

(I) E & PH (1949) Department.

Ms SERIES. (L)

G.O. NO. Ms No 3172 Edn

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Dated 15-10-49.

[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

SRI V.V. SUBRMANIAN, I.C.S.,
Superintendent of Stationery,
(MADRAS) AT GUINDY,
MADRAS-15.

To

The Secretary to Government,
Education & Public Health Dept.
Fort Saint George,
MADRAS-9.

Cal. 42/49/11749.

Sir,

STATIONERY STORES - Annual stock taking 1948-49 - Report of the Special Officer - forwarded.

Ref: Report of the Special Officer dated 29-7-1949.

The report of the Special Officer cited together with statements of excess and deficiency are forwarded.

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

The total excess as reported by the Stock taking Officer for this year is Rs. 6,249-9-0 in all the sections. But in 'C' section an excess of Rs. 3,227-0-6 is due to non removal of 30 items of stationery articles which were charged in the accounts before stock taking. They were actually issued to the packers only after the stock taking was over for want of space in packing sections which were full with packed bales of paper for Electoral Rolls. In Godown stock the one bale of white paper Europe reported to be in excess, relates to an instalment of supply of that paper not brought to account, but my mistake mixed up with the accounted stock. On taking to account the latter supply, a shortage of one bale corresponding to this excess of one bale, was noticed. The value of this one excess bale is Rs. 282-8-0. If the value of the two items viz., Rs. 3,227-0-6 plus Rs. 282-8-0 or Rs. 3,509-8-6 is deducted from the total excess as reported by the Special Officer there would be a net excess of Rs. 2,740-0-6. This is comprised of the value of excesses in all sections.

According to the stock taking report there is an excess of 35 gross 11 dozens and 11 numbers of steel nibs Perry & Co., 1405 in A Section. This excess may be attributed to the non removal of the steel nibs by the packers, on indents charged, by oversight. In B section, issue of one kind of paper by mistake for another kind indented for is apparently the reason for the variations. In C & D sections articles are purchased and stocked in bulk but they are issued in small quantities in piecemeal. Hence the variations in those sections. In Godown stock the variations are due to wrong issue of one bale for another due to the close similarity of these bales. These varieties are foolscap size, double foolscap size and quad foolscap size paper.

As regards para 7 of the stock taking report the News Printing Paper intended for printing Electoral Rolls was packed both at Guindy and the Old High Court Buildings at Beach as the paper was stocked in both the places for want of adequate accommodation. The stock of this item was accounted for in the Godown book for unopened stock and in the stock book of B section (Paper section) for loose stock. As soon as the intact bales in Guindy Office were exhausted, packers were deputed to address and also to pack the loose stock for each press in the Stationery Godown at Beach to prevent unnecessary transport of paper to and fro between Guindy and Royapuram station to avoid delay. To facilitate the quick despatch of paper more than 50 bales were opened at the Stationery Godown Beach for issues on indents. The total quantity of paper advised by the suppliers was 5,399 bales at 18 reams and 1 bale at 10 reams in all 97,192 reams but the quantity actually received as per our report to the

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to the supplier is 5,397 bales at 18 reams, two at 16 reams and one at 10 reams in all 97,188 reams. Up to the stock taking period, supply was made on 291 indents for which 4,892 intact bales had been issued. For sending the loose reams due on these indents 152 bales of 18 reams each and 5 reams and 292 sheets had been utilised, giving a total of 90,797 reams and 272 sheets. Thus there must have been a balance of 6,390 reams 228 sheets.

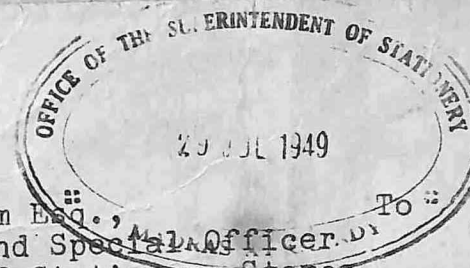
According to stock taking report there were only 343 bales at 18 reams each and one bale at 16 reams plus loose 183 reams and 215 sheets i.e. a total of 6,373 reams and 215 sheets. The difference is Reams. 17-13. Before the stock taking one bale of 18 reams addressed to Madanapalli was left behind by oversight at Guindy along with the other addressed bales while actual booking to that station was done. In its place an intact bale of 18 reams was addressed at the Beach and sent. This bale has since been discovered and added to the stock of unaddressed bales and if it is taken into consideration there is actually a net excess of 487 sheets. The excess is due to splitting of the reams for issue of loose sheets on indents and it is negligible. The variations in all the sections are minor ones and are inevitable in a big store dealing with a large number of articles and do not call for any special remarks.

There is a net excess of Rs. 2,740-0-6. Orders are requested to write off the deficiencies and bring the excess into account.

Sd. V.V. Subramanian,
SUPERINTENDENT OF STATIONERY.

FOR SUPERINTENDENT OF STATIONERY.

RJ:3-9.69.



From: R.R. Viswasam Esq., Deputy Collector and Special Officer for Verification of Stationery Stores, (Madras) at Guindy, Madras.15. To: The Superintendent of Stationery, Madras.

Sir,

SUB: Stationery Office - Verification of Stationery Stores.

In Government Revenue Department Notification dated 4/6/49, I was appointed as Special Officer for the verification of Stationery Stores, Madras for a period of 6 weeks from the date of my joining duty from leave. I joined duty on 17-6-49 after-noon and completed the work on 29/7/49.

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,D and Godown are enclosed duly countersigned by me.

3. Some articles are found damaged by white ants etc. The extent of damage is roughly 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 Rs. A. P.	Value of deficiencies Rs. A. P.	Difference Rs. A. P.
1943-44	4,398 5 1	3,544 11 7	(+) 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
1948-49	8,542 8 9	2,456 5 9	(+) 6,086 3 0
	8,654 9 8	2,404 15 10	+ 6,249 9 10

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

Sections	Value of Excess Rs. A. P.	Value of deficiency Rs. A. P.	Difference Rs. A. P.
'A'	390 15 11	102 10 2	(+) 288 5 9
'B'	1,709 8 8	914 13 3	(+) 794 11 5
'C'	5,294 0 4	922 6 12	(+) 4,371 9 2
'D'	357 1 11	204 0 5	(+) 153 1 6
Godown	902 14 10	261 1 5	(+) 641 13 5
Total	8,654 9 8	2,404 15 10	+ 6,249 9 10

6. In 'C' section, there is a large excess quantity. It is said that in about 31 items, articles were charged but were not issued to the Packer. Hence the discrepancy. This will have to be checked with the various indents and verified and figure reconciled.

8654-9-8
3509-8-6
5744-7-6

2404-15-10
3509-8-6
1914-8-4

8654-9-8
5914-8-6
2740-1-4

P.T.O

7. As regards News printing paper intended for printing electoral rolls, these are scattered both in Guindy and 1st Line Beach (Collector's Office). The stock on hand is 343 bales at 18 reams each, 1 at 16 - 183 loose reams and 215 sheets. There is nothing to show what stock belongs to Godown account and what to loose stock account. It is not even possible to give the excess or deficiency in this item, as up-to-date figures are not available.

8. Packing materials - dealwood cases, planks, nails, gunnies, hoopiron, 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.

9. 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 paragraphs 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".

R. R. S. inam
29.7.49

DEPUTY COLLECTOR AND SPECIAL OFFICER
FOR VERIFICATION OF STATIONERY STORES.

Stationery Stores - Annual
Stock taking - Report for
1948-49 - Records with
reference.

6/15/10
1-1-4

From the Supdt. 25/11
No P.O. 42/49 & 1-9-49

Oro / Mo. 3172 Son 15-10-49

Records

2 The values of the excesses
in the deficiency in the stock of
Stores in the Stationery Stores Office
as worked out by the Special
Officer for verification of Stores
were Rs 8654.9.8 & Rs 2404.15.10
respectively resulting in a net
excess of Rs 6249.9.10. It
is desired that the excess of
Rs 3227.0.6. was due
to the non removal of 30 items
of Stationery articles which were
charged in the accounts before
the stock taking. They were
issued to the packer before
the stock taking. Another
excess amount of Rs 282.8.0
was due to the value of
one ^{excess} ~~excess~~ bale of paper
imported from Europe which
was by mistake mixed up
with the accounts stock.
If the value of these goods

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6/ ~~cr~~ ~~Acct~~
 balance item via Rs 3227.0-6
 plus Rs 282.8-0 or Rs 3509.8-6
 is deducted from the total account
 as reported by the Spcl Officer
 there will be a net amount of
 Rs 2740.0-6

The amount Rs 8654.9-8
 should be brought into
 account with the deficiency of
 Rs 5914.8-4 will be
 written off.

JP 29.9.49
 DM 4/10/49

DM May be sent to
 Fin. for acceptance.

JP 2/10/49
 DM 4/10/49
 2 cts (Accts)

The draft order on pass 1-2 above may be
 accepted.
 Csk
 6/10/49

reissue
 DM 7/10/49
 14.7 (5+4) / RM
 10/10

8654-9-8
 2740-1-4
 8478-4

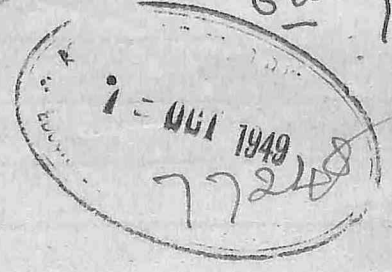


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 2/10/49
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AS (RM) 2
 S.C.B. for S.F. - 3.
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 6/10/49



25/10/49

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