

Edn (1948) Department.

MS SERIES.

G.O. NO. 2677

p-59

Dated

27-10-48

closed.

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[Despatch Abstract.]

Sub : Stationery Stores - Annual Stock taking
Report for 1948-49 - 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: V.V. Subramaniam, Esq., O.B.E., I.C.S., To
Superintendent of Stationery,
(Madras) at Guindy, Madras.15.

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

No.Pd1.42/48.

Dated: 4/9/48.

Sir, Sub: Stationery - Stores - Annual stock-taking - 1948 -
Report of the Special Officer - Forwarded -
Ref: Report of the Special dated 26-7-48.

67601

(A)(B)(C)(D)

The report of the Special Officer referred to above together with the four statement of excess and deficiency are forwarded herewith.

2. The articles which have been remarked by him as damaged will be separated from the main stock and disposed of in auction or made use of to the best advantage.

3. The total excess and total deficiency this year is less than those in the previous years. The excess is highest in C Section. It is mainly due to the excess found in straw boards, sealing wax, gum and twine country. Straw boards are taken into stock according to weight but issues are made from loose stock section by counting. The excess may be due to the bales containing a larger number. Gum, Sealing wax and twine country are articles which are taken into stock and issued by weighing. They are taken into stock in a lump but issues are made piecemeal on several indents. Hence the variations in these items are inevitable. The variations in the case of gum and sealing wax are less than in the previous year.

4. The variations in the other sections are such as are inevitable in a big store dealing with a large number of articles and do not call for any special remarks.

5. There is a net excess valued at Rs.853--1--8. Orders are requested to write off the deficiencies and bring the excess to account.

PK.7/9.

D. Subbarayasastri
for SUPERINTENDENT OF STATIONERY



From

Sri. D. Subbaraya Sastri, B.A., B.L.,
Deputy Collector and Special Officer
for verification of Stationery Stores,
(Madras) at Guindy, Madras.15.

To

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

Sir,

STATIONERY OFFICE - VERIFICATION OF STATIONERY STORES,
for 1947-48.

In Government Notification (Revenue & Department) dated 17-5-48 I was appointed as Special Officer for the verification of Stationery Stores, Madras at Guindy. The period of verification as per rule 195 of Stationery Manual Volume I is 6 weeks from the date of my joining duty. I joined duty on the fore-noon of 18-5-48 and went on till the after-noon of 2-6-48. According to orders in G.O.No. Ms.1397 Education dated 31-5-48 I took charge as Assistant Superintendent of Stamps and Stationery and Paymaster, Carnatic Stipends, Madras on the fore-noon of 3-6-48 and handed over charge on fore-noon of 2-7-48. I resumed verification of the Stores from the after-noon of 2-7-48 and completed the work on the after-noon of 26-7-48.

2. The statements of excesses and deficiencies prepared in accordance with rule 203 of the Madras Stationery Manual in respect of the Stores in sections A, B, C and D are enclosed duly countersigned by me.

3. Some articles are found partly damaged and some others completely damaged by white ants, rats, etc. The extent of damage is 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.

4. The following are the figures showing the value of the excesses and deficiencies in the stock, found during the year under report and those of the previous five years:-

Year	Value of Excess	Value of deficiency	Difference.
1942-43	2,417-15--9	2,639--0-10	(-) 221--1--1
1943-44	4,398--5--1	3,544-11--7	plus 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
1946-47	2,181--9--3	985-11--8	" 1,195-13--7
1947-48	1,250-13--6	397-11-10	" 853--1--8

5. The following statement shows the aggregate value of excesses and deficiencies section-wise for the year under report.

SECTIONS.	Value of excess	Value of deficiency	Difference.
A	105--6--0	126--9--2	(-) 21--3--2
B	185--2--0	111--3--0	plus 73-15--0
C	855--1--0	102--9--7	" 752--7--5
D	105--4--6	57--6--1	" 47-14--5
	1250-13--6	397-11-10	" 853--1--8

6. Packing materials - dealwood cases, 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.

7. I append below the certificate prescribed in rule 204 of the Stationery Manual :-

"I hereby certify, that I have personally verified by actual counting and wherever 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 paragraph 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."

D. Subbarayaswami
DEPUTY COLLECTOR AND SPECIAL OFFICER
FOR VERIFICATION OF STATIONERY STORES

PK.22.7.

Stationery stores - Annual Stock taking - Report for 1948 - 48 -
Recorded with remarks.

From the Supt. of Stationery No.P.A. 42/48 dated 4-9-48.

ORDER / Ms. No. 2677 dated 27.10.48

RECORDED.

2. The value of excesses and the deficiencies in the stock of stores in the Stationery Office as worked out by the Spl. Officer for the verification of store are Rs. 1250-13-6 and Rs. 397-11-10 respectively resulting in a net excess of Rs. 853-1-8. The excess Rs. 1250-13-6 (Rupees One thousand two hundred and fifty and annas thirteen and pies six only) should be brought to account and the deficiency of Rs. 397-11-10 (Rupees three hundred and ninety-seven and annas eleven and pies ten only) will be

written off.

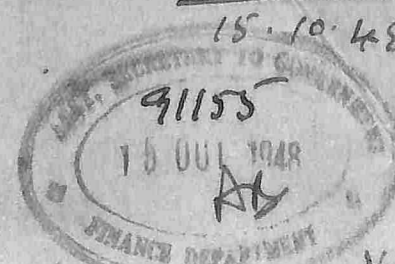
To
The Supt. of Stationery
(with enclosure)
The A.G. through Finance.

Note:

The report of the Spl. Officer appointed for the verification of stores in the Stationery Office with reference to Rule 195 of the Stationery Manual Vol- I is on pages 3 and 4 current file.

The remarks of the Supdt. of Stationery is on page 1 current file. The excesses and deficiency pointed out by the spl. Officer in paras 4 and 5 of his report are accounted for by the S.S. in para 3 of his letter. The draft Order above may be sent to Finance for acceptance before circulation.

J.D.
10/10/48
Fin. ho
9/11/55
E.P.H. No. 67601 C2/48-1



The draft order above may be accepted and the case returned to E. P. H.



