

[Stationery Department—Statistics for 1947-48—Annual report of.]

I send herewith in duplicate the statistics showing the work of the Stationery Department for the official year 1947-48.

STATEMENT No. I.—Statement showing the value of English articles obtained from the India Office, London, during 1946-47 and 1947-48.

Description of articles.	1946-47. RS.	1947-48. RS.
Paper, drawing	..	..
Paper, writing	72,983	..
Paper, other kinds	..	..
Paper, news printing	..	..
Paper, watermarked	..	..
.. typewriting and duplicating	..	..
Envelopes	..	..
Drawing materials	..	..
Water materials	..	..
Printing and duplicating materials	..	..
Binding materials	..	..
Miscellaneous articles	..	..
Total ..	72,983	..

STATEMENT No. II.—Value of country papers purchased from the Indian Mills during 1946-47 and 1947-48.

Description of articles.	1946-47. RS.	1947-48. RS.
White printing and glazed buff	8,38,600	7,39,559
White cartridge	..	21,430
Brown cartridge	48,618	34,681
Blotting	13,017	32,119
Cream Wove	..	9,482
Azure laid	27,728	20,218
Cream laid	..	9,424
Papers for typewriters and duplicators	..	..
Notepaper	140	..
Coloured paper (M. G. Pressings)	2,744	3,979
Total ..	9,30,847	8,70,892

STATEMENT No. III.—Value of country-made miscellaneous articles purchased locally during 1946-47 and 1947-48.

Description of articles.	1946-47. RS.	1947-48. RS.
Paper of other kinds	5,011	49
Envelopes	246	10 106
Typewriter and duplicator accessories	8,656	30,006
Writing materials	77,469	10,064
Printing and duplicating materials	13,874	2,26,257
Miscellaneous articles	98,444	25,239
Binding materials	31,412	719
Drawing materials	139	
Total	2,35,251	3,02,440

STATEMENT No. IV.—Value of English stores purchased locally during 1946-47 and 1947-48.

Description of articles.	1946-47. RS.	1947-48. RS.
Paper, drawing, litho	62,992	
Paper, watermarked	5,376	
Paper, white cartridge		69,717
Paper, writing	1,41,305	33,200
Paper, printing	3,84,293	65,279
Paper, other kinds	11,517	75,892
Paper, typewriting and duplicating	48,703	1,789
Envelopes		41,307
Drawing materials including water colours	5,276	94,999
Writing materials	22,701	9,752
Printing materials		
Binding materials	1,07,395	6,534
Miscellaneous articles	3,00,731	4,51,020
Typewriters, duplicators and accessories		
Total	10,90,289	8,49,489

STATEMENT No. V.—Statement showing the value of issues according to the different kinds of articles supplied by the Stationery Office in the two years 1946-47 and 1947-48.

Description of articles.	1946-47. RS.	1947-48. RS.	Increase. RS.	Decrease. RS.
Paper drawing	8,465	3,345		5,120
Paper, writing	1,25,090	2,08,841	83,751	1,72,754
Paper, printing	15,67,659	13,94,905	6,490	7,644
Paper, coloured	2,284	8,774		2,742
Paper, litho	22,705	15,061		5,634
Paper, watermarked	6,128	3,386		11,399
Paper, blotting	26,472	20,838		40,594
Paper, white cartridge	22,948	11,549		11,807
Paper, brown and mounting	1,21,807	81,213		
Paper, Carbonic, papyrographic and other kinds	1,05,412	93,605	3,009	1,836
Blank books	19,266	22,275		
Drawing materials	5,228	3,392		298
Cloth, tracing	8,200	14,998	6,798	
Cloth, waxed	1,940	1,642		
Cloth, binding	19,333	35,146	15,813	
Cloth, long nainsook				

Description of articles.	1946-47. RS.	1947-48. RS.	Increase. RS.	Decrease. RS.
Ink bottles and stands	4,483	4,771	288	
Ink powder and fluid	17,393	19,518	2,125	
Ink, printing	10,059	11,807	1,748	
Paste, mill and straw boards	64,636	79,565	14,929	
Penknives	598	9		589
Erasers				
Pencils	34,084	23,668		10,416
Pen, quills		2,516	2,516	
Pens, steel	52,690	48,234		4,456
Rubber	2,283	1,301		982
Slates	1,063	545		518
Sponges	851	1,752	901	
Scissors	867	205		662
Sealing wax	4,340	8,717	4,377	
Tape, twine and thread	65,801	73,418	7,617	
Ribbons for typewriter	24,308	15,521		8,787
Rulers	41	301	260	
Paper cutters				
Paper weights	867	978	111	
Needles and pins	14,259	5,426		8,833
Envelopes	972	2,114	1,142	
Typewriter and accessories	2,19,673	4,84,848	2,65,175	
Other articles	1,10,009	74,226		35,783
Total	26,92,214	27,78,410	4,17,050	3,30,854
Add value of adjustments	17,196	4,102		13,094
Grand total	27,09,410	27,82,512	4,17,050	3,43,948

STATEMENT A.—Statement showing the value of stores English and Indian in stock and purchased by the Stationery Office during 1947-48.

	Stores purchased in England.	Foreign articles purchased in India.	Total foreign articles.	Indian articles purchased in India.	Total foreign and Indian.
(1)	(2)	(3)	(4)	(5)	(6)
Opening balance	RS. 1,14,603	RS. 1,83,365	RS. 2,97,968	RS. 10,18,048	RS. 13,16,016
Receipts					
Stores purchased in England					
Foreign articles purchased in India		8,49,489	8,49,489		8,49,489
Indian made articles purchased in India				11,88,216	11,88,216
Other receipts (a)		21,333	21,333	1,06,694	1,28,027
Total, Receipts		8,70,822	8,70,822	12,94,911	21,65,732
Grand total	1,14,603	10,54,187	11,68,790	23,12,958	34,81,748
Issues					
Central Provincial and Local (including Local Funds)	68,568	9,81,834	10,50,402	17,28,008	27,78,410
Other issues including adjustments and write off (b)		306	306	4,782	5,088
Total issues	68,568	9,82,140	10,50,708	17,32,790	27,83,498
Closing balance	46,035	72,047	1,18,082	5,80,168	6,98,250

(a) Other receipts include (1) value of manufactured articles, (2) excess in stock taking and (3) variation.
 (b) Other issues include (1) value of stores issued for manufactured articles and (2) deficiency in stock-taking.
 NOTE.—(1) The Statement A has been prepared as per orders issued in G.O. No. 835, Education, dated 31st May 1941. The closing balance on 31st March 1948 has been valued either at the issue rates fixed for 1947-48 (cost of acquisition) or the contract rates for 1948-49 whichever has been less as ordered in G.O. No. 1208, Education, dated 14th May 1948.
 (2) Purchase of jail-made articles is obligatory on the part of the consuming department. The restrictions regarding prices and quality are not applied in the case of such articles.
 (3) As no imported article was offered at a lower rate than an article manufactured in India, the question of granting preference to the latter did not arise. This was due to war conditions.
 (4) In other cases where Indian made articles were purchased the rates happened to be the lowest and the quality also compared favourably with foreign articles.

STATEMENT B.—Statement showing by departments the issues of stationery articles during 1946-47 and 1947-48.

Name of departments.	1946-47.	1947-48.
	RS.	RS.
Central.		
Paymaster, Carnatic stipends ..	..	..
Elections ..	..	..
Provincial.		
Land Revenue ..	6,355	6,055
Excise and Prohibition ..	15,956	31,597
Stamps ..	247	271
Forest ..	13,042	14,041
Registration ..	21,817	29,663
Road Traffic (M.V.T.) ..	6,831	10,011
General Administration ..	4,18,077	4,04,823
Jails and Convicts Settlements ..	6,944	9,496
Administration of Justice (Judicial) ..	65,367	59,791
Police ..	62,668	1,31,515
Scientific ..	15,134	19,526
Education ..	70,303	73,739
Medical ..	21,317	29,446
Public Health ..	14,344	19,352
Agriculture ..	48,956	60,855
Veterinary ..	14,818	10,679
Co-operative ..	18,846	23,861
Industries ..	39,085	53,015
Miscellaneous ..	25,647	55,752
Civil Works ..	64,345	94,995
Stationery and Printing (Press) ..	13,83,888	11,99,489
Stationery and Printing (Office) ..	7,537	6,213
Commercial Taxes ..	28,266	30,150
Motor Spirit and Tyre Rationing ..	568	433
Food Rationing ..	57,286	55,282
District and Provincial War Committee ..	—1,720	..
A.R.P. Civil Defence ..	8,276	..
National War Front ..	8	570
Provincial Motor Transport Controller ..	420	1,171
Civil Supplies ..	15,893	15,659
Post-war Reconstruction ..	1,141	3,990
Highways and Superintending Engineers, Communications ..	26,531	53,571
Madras Provincial District Soldiers', Sailors' and Airmen's Board ..	..	4,906
Total ..	24,79,193	25,09,917
Local Fund (Sales) ..	2,13,224	2,68,728
Grand total ..	26,92,417	27,78,645

Remarks.

During 1947-48 there has been a slight increase in prices of Indian-made printing paper and other articles of stationery. Causes for large variations are given below:—

Excise and Prohibition.—Increase is due to supply of new typewriters to Prohibition staff.

Registration.—Increase is due to increased consumption of nibs.

Road Traffic.—Increase is due to large supply of new typewriters.

Jails and Convict Settlements.—Increase is due to supply of new typewriters.

Administration of Justice.—Decrease is due to lesser consumption of paper and nibs.

Police.—Increase is due to larger supply of paper and new typewriters.

Scientific.—Increase is due to larger supply of new typewriters.

Education.—Increase is due to increased consumption of paper and other miscellaneous articles.

Medical.—Increase is due to larger supply of new typewriters.

Public Health.—Increase is due to larger supply of new typewriters.

Agriculture.—Increase is due to increased consumption of paper and stationery and also supply of larger number of new typewriters.

Veterinary.—Excess during 1946-47 is due to larger supply of typewriters in that year and hence the decrease during 1947-48.

Co-operative.—Increase is due to expansion of the department.

Industries.—Increase is due to larger supply of new typewriters.

Miscellaneous.—Increase is due to larger supply of new typewriters.

Civil Works.—Increase is due to larger supply of new typewriters.

Stationery and Printing (Press).—Decrease is due to supply of thinner variety of paper which the Indian Mills were not able to manufacture in previous years.

Stationery and Printing (Office).—Decrease is due to lesser consumption of paper and stationery.

Commercial Taxes.—Increase is due to larger supply of typewriters.

National War Front.—Increase is due to intensification of the National Saving Scheme.

Provincial Motor Transport Controller.—Increase is due to supply of a new typewriter to Provincial Motor Transport Controller.

Post-war Reconstruction.—Increase is due to supply of six new typewriters against one supplied last year.

Highways, etc.—Increase is due to expansion of the departments and supply of large number of new typewriters.

Order—No. 2496, Education, dated 1st October 1948.

Recorded.

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Superintendent of Stationery.
" the Accountant-General.
" the Superintendent, Government Press, Madras.
" all Departments of the Secretariat. *Revenue*
" the Secretary, Madras Legislature.
Press.

Forwarded to

(By order)

Superintendent.

6/

No. 2100, Education, dated 1st October 1948

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C.F. 18

Date.

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Stationery Dept - Statistics
showing the work of 1947-48.
Recorded.

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" " " " 19

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No.

From the

PA 140/48

No. 2.9.1948

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Order Ms. No. 2496, dated 1.10.1948

Resolution Rout.

Recorded.

To
The Secy of S. G. P.

" S.G.P.

" A.C.

All Depts. in the Secy

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Press.

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E.R.H. 40 65799C/48
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Note:- I may see before O. The
statistics showing the work of Stationery
Dept during 1944-45 was recorded in G.O.
1954 Ldn d 22.11.45. The report for 1945-46
was recorded in G.O. 2234 Ldn d 21.11.46
The report for 1946-47 was recorded in
G.O. No. 2061 Ldn d 25.9.47

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22
The file may now be ^{circulated} to H.M. Edu.
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No.P.P.C.Mis.

Government Press,
Madras, 24-1-1949.

Note for the Asst. Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.



- Sub: 1) Statistics of the Stationery Department 1947-48 - Printing of.
2) Sanitary Engineer's Report 1947-48 - Printing of.

5626

An up to date distribution list of each of the above report showing the number of copies to be distributed by the Superintendent, Government Press, may please be sent to this office at an early date. Only on receipt of the above final copies will have to be printed for distribution.

Extract given to H. M. Edu. with ref. to item (2)

RGM.

24/11

for Superintendent.

(C.No.5626)

Draft

Sub: Statistics showing the work of the Stationery Department for 1947-48 - Printing and Distribution of

Ref: From the S.G.P., No. P.P.C/Mis., dated 24-1-1949.

Memo. No. 5626-1 P₂ Edn. dated 12.2.49

The printed copies of the Administration Report of the Stationery Department may be distributed as under :

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(6) Board of Revenue, Land Revenue and Settlement ...	1
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(8) Director of Industries and Commerce ...	1

A separate reply will be sent as regards the distribution of the report of the Sanitary Engineer to Government.

To

The S.G.P., Madras

[Copy to H.1 Section

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Not

The pur slip in C₁ is not correct. It should be 1-27/A. The draft also is for approval.

JS
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2496 Edn
1.10.1948

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INSTRUCTIONS FOR THE SECRETARIAT.

- (a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.
- (b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.
- (c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.
- (d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.
- (e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.
- (f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

- (a) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.
- (b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or careless editing.
- (c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- (d) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.
- (e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

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As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated. Type may be released after usual interval.

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Supt.

Supt.

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J. H. M. M. M.
Assistant Secretary to Govt.

✓

16/10

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