S. No. II-27—G3 004—17-11-48

E & P.H. (1949) Department.

(T)

SERIES.

G.O. NOMs.2559 Education — P-Reg.

Dated 11th August 1949.

closed

Ot RS
P218 - Cyd -
Army

[Despatch Abstract.]

Stationery - Economy in contingent expenditure - Report of the Special Officer - Orders passed -

Book Papers.

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

Further Papers.

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

To

The Secretary to Government,

Finance Department,

Fort St.George, Madras.

Sir,

Sub: Economy in contingent expenditure.

Not put up

Ref: G.O.No.857, Finance, dated 31-8-1948.

Re: The Office of the Superintendent of Stationery, Madras.

***

I have the honour to submit my Report in respect of the contingent expenditure incurred in the office of the Superintendent of Stationery, Madras. The examination of the contingent registers bills, vouchers etc. was commenced on 29-11-1948 and completed on 1-12-1948.

2. The progress of contingent expenditure in the above office during the last three years, 1945-46 to 1947-48 was as follows:

Items of expenditure.	1945-46	1946-47	1947-48.
	Rs.	Rs.	Rs.
Electric current and telephone charges	1,143	1,461	1,848
Service postage and telegram charges	3,003	3,903	4,004
Maintenance charges of lorry	2,552	2,822	2,620
Rents, rates and taxes	10,728	9,213	8,910
Pay of menials	4,917	5,076	4,479
Extra coolie charges	6,554	5,731	7,244
Season ticket to store staff	1,838	1,792	2,116
Repairs to machines and instruments	21,444	18,665	25,882
Books and periodicals. Hot and cold weather charges Purchase and repair of cycles. Cleaning charges. Advertisement charges. other Petty contingencies.	1,362	1,689	2,392
Packing and carriage of stationery.	76,521	60,756	55,988
Total Rs.	130,062	111,078	115,483

3. The following suggestions for effecting economy in contingent expenditure are submitted for consideration:

(i) Carting contractor: There is a motor lorry at the Stationery Office. It is used mainly for taking paper bales to the Press daily. A carting contractor is engaged in addition, for doing the following items of work:

(a) clearing the paper and card board bales received from Mills by sea and railway and conveying them to the Stationery Stores at Guindy;

(b) bringing typewriters and other goods received by M.S.M. and S.I.R. daily and taking them to Stationery godowns;

(c) taking stationery packages, paper bales etc. from Stationery Office at Guindy to Beach Station and Salt Cotaurs and booking them for conveyance by goods trains (M.S.M. and S.I.R.)

(d) taking paper to and from Government Press when the Stationery Officer Lorry is not in working condition or is not available, being otherwise engaged; and

(e) taking typewriters to and from companies (for repairs).

The carting contractor was paid Rs.22,531 for the period from 1-1-1948 to 30-11-1948 or about Rs.2,000 p.m. This arrangement seems to be very countly. The average expenditure incurred yearly for maintaining one lorry at the Stationery Office was only Rs.2,665 - vide margin. This amount includes also the pay of the driver and 3 lascars. It would seem possible to do the entire clearing and despatching work of the Stationery Office departmentally if another lorry is purchased and maintained. In fact, the carting contractor is said to be managing the entire work at present only with one lorry and 5 coolies. Allowing for depreciation and some extra staff ~~that~~ may have to be employed, the expenditure

	Rs.
1945-6	2,558
1946-7	2,822
1947-8	2,620
Rs.	7,994
divided by	3 =
Rs.	2,665

may

that have to be incurred for doing the clearing and ~~xx~~ despatching work departmentally will be only about Rs.8,540 per annum as shown below:—

	per annum. Rs.
Petrol (50 gallons a month)	1,320
Driver	360
5 Coolies	1,800
Tax	900
Repairs	500
Depreciation	2,000
Additional staff (1 L.D.C. and 1 W.H.M.)	1,440
	Rs.8,540/-.

In other words, there will be a saving of Rs.1,300 (Rs.2,000 minus Rs.700) per mensem or Rs.15,600 per annum. In the circumstances it is suggested that the existing arrangement with the carting contractor may be terminated at as early a date as possible and the work got done departmentally (purchasing a new lorry and employing the minimum additional staff and coolies required). It is understood that the question has already been taken up for examination at the instance of the Superintendent of Stationery.

In G.O.No.199, Finance, dated 4-4-1934 the Government sanctioned the purchase of a lorry for use at the Stationery Office (~~one lorry~~ The lorry is now in use) for the transport of stationery articles to the Government Press, to several offices in the Madras and to railway stations for despatching to the mufassal offices. It was also then ordered that after the lorry was purchased no expenditure should be incurred by the Government Press and other offices in the Madras City on the transport of stationary from the Stationery Office. Stationery articles were accordingly being transported to City Offices by this lorry for some time. With the transfer of the Stationery Office to Guindy, this system was discontinued. Each office has now to make their own

arrangements to transport its stationery articles by jutkas and hand carts. This change in procedure involves the incurring of large expenditure by every office on cart hire, several times in a year. When the second lorry is sanctioned as proposed and brought into use, it is suggested that the work of local delivery of stationery articles to City Offices may also be undertaken by the Stationery Office itself as before and saving in expenditure on cart hire incurred by all City Offices effected.

(2) Booking of parcels: Stationery packets or cases intended for mufassal offices are now taken by the carting contractor to Beach Station (S.I.R.) and Salt Cotaurs (M.S.M.) and booked there. The above arrangement involves payment of cart hire to Salt Cottaurs and Beach Station on a number of packages almost daily. Economy in expenditure may, it seems, be effected if those packages are booked instead at Saidapet or Mount Railway Station (for S.I.R. stations) and at T'Nagar branch booking office (for M.S.M. stations). Enquiries were made at both the above places and it was learnt that the stationery packages could be sent without any inconvenience by goods or parcel as proposed above at less cost to the Government.

(3) Paper required for the Government Press: 75% of the quantity of paper purchased by the Stationery Office are intended for use by the Government Press. Even so, all paper bales are taken from the railway stations or harbour first to the Stationery godown at Guindy and then transported to the Press as and when necessity arises. This involves the unnecessary transport of articles by a lorry of a large number of paper bales from Madras to Guindy and back, a distance of 16 miles. Economy in transport charges may, it seems, be effected if the paper bales required for use

at the Press are either sent directly to the Press from the harbour or the railway stations or stored at a godown at Madras (Ist Line Beach) and sent to the Press when required.

(4) Press made articles: There are about 50 items of Press made articles treated as stationery items - Note books, carbon sheets, blank books, tear off blocks economy labels, flat file cases etc. The paper card boards etc. required for manufacturing these articles are sent from the Stationery godown at Guindy to the Government Press at Mint Buildings periodically. The articles after manufacture are again transported to the Stationery Office and then despatched to the different offices from there. This system involves unnecessary transport of large quantities of paper and boards between Guindy and Mint Buildings. It is suggested that all these items may be treated as common forms and allowed to be distributed after manufacture by the Press itself to the several offices in the City and mufassal along with other common forms. It will then not be necessary to transport them after manufacture to Guindy and thereby expenditure on lorry charges will be reduced considerably.

(5) Local letters: It is understood that about **100 letters on an average are sent daily to local firms and offices from the Stationery Office by post involving an expenditure on postage of about Rs.9-6-0 per day or Rs.290 p.m. Economy in expenditure may, it seems, be made if these letters are got delivered by one or two peons or coolies. It may in this connection be mentioned that all local bills are, however, being sent only through local messengers.

on 29-11-48 80 covers

(6) Local bills: Small amounts due to local firms (amounts less than Rs.35/-) are sent often by money order. In the Stationery Office, there are two peons provided with season tickets at Government expense and

there is also a cycle peon. The expenditure incurred on money order commission in remitting these small amounts may be avoided if these amounts (less than Rs.25/- in each case) are sent through any one of the three peons, in one of his usual trips to Town and paid to the respective firms. The Assistant Superintendent has kindly agreed to adopt the above procedure (in respect of items (5) and (6)) above in future and to effect economy in expenditure.

(7) Season tickets: (a) In G.O.No.1002, Education and Public Health dated 23-7-1943 the Government sanctioned an expenditure of an amount not exceeding Rs.200 p.m. (as a temporary measure) for the purchase of railway season tickets from Madras Beach Station to Saidapet Railway Station for 45 labourers working at the Stationery Stores. The intention of the Government was presumably to give this concession only for a temporary period (i.e.) till the labourers shift their residences and arrange to live near the Stationery Stores at Guindy and not after that. Though it is now more than 5 years, the concession is being automatically continued. As it is not likely that sufficient accommodation will be available in the Madras City for locating the Stationery Stores for some time to come it is suggested that all the labourers or such of them who can, may be directed to arrange to shift their residences, within three months to Saidapet or Guindy and to reduce the expenditure on season tickets.

Though the season ticket concession was given to labourers working at the Stationery Stores, itis in practice being given to the lorry driver and watchman also. This does not seem to be in accordance with the terms of the G.O. and may be discontinued.

(b) The intention of the G.O. was presumably to give the season tick concession only to those labourers who were formerly employed in the Stationery Stores at

the time of its transfer from Ist line Beach to Guindy and who were then living at Madras and not to others. It is but reasonable to scrutinise with reimburse to them the additional expenditure incurred by them on their transport, consequent on the Stationery Stores having been transferred to Guindy. It could not it seems be the intention of the Government that the payment of such season ticket fares should be given also to labourers recruited after the transfer of the Stationery Stores to Guindy. Even so, it is understood, that many labourers recruited after 1943 (after the transfer of the Stores to Guindy) are being paid season ticket fares on the ground that they come from Madras City. This does not seem to be correct. Since they were recruited for the first time for work at the Stationery Stores at Guindy, it is for them to make their own arrangements to live near their place of duty and to attend to their work. They cannot by any reasoning be deemed to be entitled to be paid season ticket fares. Office staff and peons of the Stationery Office are not given any such concession. Workmen, peons and others go to several offices in the City from different and far off places like Tambaram, Pallavaram etc. In certain cases, they are even transferred to offices at Saidapet and Guindy. Even then, they are not paid any extra mounts towards their conveyance charges to their offices from their residences. In the same manner, it would seem not necessary to pay season ticket charges to such of those labourers who were recruited after the removal of the Stationery Stores x to Guindy. Such payments may, it seems, be discontinued.

(c) Railway season tickets are purchased monthly for about 39 coolies at an expenditure of Rs.178-12-0 p.m. Quarterly season tickets are far cheaper th monthly season tickets. The season ticket far

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Madras Beach to Guindy per month is Rs.5-13-0 whereas for three months it is only about Rs.12-8-0, or a saving in expenditure of about Rs.5/-. If quarterly season tickets are purchased in all cases, there may be a saving in expenditure of about Rs.40 p.m. or Rs.500 p.a. It was explained that season tickets were being purchased on a monthly basis as it was expected that the Stores would move back to Madras at any time. This does not seem to be convincing. As there is no immediate prospect of the Stores going back to the Madras City, season tickets may, it seems, be purchased in future on three months' basis and economy in expenditure effected.

(8) Bus fares for clerks: A number of clerks go several times to Ist Line Beach with files to see the Assistant Superintendent and each of them claim conveyance charges at 0-8-6 for each trip. In November 1948 an expenditure of Rs.10 was incurred on this account. In addition two season tickets are purchased and given to two peons to carry packages to and from Ist Line Beach. The Assistant Superintendent is paid a conveyance charge allowance of Rs.30 p.m. to visit the Stationery Stores at Guindy. He visits the Stores only twice a week and this system presumably necessitates the payment of conveyance charges to the clerks who often go to Ist Line Beach to see the Assistant Superintendent and also the purchase of two season tickets for two peons. It is suggested that the Assistant Superintendent may visit the Stationery Stores daily for an hour or so or as often as necessary and thereby help to reduce the expenditure on conveyance charges.

(9) Watchmen: 8 watchmen are employed at the Stationery Stores at Guindy as detailed below:—

		Pay.	D.A.
(1)	3 Gurkha watchmen	Rs. 25 +	19 each
(2)	3 non-Gurkha watchmen	Rs. 20 +	18 each
(3)	2 A.R.P. watchmen	Rs. 20 +	18 each.

The first two keep watch on eight hours duty and the A.R.P. watchmen on 12 hours duty. It would seem that sufficient if one Gurkha watchmen and one A.R.P. watchman keep watch by turns both during day time and nights. The three non-Gurkha watchmen seem to be superfluous and unnecessary and their services may be dispensed with. (The Assistant Superintendent agrees to the above proposal.

(10) Menials: The following menials are employed at the Stationery Stores at Guindy:

	Pay	D.A.
1 watchman	Rs. 9 +	18
1 sweeper	Rs. 10 +	18
1 scavenger	Rs. 9 +	18

Viewed from the rates of basic pay paid to them, it cannot be said that the above three menials are all full time menials. With reference to G.O.No.487, Finance, dated 8-5-1948, they have however been treated as full time menials and are paid dearness allowance at Rs.18 each p.m. It may be examined whether the services of the three menials need be treated as full time or part time and the payment of dearness allowance to them regulated accordingly. In the office of the Inspector General of Police, Madras, the watchman is treated as part time and paid only Rs.12 p.m. and no dearness allowance.

4. The lorry at the Stationery Office was not, it is understood working from January 1948 to the middle of November 1948 or for a period of 10½ months. Even so, the services of the lorry driver and three lascars were continued and they were paid their pay and dearness allowance every month. As they are only menials paid from contingencies, their services could have been dispensed with, when not required and re-appointed later when the lorry became available or their services utilised otherwise and unnecessary expenditure to the Government of about Rs.1,500 avoided.

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(The above Report has been shown to the Superintendent of Stationery and the Assistant Superintendent of Stationery for perusal before submission to the Government).

Yours faithfully,

C. Ramachandran

Special Officer for Contingencies.

Madras,
2-12-1948.

Sub:- Contingencies - Economy in Expenditure - Report of the Spl. Officer - Stationery Office

Ex Dept

10/15/12 Cf

C No. 92791, from the Spl. Officer for Contingencies dated 2.12.1948

Memo No. 92791-1 C2 dated 14.12.1948

Referred to the Supdt. of Stationery for remarks.

OR
13/12/48

JD
13/12/48

For The Supdt. of Stationery.
(with Cf. in original to be returned)

DM
14/12/48

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14/12/48

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From V.V. Subramaniyam Esq., I.C.S.,
Supdt. of Stationery, (Madras)
at Guindy, Madras 15.

To The Secretary to Government,
Education & P.H. Department,
M a d r a s.

No. A-1-14009/48 dated 11-4-1949.

Sir,

Subject:- CONTINGENCIES - Economy in expenditure - Report of the Special Officer - Stationery Office --

Ref:- Govt. Memo. No. 92791-A-C2 Edn. & P.H. Department, dated 14 -12- 1948.

29501

The following are my remarks on the suggestions made by the Special Officer to economise expenditure on contingencies.

Para 3. (1) Disbandment of the cart contractor and undertaking transport work departmentally.

The Government have been addressed separately to sanction the purchase of another lorry with a view to do the transporting of stationery departmentally including delivery of stationery to local offices.

(2) Booking of consignments at T'Nagar branch booking office (for M.& S.M.) and at Saidapet or St. Thomas Mount railway stations (for S.I.R) instead of at Rayapuram and Beach.

The suggestion will be followed whenever practicable.

(3) Delivery of consignments of paper to the Government Press direct from the Railway station instead of bringing them to Stationery Stores and then to the Press.

If the Superintendent, Government Press, furnishes hi monthly requirements of the various kinds of paper allocated to -- Madras Government, the Mills may be ordered to book the consignme direct to Government Press and the supply passed through the acc of this office on receipt of acknowledgment from him. The Superi tendent, Govt. Press will be consulted in the matter and a further report sent if he does not consent to the proposal.

(4) Classification of certain items of stationery as for and supply direct by Press.

There is no objection to adopt the Special Officer's suggestion but as the number of items manufactured by the Press is not large, it will not appreciably decrease the work of the Stationery Office giving scope for economy. Flat file cases I sort alone are manufactured by the Press while Flat file cases II sort are manufactured by the Jail department. Hence if flat file cases, I sort are treated as forms, flat file cases II sort should also be treated as forms and the supply of flat file cases will have to be taken by the Press in its entirety. The Superintendent, Government Press, will be consulted and necessary action taken.

(5) Local letters. The number of letters delivered to Firms and offices in the Madras city does not exceed 25 to 30 a day as seen from the entries in the local despatch book maintained for sending letters by messenger ever sice the suggestion of the Special Officer. The abnormal number on the date referred to by the Special Officer is apparantly due to some accumulation of arrears in the despatch section. Hence much economy will not result by adopting this suggestion. However, letters are being delivered through office peon to local officers as far as possible as per the Special Officer's suggestion.

(6) Local Bills. Money orders are sent only very rarely and much expenditure is not incurred on this account. Moreover, in some cases such as Port Trust, receipts are not obtained immediately

P.T.O.

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on payment through the messenger paying the amount. It is considered unsafe to entrust money to messengers especially if it exceeds Rs.5/- or Rs.10/-. Very small amounts will however be sent through messenger in future.

(7) Season tickets. (a) and (b). In the present state of scarcity of accomodation everywhere, it will be unfair to compel the labourers to change their residences to near Guindy on pain of losing the concession of season ticket. The maximum number and the amount sanctioned are not exceeded by the grant of the concession to the lorry driver and watchmen. In view of the present high cost of living and their low pay, it will be unfair to discontinue the concession granted to them already when others are receiving it. They may therefore be allowed the concession they are enjoying now.

(c) There is no objection to adopt the Special Officer's suggestion to purchase quarterly season tickets to the labourers. But in G.O.No.1002 Ms., dated 23-7-1943 a limit of Rs.200/- is fixed for this expenditure every month. Revised sanction may therefore be accorded for this expenditure not exceeding Rs.600/- for each quarter.

(8) The suggestion is noted and the Assistant Superintendent is now visiting Guindy thrice a week and expenditure on account of visits of clerks and peons to Ist Line Beach will be reduced to the minimum. But the purchase of season tickets to two office peons cannot be avoided. One has to take urgent files to the Superintendent and Assistant Superintendent frequently and another has to go to the Accountant-General's Office for presentation of bills and also deliver the bills to the parties locally. Purchase of season ticket is cheaper than paying actual expenses for individual journeys. The suggestion of the Special Officer to purchase quarterly season ticket has been adopted.

(9) Watchmen. It is not advisable to relax the guarding arrangements of the premises containing stores worth several lakhs and in a building not specially constructed for the purpose. The godowns where the stores are kept are scattered over a wide area and the present strength of watchmen is considered necessary.

(10) Menials. The place where the Stationery Office is located is rather out of the way and the watchmen, sweeper and scavenger, have to remain throughout the day for their work in the office premises itself. They cannot take up any other work which will be available when the office is situated in the midst of a number of other offices as at Chepauk or First Line Beach. Further, there is very little flow of water in the pipe fixed in the office compound and the water required has to be got from a neighbouring well. Hence these menials are engaged in work throughout the day and have to be treated as full time servants.

Para 4. The interval between the time the old lorry ceased to run and the purchase of a new lorry could not be foreseen and the services of the lorry staff dispensed with. When the lorry went for repairs, it could not be said definitely that it would be condemned.

for SUPERINTENDENT OF STATIONERY.

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1244

File

Contingencies:- Economy in expenditure-
Superintendent of Stati
.....

Report of the Special Officer for Contingencies dated 2-12-48

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A copy of the above report may be sent to the ~~Revenue~~ Esplt department for taking necessary action.

Cm 2/12/48 MW 8.12.48

A.S 9/12/48

Fw 9/12/48 Esplt

ASST. SECRETARY TO GOVERNMENT 9281 11 DEC 1948 EDUCATION & PUBLIC HEALTH DEPT.

Fin 4.0.1034 39 EB-1

10/12/48

ASST. SECRETARY TO GOVERNMENT 30 APR 19 EDUCATION AND PUBLIC HEALTH DEPT.

GOVERNMENT STATIONERY OFFICE 7 DEC 1948 MADRAS

From V.V.Subramaniyam Esq., I.C.S., Supdt.of Stationery, (Madras) at Guindy, Madras 15.

To The Secretary to Government, Education & P.H.Department, Madras.

No. A-1-14009/48 Dated 1-7-1949,

Sir

Contingencies - economy in expenditure - report of the Special OfficerE - Stationery Office - further remarks -
Ref:- 1.Govt.Memo.No.92791-1-C2 E & P.H.Dept. dated 14-12-48.
2.My letter No.A-1-14009/48 dated 11-4-1949

I invite your attention to the suggestions 3 and 4 of para 3 of the Special Officer's report regarding the supply of paper to the Govt. Press and the classification of certain items of stationery as forms and supply direct by the Press instead of by the Stationery Office with a view to economise on transport charges. It was stated that the Superintendent, Government Press would be consulted in the matter. He has since been consulted and he is of the opinion that the suggestions regarding the delivery of paper stocks direct to the Press from the Mills and the stocking and supply of Press-made stationery articles cannot be undertaken by the Press at present. A copy of his reply is enclosed. I am therefore unable to give effect to the above suggestion.

51591

for Supdt. of Stationery.

R.S.4/7

P.T.O

Copy of letter No.A.S.2 dated 8-6-1949 from the Superintendent, Government Press, Madras to the Supdt. of Stationery.

Letter A-1-14009/48 dated 22-4-1949 - Economy in expenditure report of the Special Officer - Stationery Office.

The two suggestions regarding the delivery of paper stocks direct to the Press from the Mills and the stock and supply of Press made stationery articles inclusive of flat file cases ~~xx~~ sort II cannot be undertaken by the Press at present.

The Chairman of the Expert Committee also agrees in that the Press has neither the accomodation nor the staff at present to take up this work.

It is therefore suggested that the question may be deferred till such time the Government decides about the amalgamation of Stationery & Printing.

Sub: Stationery - Economy in contingent expenditure Report of the Spl.Officer - Orders passed.

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Read ~~Ref~~: From the Spl.Officer, Contingencies d-2-12-48.

From the Supdt.of Stationery No.A.1-14009/48 dated 11-4-1949.

From the Supdt..of Stationery -do.d/ 1-7-48.

...

O R D E R/ Ms. 2559 Edn. dated 11.8.49

The Govt. have carefully examined the report of the Special Officer for contingencies containing several suggestions to restrict contingent expenditure in the Stationery office and pass the following orders.

2.Para 3(1) of the Report: Carting Contractor.

Orders were issued in G.O.1919 Education, dated 11-6-1949, sanctioning the purchase of another lorry and the employment of necessary staff.

Para 3(2) Booking of parcels.: The suggestion of the Spl.Officer should be invariably followed, unless strong reasons exist and are stated, to the contrary.

Para 3(4) Press made articles; The Government consider that the suggestion made should be more precisely examined. It is possible that the Government Press does not have all the accommodation necessary but it has accommodation already for the supplies from the Stationery Department. To this extent supply can be directly received from the manufacturers. The S.G.P. is requested to examine this aspect of question and submit a report to Government.

Para 3(6):Local Bills: The Government consider that it should be quite safe to entrust to peons amounts up to Rs.25 in each case and a total of Rs.100 per day. The Superintendent of Stationery is requested to take action accordingly.

P.T.O.

observed that the

...on has been given to labourers who

...loyed in the Stationery stores after the transfer

...tationery office to Guindy. As these labourers are presumably untrained and temporary the Superintendent is requested to replace them by local staff to the extent possible.

Para 3(7)(c): Purchase of quarterly season tickets: The Government authorise the incurring of expenditure by the Superintendent of Stationery not exceeding Rs.600 for each quarter for the purchase of season tickets for labourers.

Para 3(9) - Watchmen: The suggestion a~~t~~ ~~9~~ of. of the Superintendent not to reduce the no.of watchmen is accepted.

3. The Special Officer for Contingencies has reported that the lorry ~~at~~ in the Stationery office was not working from January 1948 to the middle of November 1948 for the period of 10½ months and the services of Lorry Driver and 3 lascars were continued and they were paid their pay and dearness allowance every month. The Supdt. of Stationery has remarked that the interval between the time the old lorry ceased to work and the purchase of new lorry could not be foreseen and the service of the lorry staff dispensed with. The Government consider that the explanation of the Superintendent of Stationery that for over 10½ months it could not be foreseen when the service of the staff was useless, is not satisfactory.

To

The S/S.
The S.G.P.(with extract of para 3(4) of the remarks of Supdt.of Stationery.)
A.G.thro' Fin.
Copy to Fin.
Fc.for S/F.

GOVERNMENT OF MADRAS
Education and Public Health Department.
G.O.Ms.No.2559 Education dated 11th August 1949.

ABSTRACT.

Stationery - Economy in contingent expenditure Report of the Special Officer - Order passed -

READ: -

From the Special Officer, Contingencies dated 2-12-1948
" Superintendent of Stationery No.A.1-14009/48 dated 11-4-1949
" Superintendent of Stationery -do- dated 1-7-48.

ORDER:

The Government have carefully examined the report of the Special Officer for contingencies containing several suggestions to restrict contingent expenditure in the Stationery office and pass the following orders.

2. Para 3(1) of the Report: Carting Contractor.: Orders were issued in G.O. 1919, Education dated 11th June 1949, sanctioning the purchase of another lorry and the employment of necessary staff.

Para 3(2) Booking of parcels: The suggestion of the Special Officer should be invariably followed, unless strong reasons exist and are stated, to the contrary.

Para 3(4) Press made articles: The Government consider that the suggestion made should be more precisely examined. It is possible that the Government Press does not have all the accommodation necessary but it has accommodation already for the supplies from the Stationery Department. To this extent supply can be directly received from the manufacturers. The Superintendent, Government Press is requested to examine this aspect of question and submit a report to Government.

Para 3(6): Local Bills: The Government consider that it should be quite safe to entrust to peons amounts up to Rs.25/- in each case and a total of Rs.100 per day. The Superintendent of Stationery is requested to take action accordingly.

Para 3(7) (a) (b): Season Tickets: It is observed that the season ticket concession has been given to labourers who were employed in the Stationery stores after the transfer of Stationery office to Guindy. As these labourers are presumably untrained and temporary, the Superintendent is requested to replace them by local staff to the extent possible.

Para 3(7)(c): Purchase of quarterly season tickets: The Government authorise the incurring of expenditure by the Superintendent of Stationery not exceeding Rs.600/ for each quarter for the purchase of season tickets for labourers.

3. Para 3(9) - Watchmen: The suggestion of the Superintendent not to reduce the number of watchmen is accepted.

3. The Special Officer for Contingencies has reported that the lorry in the Stationery office was not working from January 1948 to the middle of November 1948 for the period of 10½ months and the services of Lorry Driver and 3 lascars were continued and they were paid their pay and dearness allowance every month. The Superintendent of Stationery has remarked, that the interval between the time the old lorry ceased to work and the purchase of new lorry could not be foreseen and the service of the lorry staff dispensed with. The Government consider that the explanation of the Superintendent of Stationery that for over 10½ months it could not be foreseen when the service of the staff was useless, is not satisfactory.

(By Order of His Excellency the Governor)

J. M. LOBO PRABHU,
Secretary to Government.

To: The Superintendent of Stationery,
" Superintendent, Government Press(with extracts and the remarks of Superintendent of Stationery,
" Accountant-General thro' Finance.
Copy to Finance Deptt.
s/c for s.f.

True copy/Forwarded/ Orde

22

GOVERNMENT OF MADRAS
Education and Public Health Department.
G.O.Ms.No.2599 Education dated 11th August 1949.

ABSTRACT.

Stationery - Economy in contingent expenditure Report of the Special Officer - Orders passed -

X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X.X

READ: -

From the Special Officer, Contingencies dated 2-12-1948
" Superintendent of Stationery No.A.1-14009/48 dated 11-4-1949
" Superintendent of Stationery -do- dated 1-7-48.

ORDER:

The Government have carefully examined the report of the Special Officer for contingencies containing several suggestions to restrict contingent expenditure in the Stationery office and pass the following orders.

2. Para 3(1) of the Report: Cartage Contractor: Orders were issued in G.O. 1919, Education dated 11th June 1949, sanctioning the purchase of another lorry and the employment of necessary staff.

Para 3(2) Booking of parcels: The suggestion of the Special Officer should be invariably followed, unless strong reasons exist and are stated, to the contrary.

Para 3(4) Press made articles: The Government consider that the suggestion made should be more precisely examined. It is possible that the Government Press does not have all the accommodation necessary but it has accommodation already for the supplies from the Stationery Department. To this extent supply can be directly received from the manufacturers. The Superintendent, Government Press is requested to examine this aspect of question and submit a report to Government.

Para 3(6): Local Sales: The Government consider that it should be quite safe to entrust to peons amounts up to Rs.25/- in each case and a total of Rs.100 per day. The Superintendent of Stationery is requested to take action accordingly.

Para 3(7) (a) (b): Season Tickets: It is observed that the season ticket concession has been given to labourers who were employed in the Stationery stores after the transfer of Stationery office to Guindy. As these labourers are presumably unskilled and temporary, the Superintendent is requested to replace them by local staff to the extent possible.

Para 3(7)(c): Purchase of quarterly season tickets: The Government authorise the incurring of expenditure by the Superintendent of Stationery not exceeding Rs.600/ for each quarter for the purchase of season tickets for labourers.

3. Para 3(9) - Watchmen: The suggestion of the Superintendent not to reduce the number of watchmen is accepted.

3. The Special Officer for Contingencies has reported that the lorry in the Stationery office was not working from January 1948 to the middle of November 1948 for the period of 10½ months and the services of lorry driver and 3 lascars were continued and they were paid their pay and dearness allowance every month. The Superintendent of Stationery has remarked, that the interval between the time the old lorry ceased to work and the purchase of new lorry could not be foreseen and the services of the lorry staff dispensed with. The Government consider that the explanation of the Superintendent of Stationery that for over 10½ months it could not be foreseen when the service of the staff was useless, is not satisfactory.

(By Order of His Excellency the Governor)

V. N. [illegible],
Secretary to Government.

To The Superintendent of Stationery,
" Accountant-General, [illegible]
Copy to Finance Depart. [illegible]
S/S for S.F.

True copy/forwarded [illegible]

EB 13 E & PH / C2

Ref. From the Spl. Officer Contingencies 2.12.48

From the Supt. of Sty. No A.1.14009/48 d 17.4

13

Economy in Expenditure — Report of Spl. Officer — Stationery Stores.

Please see the Special Officer's report in pp 1-10 of the remarks of the Supt. of Sty. on pp 17-18 of. The several recommendations of the Special Officer have been examined in the Sectional notes below. The file may be sent to Fin. Dept. for remarks.

J.D. 18.7.49

19/7/49

S 20/7 Fin

E & PH U.O. No 47991/49-3 20.7.49.

Remarks of Fin have been noted on to the Sectional notes below.

21.7.49

56735

Finance 47991 EM1 21.7.49 with N.F.

E & P.H. / C2

A draft order is submitted.

J.D. 3.8.49

6/8/49

9/8/49

12

IX Recd w/m s/c. Offrs 2

2. The progress of contingent expenditure in the above offi during the last three years, 1945-46 to 1947-48 was as follows:

Items of expenditure.	1945-46	1946-47	1947-48.
	Rs.	Rs.	Rs.
Electric current and telephone charges ..	1,143	1,461	1,848
Service postage and telegram charges ..	3,003	3,903	4,004
Maintenance charges of lorry..	2,552	2,822	2,620
Rents, rates and taxes ..	10,728	9,213	8,910
Pay of menials ..	4,917	5,076	4,479
Extra coolie charges ..	6,554	5,731	7,244
Season ticket to store staff..	1,838	1,792	2,116
Repairs to machines and instruments ..	21,444	18,665	25,882
Books and periodicals. Hot and cold weather charges Purchase and repair of cycles Cleaning charges, Advertisement charges. Other Petty contingencies. Packing and carriage of Stationery. ..	76,521	60,756	53,928
Total Rs.	130,062	111,078	113,423

Copies made

May be perm. (P.T.O.

DA/1674.

DM/1877/49/A 20/5

Remarks of the Spl. Officer

3. The following suggestions for effecting economy in contingent expenditure are submitted for consideration:

(1) Carting contractor: There is a motor lorry at the Stationery Office. It is used mainly for taking paper bales to the Press daily. A carting contractor is engaged in addition, for doing the following items of work:

(a) clearing the paper and card board bales received from Mills by sea and railway and conveying them to the Stationery Stores at Guindy;

(b) bringing typewriters and other goods received by M.S.M. and S.I.R. daily and taking them to Stationery godowns;

(c) taking stationery packages, paper bales etc. from Stationery Office at Guindy to Beach Station and Salt Cotaurs and booking them for conveyance by goods trains (M.S.M. and S.I.R)

(d) taking paper to and from Government Press when the Stationery Officer Lorry is not in working condition or is not available, being otherwise engaged; and

(e) taking typewriters to and from companies (for repairs).

The carting contractor was paid Rs.22,531 for the period from 1-1-1948 to 30-11-1948 or about Rs.2,000 p.m. This arrangement arrangement seems to be very costly. The average expenditure incurred yearly for maintaining one lorry at the Stationery Office was only Rs.2,665 - vide margin. This amount includes also the pay of the d and 3 lascars. It would seem possible to do the entire clearing and despatching work of the Stationery Office departmentally if another lorry is purchased and maintained. In fact, the carting contractor is said to be managing the entire work at present only with one lorry and 5 coolies. Allowing for depreciation and some extra staff, the expenditure that may have to be incurred, for doing the clearing and despatching work, departmentally will be only about Rs.8,540 per annum as shown below:-

1945-6	Rs.2,552
1946-7	2,822
1947-8	2,620
	Rs. 7,994
divided by 3 =	Rs. 2,665

	per annum Rs.
Petrol (50 gallons a month)	1,320
Driver ..	580
5 Coolies ..	1,800
Tax ..	900
Repairs ..	500
Depreciation ..	2,000
Additional staff (1 L.D.C. and 1 W.H.M.)	1,440
	Rs. 8,540/-.

In other words, there will be a saving of Rs.1,300/- (Rs.2,000 minus Rs.700) per mensem or Rs.15,600 per annum. It is suggested that the existing arrangement with the carting contractor may be terminated at an earlydate as possible and the work got done departmentally (purchasing a new lorry and employing the minimum additional staff and coolies required). It is understood that this question has already been taken up for examination, at the instance of the Superintendent of Stationery.

(P.T.O.

In G.O.No.199, Finance, dated 4-4-1934 the Government sanctioned purchase of a lorry for use at the Stationery Office. (The lorry now in use) for the transport of stationery articles to the Government s, to several offices in the Madras and to railway stations for atching to the mufassal offices. It was also then ordered that er the lorry was purchased no expenditure should be incurred by the ernment Press and other offices in the Madras City on the transport stationery from the Stationery Office. Stationery articles were cordingly being transported to City offices by this lorry for some ne. With the transfer of the Stationery Office to Guindy, this stem was discontinued. Each office has now to make their own arrange- s to transport its stationery articles by jutkas and hand carts. s change in procedure involves the incurring of large expenditure by ry office on cart hire, several times in a year. When the second ry is sanctioned as proposed and brought into use, it is suggested that the work of local delivery of stationery articles to City Offices also be undertaken by the Stationery Office itself as before and ring in expenditure on cart hire (incurred by all City Offices) ected.

Remarks of the Supdt of Stry

(1) Disbandment of the cart contractor and undertaking transport departmentally.

The Government have been addressed separately to sanction the purchase of another lorry with a view to do the transporting of stationery departmentally including delivery of stationery to local offices.

Office note

On the recommendation of the Supt. of Stry, in view of the heavy cost of transport of stationery articles thro the cart contractor, the Govt. sanction the purchase of a second lorry at a cost of Rs 11,000 (G.O. 1919 Fin dt 11.6.49) No further action is necessary as the recommendation of the Special Officer has been carried out.

JD 19/7/49

DRM 19/7/49

No remarks

C.S. 20/7/49

20/7

Remarks of the Special Officer

(2) Booking of parcels: Stationery packets or c... mufassal of ices are now taken by the carting contractor ... tion (S.I.R.) and Salt Cotaurs (M.S.M.) and booked there. The above arrangement involves payment of cart hire to Salt Cottaurs and Beach Station on a number of packages almost daily. Economy in expenditure may, it seems, be effected if those packages are booked instead at Saidapet or Mount Railway Station (for S.I.R. stations and at T' Nagar branch booking office (for M.S.M. stations). Enquiries were made at both the above places and it was learnt that the stationery packages could be sent without any inconvenience by goods or parcel as proposed above at less cost to the Government.

Remarks of the Supdt of Stry

(2) Booking of consignments at T'Nagar branch booking office (for M.& S.M.) and at Saidapet or St. Thomas Mount railway stations (for S.I.R) instead of at Rayapuram and Beach.

The suggestion will be followed whenever practicable.

Office note

In the circulars issued by the Supt. of Stry. the powers may not be given.

JD 19/7/49

DRM 19/7/49

The suggestion should be invariably followed, unless strong reasons exist and are stated, to the contrary

I fin agree with Supt. KPH. 25/7

C.S. 21.7.49

(P.T.O.)

Remarks of the Special Officer.

(3) Paper required for the Government Press: 75% of the qua of paper purchased by the Stationery Office is intended for use b Government Press. Even so, all paper bales are taken from the railw stations or harbour, first to the Stationery godown at Guindy and th transported to the Press as and when necessity arises. This involve the unnecessary transport of by a lorry of a large number of paper b bales from Madras to Guindy and back, a distance of 16 miles. Econo in transport charges may, it seems, be effected if the paper bales re quired for use at the Press are sent directly to the Press from the harbour or the railway stations or stores at a godown at Madras (Ist Beach) and sent to the Press when required.

Remarks of the Supdt of Stry

(3) Delivery of consignments of paper to the Government - Press direct from the Railway station instead of bringing them to St Stores and then to the Press.

If the Superintendent, Govemment Press, furnishes his month requirements of the various kinds of paper allocated to -- Madras Gover ment, the Mills may be ordered to book the consignments direct to Gover ment Press and the supply passed through the accounts of this office on receipt of acknowledgment from him. The Superintendent, Govt. Press will be consulted in the matter and a further report sent if he does not consent to the proposal.

PTO

Remarks of the Special Officer.

(4) Press made articles: There are about 50 items of Press m articles treated as stationery items - Note Sheets, Continuation S blank books, tear off blocks economy labels, flat file cases etc. paper card boards etc. required for manufacturing these articles are ~~not~~ sent from the Stationery godown at Guindy to the Government Press at Mint Buildings periodically. The articles after manufacture are agai transported to the Stationery Office and then despatched to the differen offices from there. This system involves unnecessary transport of large quantities of paper and boards between Guindy and Mint Buildings. It i suggested that all these items may be treated as common forms and allowed to be distributed after manufacture by the Press itself to the several offices in the City and mufassal along with other common forms. It will then not be necessary to transport them after manufacture to Guindy and there expenditure in lorry charges will be reduced consid

Remarks of th

(4) Classification of certain items of stationery as forms and supply direct by Press.

There is no objection to adopt the Special Officer's suggestion but as the number of items manufactured by the Press is not large, it will not appreciably decrease the work of the Stationery Office giving scope for economy. Flat file cases I sort alone are manufactured by the Press while Flat file cases II sort are manufactured by the Jail department. Hence if flat file cases, I sort are treated as forms, flat file cases II ~~sheul~~ sort should also be treated as forms and the supply of flat file cases will have to be taken by the Press in its entirety. The Superintendent, Government Press, will be consulted and necessary action taken.

B/11

Office note on points (3) & (4)

The suggestions made in items (3) & (4) of the Special Officer's Report relating to curtailment of transport charges. On both the points the Supt of Stg. has stated that the S.G.P. may be consulted. (Vide A & B on ff. 9 & 11 supra)

17.4 The Supt of Stg. after consulting the S.G.P. has since reported that the latter is of the opinion that the suggestions relating to the dealing of paper stocks direct to the Press from the Mills and the

...supply of Press made ...ing vehicle cannot be undertaken by the Press at present. The Supt. of Stg. may state that he is unable to give effect to the ~~above~~ suggestion. The S.O.S. has ...

...the Supdt of Press ...
...that the accommodation ...
...the staff at present is ...
...This could be provided ...
...the question may be deferred ...
...such time the Govt. decide ...
...the amalgamation of Stationery ...
...Printing.

In the circumstances, the proposal may be deferred.

JD 16/7/49 DMI 19/7/49

The suggestion deserves to be more precisely examined. It is possible that the Press does not have all the accomodation necessary, but it has accomodation already for supplies received from the Stationery Dept. To this extent, supplies can be directly received from the manufacturers.

Fin. agrees with Sig. Supdt. 20/7

G.3 21.7.49

(P.T.U)

19

Remarks of the Special Officer.

(5) Local letters: It is understood that about **100 letters on 29-11-48 an average are sent daily to local firms and offices from the S. O. Office by post involving an expenditure on postage of about Rs.9-6-0 per day or Rs 280 p.m. Economy in expenditure may, it seems, be made if these letters are got delivered by one or two peons or coolies. It may in this connection be mentioned that all local bills are, however, being sent only through local messengers by this Office.

Remarks of the Supdt of Stgy.

(5) Local letters. The number of letters delivered to Firms and offices in the Madras city does not exceed 25 to 30 a day as seen from the entries in the local despatch book maintained for sending letters by messenger ever since the suggestion of the Special Officer. The abnormal number on the date referred to by the Special Officer is apparantly due to some accumulation of arrears in the -- despatch section. ~~Hence~~

Hence much economy will not result by adopting this suggestion. However, letters are being delivered through office peon to local officers as far as possible as per the Special Officer's suggestion.

X1

19

Offg mch

In view of X above no further action seems necessary.

JD 16/7/49 DMI 19/7/49 20/7

No remarks

G.3 21.7.49

(PTU)

Remarks of the Special Officer

(6) Local bills: Small amounts due to local firms (amounts than Rs.25/-) are sent often by money order. In the Stationery there are two peons provided with season ticket, at Government expe and there is also a cycle peon. The expenditure incurred on money order commission in remitting these small amount s may be avoided if these amounts (less than Rs.25/- in each case) are sent through any of the three peons, in one of his usual trips to Town for being paid to the respective firms. The Assistant Superintendent has kindly agr to adopt the above procedure (in respect of items(5) and (6)) above, in future and to effect economy in expenditure.

Remarks of the Supdt of Stry

(6) Local Bills. Money orders are sent only very rarely and expenditure is not incurred on this account. Moreover, in some such as Port Trust, receipts are not obtained immediately on pa through the messenger paying the amount. It is considered unsa entrust money to messengers especially if it exceeds Rs.5/- or Very small amounts will however be sent through messenger in fu

Officiating

I- The circumstances stated by the S/S no further action seems necessary.

DAC 9/7/49

It would be quite safe to entrust amount up to Rs 25/- in each case, and a total of Rs 100/- per day. Action should be taken accordingly

20/7

Finance agree with Secy Bd of H.

C.S
20.7.49

16



2 Remarks of the Special Officer 17

(7) Season tickets: (a) In G.O.No.1002, Education and Public Health dated 23-7-1943 the Government sanctioned an expenditure of a amount not exceeding Rs.200 p.m. ~~(as a temporary measure)~~ (as a temporary measure) for the purchase of railway season tickets from Madras Beach Station to Saidapet Railway Station for 45 labourers working at the Stationery Stores. The intention of the Government was presumably to give this concession only for a temporary period (i.e.) till the labourers shift their residences and arrange to live near the Station Stores at Guindy and not after that. Though it is now more than 5 years, the concession is being automatically continued. As it is not likely that sufficient accommodation will be available in the Madras City for locating the Stationery Stores for some time to come it is suggested that all the labourers or such of them who can, may be directed to arrange to shift their residences, within three months to Sadidapet or Guindy and to reduce the expenditure on season tickets.

Though the season ticket concession was given to labourers working at the Stationery Stores, it is in practice being given to the lorry dr[illegible]nd watchman also. This does not seem to be in accordance [illegible] of the G.O. and may be discontinued.

(b) The intention of the G.O. was presumably to give the season ticket concession only to those labourers who were employed in the Stationery Stores at the time of its transfer from Ist line Beach to Guindy and who were then living at Madras and not to others. It is but reasonable to reimburse to them the additional expenditure incurred by them on their transport, consequent on the Stationery Stores having been transferred to Guindy. It could not ~~be~~ seems be the intention of the Government that the payment of such season ticket fares should be given also to labourers recruited after the transfer of the Stationery to Guindy. Even so, it is understood, that many labourers recruited after 1943 (after the transfer of the Stores to Guindy) are being paid season ticket fares on the ground that they come from Madras City. This does not seems to be correct. Since they were recruited recruited for the first time for work at the Stationery Stores at Guindy, it is for them to make their own arrangements to live near their place of duty and to attend to their work. They cannot by any reasoning be deemed to be entitled to be paid season ticket fares. Office staff and peons of the Stationery Office are not given any such concession. Workmen, peons and others go to several offices in the City from different and far off places like Tambaram, Pallavaram etc. In certain cases, they are even transferred to offices at Saidapet and Guindy. Even then, they are not paid any extra mounts towards their conveyance charges to their offices from their residences. In the same manner, it would seem not necessary to pay season ticket charges to such of those labourers who were recruited after the removal of the Stationery Stores to Guindy. Such payments may, it seems, be discontinued.

Remarks of the Supdt of Stry

(7) Season tickets (a) and (b). In the present state of scarcity of accomodation everywhere, it will be unfair to compel the labourers to -- change their residences to near Guindy on pain of losing the concession of season ticket. The maximum number and the amount sanctioned are not exceeded by the grant of the concession to the lorry driver and watchmen. In view of the present high cost of living and their low pay, it will be unfair to discontinue the concession granted to them already when others are receiving it. They may therefore be allowed the concession they are enjoying now.

Office note:
The Supdt's view may be accepted.
DM 19/7/49

JB 18/7/49

Presumably this is unskilled and temporary staff. Supt should be told to replace it by local staff to the extent possible

20/7

Fin agree

21.7.49

14-7-84 72

Remarks of the Special Officer

(c) Railway season tickets are purchased monthly for about 39 at an expenditure of Rs.178-12-0 p.m. Quarterly season tickets ar[e] cheaper than monthly season tickets. The season ticket fare from Madra[s] Beach to Guindy per month is Rs.5-13-0 whereas for three months it is [o]about Rs.12-8-0, or a saving in expenditure of about Rs.5/-. If quarte[rly] season tickets are purchased in all cases, there may be a saving in expenditure of about Rs.40 p.m. or Rs.500 p.a. It was explained that season tickets were being purchased on a monthly basis as it was expect[ed] that the Stores going back to the Madras at any time. This does not seem to be convincing. As there is no immediate prospect of the Stores going back to the Madras City, season tickets may, it seems, be purchased in future on three months' basis and economy in expenditure effected.

Remarks of the Supdt of Story

(c) There is no objection to adopt the Special Officer's suggestion to purchase quarterly season tickets to the labourers. But in G.O.No.1002 Ms., dated 23-7-1943 a limit of Rs.200/- is fixed for this expenditure every month. Revised sanction may therefore be accorded for this expenditure not exceeding Rs.600/- for each quarter.

Offrands

A may be accepted

Finance may be requested to advise with reference to A above

18.7.49

19.7.49 20/7

Fin. agree to the proposal at A above

21.7.49

PTO

Remarks of the Special Officer.

(8) Bus fares for clerks: A number of clerks go several times to Ist Line Beach with files to see the Assistant Superintendent and each of them claim conveyance charges at 0-8-6 per each trip. In November 1948 an expenditure of Rs.10/- was incurred on this account. In addit two season tickets are purchased and given to two peons to carry papers to and from Ist Line Beach. The Assistant Superintendent is paid a conveyance allowance of Rs.50 p.m. to visit the Stationery Stores at Guindy. He visits the Stores only twice a week and this system presumab necessitates the payment of conveyance charges to the clerks who often go to Ist Line Beach to see the Assistant Superintendent and also the purchase of two season tickets for two peons. It is suggested that the Assistant Superintendent may visit the Stationery Stores daily for an hour or so or as often as necessary and thereby help to reduce the expenditure on conveyance charges.

Remarks of the Supdt of Stry.

(8) The suggestion is noted and the Assistant Superintendent is now visiting Guindy thrice a week and expenditure on account of visits of clerks and peons to Ist Line Beach will be reduced to the minimum. But the purchase of season tickets to two office peons cannot be avoided. One has to take urgent files to the Superintende and Assistant Superintendent frequently and another has to go to the Accountant-General's Office for presentation of bills and also deliver the bills to the parties locally. Purchase of season ticket is--cheaper than paying actual expenses for individual journeys. The suggestion of the Special Officer to purchase quarterly season ticket has been adopted.

Opinion

In the circumstances stated by the Supt. in stating, the matter need not, further, be pursued.

20/7

22

24

Remarks of the Special Officer.

(9) Watchmen: 8 watchmen are employed at the Stationery Store's at Cuindy as detailed below:-

	Pay	D.A.
(1) 3 Gurkha watchmen	Rs.25 plus	19 each
(2) 3 non-Gurkha watchmen	Rs.20 "	18 each
(3) 2 A.R.P. watchmen.	Rs.20 "	18 each.

The first two keep watch on eight hours duty and the A.R.P. watchmen on 12 hours duty. It would seem sufficient if one Gurkha watchmen and one A.R.P. watchmen keep watch by turns both during day time and nights. The three non-Gurkha watchmen seem to be superfluous andunnecessary and the services may be dispensed with. (The Assistant Superintendent agrees to the above proposal.)

24

Remarks of the Supdt of Stry.

(9) Watchmen. It is not advisable to relax the guarding arrangements of the premises containing stores worth several lakhs and in a building not specially constructed for the purpose. The godowns where the stores are kept are scattered over a wide area and the present strength of watchmen is considered necessary.

Office note

The proposal of the Supdt. of Stys. may be accepted.

Dy
18/7/49

DSI
19/7/49

20/7

No remarks
C.S.
21.7.49

P.T.O.

Remarks of the Special Officer.

(10) Menials The following menials are employed at the Station Stores at Guindy:

	Pay	D.A.
1 watchman	Rs. 9 plus	18
1 sweeper	Rs. 10 "	18
1 scavenger	Rs. 9 "	18

Viewed from the rates of basic pay paid to them, it cannot be-~~said~~ s that the above three menials are all full time menials. With referenc to G.O.No.457, Finance dated 8-5-1948, they have however been treated full time menials and paid dearness allowance at Rs.18 each p.m. It ma be examined whether the services of the three menials need be treated a full time or part time and the payment of dearness allowance to them regulated accordingly. In the office of the Inspector General of Police Madras, the waterman is paid only Rs.12 p.m. and no dearness allowance.

25

Remarks of the ~~Special~~ Secretary.

(10) Menials. The place where the Stationery Office is, located is rather out of the way and the watchmen, sweeper and scavenger, have to remain throughout the day for their work in the office premises itself. They cannot take up any other work which will be available when the office is situated in the midst of a number of other offices as at Chepauk or First Line Beach. Further, there is very little flow of water in the pipe fixed in the office compound and the water required has to be got from a neighbouring well. Hence these menials are engaged in work throughout the day and have to be treated as full time servants.

A-92-25

Remarks of the Special Officer.

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IPP

A-92-25

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25

Remarks of the Head of Dept.

(10) Menials. The place where the Stationery Office is, located is rather out of the way and the watchmen, sweeper and scavenger, have to remain throughout the day for their work in the office premises itself. They cannot take up any other work which will be available when the office is situated in the midst of a number of other offices as at Chepauk or First Line Beach. Further, there is very little flow of water in the pipe fixed in the office compound and the water required has to be got from a neighbouring well. Hence these menials are engaged in work throughout the day and have to be treated as full time servants.

IPD

Coffee note

The Supdt. has, it seems, ... out a case for the fourth ... the menials in question, as ... all the servants/menials. Major accepts.

DD 9/7/49

DD/1874

No remarks

27.7.49

The lorry at the Stationery Office was not, it is understood working from January 1948 to the middle of November 1948 or for a period of 10½ months. Even so, the services of the lorry driver and three lascars were continued and they were paid their pay and dearness allowance every month. As they are only menials paid contingencies, their services could have been dispensed with, when not required and reappointed later when the lorry became available or their services utilised otherwise and unnecessary expenditure to the Government of about Rs.1,500 avoided.

(The above Report was shown to the Superintendent of Stationery, the Assistant Superintendent of Stationery for submission to the Govennment).

Remarks

Para 4. The interval between the ceased to function and the purchase of a new lorry could not be foreseen and the services of the lorry staff dispensed with. When the lorry went for repairs, it cannot be said definitely that it would be condemned.

Coffee note

The explanation of the Supdt. of Shg. may perhaps be accepted

DD 9/7/49

DD/1874

A very poor explanation. The lorry was out over 10½ months, it could not be foreseen that the services of the staff (whose) ... they may be dispensed