

(N)

Class
Sectt. II-27-60,004-17-11-48

E & P.K.

(194⁹) Department.

MS.

SERIES.

G.O. NO.

3123 Edn.

3123

Dated

11-10-1949.

(14)
class
p17
Impd

[Despatch Abstract.]

GOVERNMENT PRESS - Verification of stocks of publications at the Branch Press,
Mount Road - Orders passed.

1035
9330

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
MS	4182	P.W.	8-10-56				

Government of Madras.
Public Works Department.

Copy of the Extract from H.P. of G.O.No. 3997 P.W. dated 7-10-48, Public Works Department.

STANDING FINANCE COMMITTEE.

The proposals were approved. In this connection the Hon'ble Premier wanted that adequate provision should be made for the proper verification of the stocks in the Public Works and other departments by an independent authority.

Copy of the Extract from the notes file of G.No. 7494 G/48 from Public Works Department, Madras.

The Chief Engineer (Irrigation) submitted to the Government certain proposals for the employment of staff to look after the tools and plant which were purchased for the minor irrigation projects and Grow More Food Schemes in charge of the Public Works Department. The proposals were placed before the Standing Finance Committee and were approved. While communicating the approval in regard to the employment of staff, the Standing Finance Committee stated that the Hon'ble Premier wanted that adequate provision should be made for the proper verification of the stocks in the public works and other Departments by an independent authority". Vide H. on p 1 a.f. As this proposal affects not only in the Public Works Department but also other Departments of the Govt. an extract of the remark of the Standing Finance Committee may be communicated to other Departments of Secretariat for necessary action.

/True extract/

H.O. Note No. 7494 G/48-2 dated 4-1-1949.

Subj:- Verification of stocks in the Public Works Department and other Departments by an independent authority.

An extract of the remarks of the Standing Finance Committee together with an extract of this Department notes on the above subject may be sent to other Departments of the Secretariat for necessary action.

C. Govindaraj,
Assistant Secy. to Govt.

H. & P.W. U.O. No. 91493 G/48-1 P.W.
dt. 25-1-49.

Copies of the u.o. note above may be given to all sections in this department for necessary action.

J. M. Loh Prabhu,
Joint Secretary to Government.

To
All sections in H & P.W. Deptt.
Forw. dtd/By Order,

C.P.A. Chetty
SUPERINTENDENT.

10/1
PSK
1/18
21

1/18 (F)

Sub. Govt. Pre-Verification of Stocks
by an independent authority.

It has been suggested ~~long ago~~ that adequate provision should be made for the proper verification of the stocks in the Govt. Press by an independent authority.

The S.G.P. is requested to offer his remarks at a calendar on the above suggestion

$$\frac{CSR}{7/2/100}$$

om
8/2/20

20/ ✓ ^{del} 12/2 ✓
The L.P.P.

From R. Siddique, Esq., Superintendent, Government Press, Madras. To The Secretary to Government, Education & Public Health Dept., Fort St. George, Madras.

No.2/S.B.C.1, Dated 22-2-1949.

Sir,

Sub: Government Press - Verification of stocks an independent authority.
Ref: Government Memo.No.6693 F1/49-1 Ean., dated 8th February, 1949.

With reference to the above, I would invite a reference to my Confidential D.O.No.2/S.B.C.1, dated 6th December, 1948 in which I presumed that the selection and appointment of a suitable person for the post of a Special Officer for stock-taking on Rs.250/- per mensem will be made by Government.

2. Since Government are now calling for my suggestions on the above selection, I am to state that they may invite applications through advertisement in the local dailies and select a candidate suitable for the post either themselves or in consultation with the Public Services Commission.

RGM.

R. Siddique
22-2-49.
Superintendent.

46p

✓ S.G.P.H. (A)
C2

Sub. Govt Proc - Verification of stock by
an independent authority

22/2/49

1254

Ref from the S.G.P., no 2/S.B.C.1 D 22-2-1949

Memo no 6693 F. /49-2 Edn. D 1/3/49.

~~The S.G.P. is informed that
his presumption in his letter cited is not
Correct.~~

The attention ^{given S.G.P.} is invited to

(K) Memo. no 1493 G.1/49-2 P.H. D 16-2-1949
+ he is requested to furnish the particulars
called for therein at an early date

2. ^{Ref} ~~S.G.P.~~
22/2/49

OR
22/2/49
av
2820p

AMT
1/3/49



2548A

(1) The applicant must be a practical printer with knowledge of the costing system of accounts, as employed in printing concerns with sufficient experience in managing or administering a leading printing press.

(iii) He should have knowledge in the classification of all printing materials with reference to their utility in Printing work.

Separate act
being taken

$\frac{2913}{2913}$

R. L. Digne
31.3.44
Superintendent.

Copy of the Extract from N.F. of G.O.Ms.No.3997 PW. dated 7-10-48,
Public Works Department.

STANDING FINANCE COMMITTEE.

The proposals were approved. In this connection the Hon'ble Premier wanted that adequate provision should be made for the proper verification of the stocks in the Public Works and other departments by an independent authority.

Copy of the Extract from note file of C.No. 7494 G/48 from Public Works Department, Madras.

The Chief Engineer (Irrigation) submitted to the Government certain proposals for the employment of staff to look after the tools and plant which were purchased for the minor irrigation projects and Grow More Food Schemes in charge of the Public Works Department. The proposals were placed before the Standing Finance Committee and were approved. While communicating the approval in regard to the employment of staff, the Standing Finance Committee stated that the Hon'ble Premier wanted that adequate provision should be made for the proper verification of the stocks in the public works and other Departments by an independent authority" - Vide M on p.l c.f. As this proposal affects not only the Public Works Department of the Government an extract of the remark of the Standing Finance Committee may be communicated to other Departments of Secretariat for necessary action.

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XX

/True extract/

U.O. Note No. 7494 G/48-2 dated 4-1-1949.

Sub: Verification of stocks in the Public Works Department and other Departments by an independent authority.

An extract of the remarks of the Standing Finance Committee together with an extract of this Department notes on the above subject may be sent to other Departments of the Secretariat for necessary action.

C. GOVINDARAJ,

Assistant Secretary to Government.

To All Departments of Secretariat except the Public Works Department.

/True copy/

Copy of Govt. Memo. No. 1493 G1/49-2, P.H., dated 16th February 1949.

Sub: VERIFICATION OF STOCKS IN GOVERNMENT DEPARTMENTS.

The Government consider that adequate provision should be made for the proper verification of tools and plant and other stores in Government departments by an independent authority. The Surgeon-General/Director of Public Instruction/Director of Public Health/Chief Engineer (General)/Director of Town Planning/Superintendent, Government Press is requested to state what arrangements exist at present for the stock-taking of stores in the institutions under his control/his office/ and what further arrangements he would suggest for an effective stock-taking in future. An early reply should be sent.

/True copy/

*Superintendent of Stationery, Special Officer for Reorganisation of the Department of Indian Medicine/ Commissioner for Government

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Examinations/Curator, Madras Record Office/Librarian, Connemara
Public Library/Senior Translator to Government/Superintendent,
Government Museum.

/True copy/

Copy of letter No. SKr/Mis dated 8th March 1949. from the Superintendent
Stationery, xMa dated Government Press, Madras. of
Ref: Memorandum No. 1493 G1-49-2 P.H. dated 16-2-1949. (K)
Sub: Verification of stocks in Government Departments.

A The stock of consumable stores, spare parts, petty plant and Dead
stock articles including paper stored for issue to Departments is veri-
fied annually at the Government Press, Mint Buildings and its branches at
Penitentiary and High Court at the end of every official year by an
outside officer appointed by Government from among the names suggested
by me. The stock lists prepared by that Officer are forwarded to Govern-
ment with explanation for excesses and deficiencies for orders.

2. As regards verification of stocks of various publications
stocked in the Publication Store, Mount Road for sale to Public, it is
being done departmentally under my supervision with the assistance of
about 20 clerks and 50 binders and packers every year ~~xxx~~ at the close of
each financial year suspending the sales ~~xxx~~ for four days. The value of
publications found deficit or missing is written off either by me within
the powers delegated to Superintendent, Government Press or under orders
of Government, if the limit fixed is exceeded.

3. Similarly, quinquennial verification of plant in the Press is
also done departmentally by an officer of the Press selected by Govern-
ment. The statement of excess and deficiencies is submitted to Govern-
ment for their orders for opening new ledgers with the actual stock.

4. So far as annual verification of stores is concerned, it is
being done by an outside officer and it requires no further remarks. As
regards the other items, I have no objection to have them verified by an
outside officer if Government so desire.

/True copy/

AMG.11.7.

8.1.47

M. M. Hussain
SUPERINTENDENT.

Sub: Govt. Press- Verification of stocks
by an independent authority.

Ref: Govt. memo. No. 6693 F1/49-1 B 8.2.49
From the S.G.P. No. SKr/Mis 8 8.3.49
p 3 of
copy on p 12 of

Memo. No. 535 88 C2/49-2 Edm dated 9 Sep

It has been suggested that
the officer who is appointed by Govt every year for
~~taking~~ verifying the stock of consumable stores, petty
plant and paper, ~~machinery~~ paper, etc, at the Press may
in addition be entrusted with the verification of stocks
of publications stocked in the Publication stores, Mount
Road also. In the alternative, ~~the~~ it is suggested

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that the Supt. of Stationery may if possible be asked to depute the Asst. Supt. of Stationery for 4 days annually to verify the stock of ^{books} ~~papers~~ etc at the Branch Press.

The S.G.P. is requested to offer his remarks on the ~~above~~ suggestions, at an early date

DM
9/8/49

9/8

To
The S.G.P.

one
m
11/1

6.8.49

JA
6.8.49

From R. Siddique, Esq., Superintendent, Government Press, Madras. To The Secretary to Government, Education & Public Health Department, Fort St. George, Madras.



No.Skr/Mis. Dated 1st September, 1949.

Sub: Government Press - Verification of stocks of publications by an independent authority.

Ref: Memorandum No.53588 C2/49-2 Edn., dated 9th August, 1949.

p134

With reference to the Memorandum on the subject cited above, I am to state that I concur with the suggestion of Government for appointing an independent authority for the verification of stocks of publications, stocked in the Publication Stores, Mount Road. Should the choice of Government fall on a non-official, a remuneration equal to the amount paid to the officer appointed to verify the stock of consumable stores petty plant, paper etc., viz., Rs.225/- may perhaps be offered and the expenditure thereof may be met from "56 Stationery and Printing - Printing - A. General Overhead charges - 5 Other charges - Allowances and Honoraria". The usual staff to help the officer in counting and bundling etc., if so needed will be arranged for. As normal transactions and sales to the public will have to be suspended during the period of verification, the need to complete the work in as short a time as possible cannot be too strongly stressed. The time taken for this work in previous years is about 4 days.

In this connection, I would suggest that if Government consider that an outside agency will be competent to undertake this work, they may either appoint an officer different from the one appointed for verification of stores etc., for this work. This will involve an additional cost as stated above or in the alternative if Government decide that no further expenditure should be incurred thereby, the Assistant Superintendent of Stationery may be deputed to carry out the same.

one
2/9.

R Siddique
2-9-49.
Superintendent.

Sub: GOVERNMENT PRESS - Verification of stocks of Publications at the Branch Press, Mount Road, ~~by an Independent Authority~~ Orders passed.

READ: From the Supdt., Govt. Press, Skr/Mis., dated 8-3-1949. 10

ORDER MS. No. 3123 Education. Dated 11.10.49

The Government have decided that adequate provision should be made for the proper verification of the stocks in the Public Works and other Departments by an independent authority.

2. The stock of consumable stores, spare parts, petty plant and dead stock articles including paper stored for issue to depts. in the Govt. Press, is verified annually at the end of every official year by a suitable person, appointed by Govt. from among the names suggested by the Supdt., Govt. Press. Similarly quinquennial verification of plant and Machinery in the Press is also, entrusted to a person not employed in the Govt. Press.

3. The verification of stocks of various publications stocked in the Publication Store, Mount Road, has so far been done departmentally. The Govt. have examined the question whether an outside officer should be appointed for this purpose also. They have decided that the Asst. Supdt. of Stationery should be deputed for four days annually ^{with effect} from the official year 1949-50 for this work.

To The Supdt., Govt. Press.
The Supdt. of Stationery, Madras.
Copy to Finance.
Spare copy--

p 12 EF

58 12

11/10

p 12 EF

not employed
in the Govt.
Press

29/9/49

12/10

Extract from the N.F. Receipt C.M. 1493/4-83

VERIFICATION OF STOCKS IN GOVT. DEPTS.

C2.

- P.W.D. U.O. Note No. 7494 G/48-2 dt. 4-1-49.
Memo. No. 1493-G1/49-2, P.H., dt. 16-2-49.
From the S.G., R.No. 108300-A/48 dt. 23-2-49.
From the Curator, M.R.O. No. 492-A/49-1 dt. 23-2-49.
From the C.G.E., Re. 63-A/49 dt. 1-3-49.
-do- S.T.G., No. 502/49-1 dt. 9-3-49.
-do- S.G.P., dt. 8-3-49.
-do- D.T.P. L.Dis.No. 941/49 dt. 24-3-49.
-do- Librarian, C.P.I. No. L.Dis. 270 A/49 CPL dt. 24-2-49.
-do- Supdt. of sty. No. L.Dis. 2950/49 dt. 25-3-49.
-do- S.G.M., No. 511/49-1 dt. 8-3-49.
-do- S.O.R.D.I.M., Re. 2517-B/49 dt. 31-3-49.
-do- D.P.H. R.No. 13811-B dt. 30-4-49.
-do- Chief Engr., P.W.D.(Genl.), No. 1103 Adl/49-4 dt. 17-5-49.
-do- D.P.I. Re. 179-12/49 dt. 16-6-49.

Please see the extracts of the minutes of the Standing Finance Committee in which it is recorded that the late H.Pr. wanted that adequate provision should be made for the proper verification of the stocks in the Public Works and other Depts. under the E.& R.H. Dept. were by an independent authority. Accordingly the Heads of Depts. under the E.& R.H. Dept. were asked to state what arrangements exist at present for the stock taking of stores in the offices and institutions under their control and to suggest further arrangements for an effective stock taking in future and they have submitted their replies.

6. The S.G.P. has stated that certain items are checked and verified by an independent authority appointed by Govt. and that he has no objection to the other items also being verified by an independent authority. Relevant extracts may be given to C2 for necessary action.

XX	XX	XX
V.R. 6-7-49	K.S. 6-7-49	T.B.S. 9-7-49
		I.B.M. 9-7-49

True extract/Forwarded/By order

AMG.11.7.

M. M. Hussein
SUPERINTENDENT.

8/11/49

Please see the remarks at A above. Give receipts of the exhibits.

in this section, in Memo. 6693 F./42.
 of 8.2.49, the S. G. P. was as requested
 to give his views on the suggestion. 1-3 of
 At the time, the question of appointing
 an outsider for stock taking in the
 place in the Gov. Press was under
 consideration. His reply on 14.5.49 is
 related to that office. This may be
 again ~~the~~ as this subject has been
 dealt separately.

2 The reply of the S. G. P. on
 1-12-49 is relevant to the reference
 - vide also reference at (K). In his reply
 he has referred to three ^{different} verification
 of stocks in the Gov. Press. As for
 the verification referred to in para. 1
 it is already done by an independent
 officer & no action is called for.

3 As regards the verification of 1-12-49
 stocks of various public works stores
 in the Public Works Stores Depot Road
 for sale to the Public, it is being
 done depositedly every year.

4 As regards the quarterly

(attached)

1-12-49

para 3 also

A

27/7/49

BM
27/7/49

S

7/11

It does not appear
 necessary to appoint an
 outsider on decent remuneration.
 The work is only for four days
 and it will be sufficient if
 officers from other offices are
 obtained by interchange.

verification of plans in the
 Press, it was being done
 depositably. 1-3 of
 5 In regard to verification
 of plans referred to
 in para 4 above, the question
 of appointing an outsider
 officer for verification is under
 separate consideration. The
 question of appointing
 an outsider for verification may
 be considered in future.
 It has been suggested that the
 verification of stocks of various
 public works stores should be
 done by the S. G. P. who is
 already doing the same work in the
 Gov. Press. This may be complete
 this year. In fact, the work
 should stop to appoint an
 outsider officer for verification
 on an decent remuneration.
 The work of Finance
 may be undertaken.

This may imply some kind of plan for checking all Govt offices at the same time. The Ex. L.F.A., or the Accountant General can be asked to prepare the plan, which may be current also for future years

Fin/

129
27

E.P.H. U.D. 53588/49



Finance (Stocks)

Notes from p1 above may be pursued. With ref to the remarks of the Secy. E.P.H. appears above, it is submitted that the Examiner is not concerned with the accounting procedure or stock taking of the Govt depts. but only with the accuracy of the stock. This dept may then suggest that E.P.H. may consult the AG in the matter.

2. 8/8/49

143

Under Art. 43, M.F.C., Vol. I, all stores should be verified periodically at least once a year. This should be done departmentally and the A.G. or Examiner ~~is~~ not concerned with such physical verification of stocks.

(of stores and stock)

The rules regarding the accounts (not physical verification) are kept in Government departments and offices by the A.G. are contained in Appx. 10, M.F.C., Vol. I. According to these rules, audit shall not except when specially authorised to do so assume responsibility for the physical verification of stores but it has the right to investigate balances of stores if any discrepancies

BK no 34
(not put up)

BK no 34
(not put up)



in the stores accounts suggest that such action is necessary. Under the above rules the accounts relating to the stores at the Govt. Press are already being audited by the A.G.

At 'A' on p. 12 c.f. the S.G.P. has stated that an officer is being appointed by the Government every year for verifying the stock of consumable stores, petty plant and machinery, paper, etc., at the Press. If so, it is suggested that he may in addition be entrusted with the verification of stocks of publications stocked in the publication stores, Mount Road also. After all, the additional work will take him only 4 more days.

In the alternative, the Superintendent of Stationery may, if possible, be asked to depute the Assistant Superintendent of Stationery for 4 days annually to verify the stock of books, etc., at the Branch Press, Mount Road.

Fin 20/6/49 Accty 1
3.8/49

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Cell
3.8/49

8/8/49 E.P.H.

E.P.H.
C2

Please see the note of Finance above. The S.G.P. may be consulted on the suggestions at A above. A draft memo. to the S.G.P. is sent for approval.

6/8/49
JB
6/8/49

9/8/49 3/9/8
P134 (Issued as memo No. 53588/49-2 Edn & 9.8.49)
P154 (From the S.G.P. No. 841/Ms dated 1.9.49)

E.P.H.
C2

Please see the letter from the S.G.P. on p. 15. c.f. He agrees with the suggestion that an outsider may be appointed to verify the stocks of publications at Mount Road and states that if a non official (either the one appointed to take stock of plant machinery etc or any other person) is appointed, the Govt. will have to incur additional expenditure.

and if Govt. decide that no further
 should be incurred the Asst. Supdt. of ^{Expenditure} Stationery
 may be deputed for the work. ~~In the~~ ^{circumstances} this
 dept may agree to the deputation of ~~Asst. Supdt. of Stationery~~ ^{Asst. Supdt. of Stationery} for four days. to verify
 the stock of Publications etc at the Mount Road
 Branch.

Finance may see for, ^{further} remarks if any.

19/1/49.

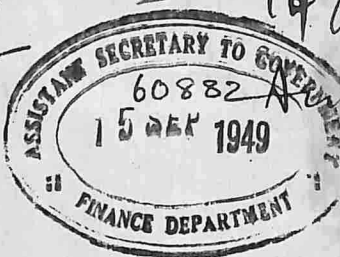
JD
139 up

BM
13/9/49

3 / 14

Fin

EPH 10.53588 up 3
149 up.



Fin (Accts) Dept

(Previous Finance note on pp 4-5 above)

Please see the letter from the S. & P. on p 15 CF.

and the further note of S & P 4 on pp 5-6 above.

As it is stated that the work ^{will} ~~is~~ last only for
 four days it does not seem ^{necessary} ~~to~~ to appoint
 a separate officer for this purpose and incur additional
 expn on this account. Finance may ^{agree} ~~agree~~ to
 that the work of physical verification of stores in
 the Publication Branch, Mount Road will be entrusted
 to the Asst Supdt of Stationery. as ^{already} ~~long~~ ^{on p. 5 above.} ~~stated~~ ^{in S. & P.}

q: X on p 15 CF

cf para 2 p.

The case may be returned to E.P.H. 40.

15/9/49

C 86

169 up

EPH

Fin no. 60882/48 Accs

169 up

E.P.H.
C2

7/868

16 SEP 1949

A draft order is subd. for approval.

21/9/49

29/9/49

10/10