

Education (1950) Department.

Ms. SERIES.

G.O. NO. 2410 Education

closed.

Dated 28-8-1950.

[Despatch Abstract.]

Sub:- Stationery - Annual, Supplementary
and special indents - Defective
preparation - Instructions issued -

Back Papers.

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

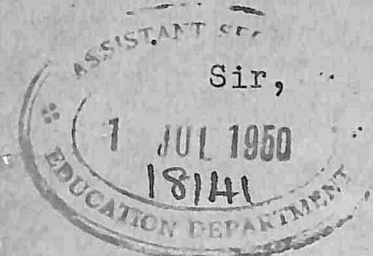
Further Papers.

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

From: Sri V.V.Subramaniam, I.C. S.,
Superintendent of Stationery,
Madras at Guindy,
Madras 15.

To
The Secretary to Government,
Education Department,
Fort Saint George,
Madras.

B8. 21969/50 dated 22--6--1950.



Sir,

Sub: Stationery - indents for large supplies
to public offices - wastage of stationery -
prevention - measures - suggested -

Ref: My D.O.No. D2. 1721/50-I.166/50 dated 26-5-50
in reply to Government's D.O. No.11243 A.E./50-
1 dated 15-5-1950.

==o==

As I observed in my above D.O. there has been an
unduly large consumption of stationery in all public offices
lately, and it can to some extent be prevented by periodical
inspection by the Superintendent of Stationery or the Assistant
Superintendent of Stationery.

In G.O. No. 2445 Edn. dated 26-12-40 the Government
empowered the Superintendent of Stationery and the Assistant
Superintendent of Stationery to inspect city offices to see
whether the Rules in the Stationery Manual were actually
observed. The Assistant Superintendent inspected a few
offices but the Superintendent could not do it in the
pressure of war work. This was later dispensed with in
Memorandum No. 43851-B/42-1 Edn. dated 11-1-43.

I think it is worthwhile reviving the system of
inspection of offices in the city by the Superintendent
and the Assistant Superintendent and extend it to ~~muffasat~~
mufassil offices also. Heads of offices or section heads
have little time to check the stationery accounts. Anyhow
in practice it is not being done. I am making a reference
to the Government separately on the tendency noticed
recently towards the excessive consumption of stationery
in Government offices. It will be of some advantage if
the Superintendent and the Assistant Superintendent of
Stationery are empowered to make an inspection of the
stationery accounts in important offices in the City and
in important moffussil centres like Coimbatore, Mathurai,
Tiruchirapalli, Waltair and Vijayawada, where a number of
offices of different departments are located. I, therefore,
request that the Superintendent of Stationery and the
Assistant Superintendent of Stationery may be empowered
to inspect the stationery accounts of offices as above.
The head of the office concerned should not take it as
an unwelcome inquisition. The intention is to help him
to know the state of affairs in his office and to help
him to check wasteful expenditure if there is any. The
expenditure involved will not be appreciable and it will
consist of the T.A. of the Assistant Superintendent of
Stationery who will visit four or five centres for two
or three days each. I request the orders of the Government
in the matter.

V.V. Subramaniam

DK:29

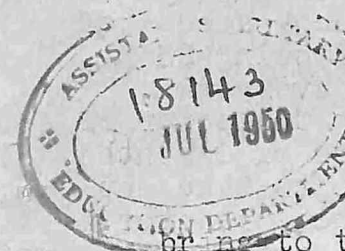
30.6.50
SUPERINTENDENT OF STATIONERY

From
Sri V.V.Subramanian, I.C.S.,
Superintendent of Stationery,
Madras at Guindy, Madras 15.

To
The Secretary to Government,
Education Department,
Fort St., George, Madras.

No. D.Dis.23317/50 dated 26th June 1950. (9)

Sir,



Stationery--Annual, supplementary and special indents--
defective preparation--excessive demands--brought to notice
and orders regarding their compliance--requested.
.....

Under rule 27 of the Stationery Manual, I have to bring to the notice of the Government the growing tendency on the part of indenting officer to make excessive use of stationery and to make excessive demands on this office. It is probable that in recent years there has been an increase of work in many offices. But the demands for stationery have not been commensurate with such increase, and the demands have not been supported by statistics or other facts. It must be possible for all offices to foresee their requirements of stationery articles during a year and to formulate their annual indents accordingly and in cases of extraordinary demand for any particular article, to intimate it specially to the Superintendent of Stationery for making suitable provision before hand for its procurement and supply in adequate quantities. (Please see rule 17 of the Stationery Manual). But it is my experience that such special reports are never received from officers although in their annual indents excessive quantities are applied for. In procuring stationery articles this office is guided by the average issues during the 3 years preceeding the year in which the supply order is placed, and the stock on hand at that time. A reserve of 25% over the highest issue during any of those 3 years or the average of the issues in the 3 years, is allowed in fixing the quantity to be procured. Consequently the supplies to individual offices have also to be made on the same principle, i.e., basing on the three years average consumption or the highest consumption in any of these years. Under Rule 26 the Superintendent of Stationery is authorised to allow an increased demand over any of these two figures provided satisfactory reasons are adduced for the claim.

But the demands in the annual indents, received of late, bear no proportion to any of the above two figures. They are twice or thrice as much as the average of the three years and in such cases it is not practicable for this stores to comply fully with the indents on account of the limited quantities procured. It is obvious that having regard to the quantities procured, the Superintendent of Stationery cannot allow more than 25% of the average consumption of the highest consumption during the previous three years. The only reason advanced in justification of these claims is increased work, but no figures or statistics are given. In the absence of statistics, it is impossible to say whether the excessive demand is not partly or wholly due to leakage of the material. This is primarily the case with the typewriter and duplicator accessories such as ribbon, carbon, manifolding paper, stencil paper and ink tubes for duplicators which are all costly articles.

The scale for the supply of ribbons is 6 ribbons per standard typewriter and 4 for portable typewriter per year. The officers have however, been demanding in excess of this scale.) The District Superintendent of Police, Vellore asked for 75 ribbons while there were just 5 standard and 2 portable typewriters in his office and only five typists worked. When the quantity according to the above scale was allowed, he complained about short supply. The Collector of Vizagapatam applied for 216 ribbons for 12 typewriters in use in his office. The District Superintendent of Police, The Nilgiris indented for 40 reams of manifolding paper when the average consumption per year was 11 reams 160 sheets. He was however supplied 15 reams. But he has again applied for 25 reams additionally. The Board of Revenue (L.R.) indented for 180 reams of manifolding paper against the average of 31 reams 283 sheets and the highest consumption of 39 reams. One hundred reams were however supplied, but this quantity was exhausted by February 1950 and the Board required more

more manifold paper for March 1950. The Collector of Vizagapatam applied for 60 reams of typewriter carbon while the highest consumption was only 19 reams. He failed to furnish the average consumption in column 5 of the indent Form C.F. 342. The Collector of Ramnad and Trichinopoly reported that they needed one quire of 25 foolscap sheets of stencil papers for day. Unless they had been issuing 25 circulars of foolscap size typewritten matter, every day, such a large expenditure is unjustifiable. The Collector of Coimbatore used about 93 ink tubes in the course of 3 months. From an ink tube of 1 lb weight, it is possible to take out 4,000 copies. From the figures furnished by the Collector, it is inconceivable that such a large number of copies were ever issued. The Director of Agriculture, Madras applied for 150 ink tubes in addition to 120 ink tubes supplied to him, which itself was 71% in excess of the average of previous three years' consumption in his office. He reported that nearly 72,000 copies were being issued from his office on an average per month. But when detailed particulars for these 72,000 copies were called for, it was reported that the matter was being investigated and that till a reply was sent, the further supplied need not be made. The pressing need for those ink tubes thus vanished. It is obvious that proper check had not been made before sending the supplementary indent for the ink tubes. The Collector of Trichy purchased and used I.G.G. stencils on the Gestetner Duplicator of District Board without using the R.R.R. Duplicator which has been supplied to him and for which he had indented for and obtained RRR stencil papers from this office. The Collector of Kurnool purchased without consulting this office a ream of I.G.G. Stencil from Addison & Co., Ltd., Madras at a cost of Rs. 246-12-0 against the cost of Rs. 82-0-0 a ream at which it is purchased by this office from Messrs. Gestetner Duplicators Ltd., Madras, while he had R.R.R. stencil papers with him for his R.R.R. Duplicator previously sanctioned to him. In each case, under cover of urgency, all these irregularities were committed, involving Government in unnecessary expenditure.

There have been other cases in which officers have used and exhausted the stationery either prior to the commencement of the supply year itself or during the first two months of the supply year. If the articles supplied for a year, are insufficient, the only course is to send a supplementary indent (Vide Rule 34.) But, instead, the next year's indent is sent in advance of the due date and the supplies are passed for, obtained and used, during the first few months of the next year. Naturally this leads to shortage at both the stores and the concerned offices, in the next year. Thereafter when they send supplementary indents which would be at the beginning of the then supply year, it cannot be entertained; nor will there be stock available in stores for compliance, without detriment to other departments whose supply year may commence still later. If additional quantities are purchased by the Stationery Office, that will upset its budget proposals. In such circumstances the officers resort to local purchases on the plea of stocks not being available in stores, thus putting Government to undue heavy expenditure. The Superintending Engineer, Technical, Madras sent in November 1949 his indent for the supply year 1950 which commenced on 1-1-1950. He exhausted the quantities by February 1950 and applied for additional quantities on the ground that his departments were expanding and hence the large consumption.

There are yet other cases, where neither the indent form C.F. 342 nor the supplementary indent form C.F. 343 is used; but stationery is applied for in D.O. letters, telegrams, and telephone messages. Urgent need for stationery articles because "Government work is held up" or "is at standstill" is the only criterion pressed on this office for immediate compliance with such indents. This is particularly the case with new engineering

divisions that are sanctioned in connection with Grow More food etc., schemes. There is no data furnished regarding the strength of these establishments for scrutinising their indents. In some cases stationery is demanded without even sanction being accorded by Government for its supply. Some offices newly created indent for the full complement of stationery articles as per Appendix I of the Stationery Manual whether all the items are required for their use or not. Penholders and ink bottles are claimed as a matter of right for each member of the establishment although it is common knowledge that most of the clerks and officers use only fountain pens now-a-days. Postal scales are freely applied for, even by offices with little correspondence. The Labour Commissioners and Women welfare officer have been asking for postal scales for each of the 191 Assistant Inspectors and 71 District Women Welfare organisers respectively, even though the correspondence in their offices does not justify their supply. The Officer Commanding, Annamalai In. Coy. N.C.C. Annamalai nagar insisted upon a separate supply of a set of ounce weights although he was informed that one set supplied to the 5th Madras Signal Corps at Annamalai nagar should suffice, even assuming there was some correspondence carried on with foreign countries.

The foregoing would show that the indenting officers do not bestow sufficient attention on the accuracy of the demands made in their indents. Numerous instances can be cited under each of the above categories or defects in preparing and submitting indents. It is embarrassing for the Stationery office to have to deal with such exorbitant and unnecessary demands for stationery. Even with a well planned out chart for the procurement of stationery articles, the Stationery office has other problems in getting, in time, paper from the paper mills through the Paper Directorate, and in getting the Press and Jail made articles and other articles of foreign manufacture arranged through the Director General of India Stores, London which lead to piecemeal compliance with indents. The cancellation of O.G.L. and lack of railway transport facilities have raised unforeseen difficulties in the import of articles by the local contractors. The already heavy correspondence in respect of these matters in the Stationery office is increased still more on account of repeated demands from almost every officer for Stationery articles, throughout the year of supply.

The expansion of the various Government departments and their increase in work can be roughly gauged by the strength of Gazetted and non-Gazetted staff employed in each year in the province. The expenditure of stationery in each year should therefore be in proportion to the increase in strength. The enclosed statement would however show that the expenditure on account of stationery has been mounting up steadily year after year irrespective of the increase or decrease in the strength of the staff, although all stationery other than papers, typewriters, duplicators, etc., is being purchased now-a-days at less price than in previous years. There is considerable room for the suspicion that wastage or pilferage of stationery or both are occurring in most offices. I, therefore, think that it is desirable to impress on the Heads of departments the need for exercising a close check on the preparation of the indents and consumption of stationery in their offices and in the offices subordinate to them and to reduce their demand to the barest minimum. With this end in view, I submit that the Government may be pleased to circularise all Heads of Departments to observe the rules in the Stationery Manual strictly in their own offices and to ensure their observance in their subordinate offices. I propose to bring the notice of Government every case of ~~excessive~~ demand for stationery in future and I would suggest that Heads of departments may be appraised of this fact. I have instructed the Assistant Superintendent to have the indents scrutinised very carefully and pass them in strict accordance with rules and to return the indents where full particulars are not furnished. The Stationery office should not therefore be blamed if, for the above reasons, the indents are not complied with fully or promptly.

V.V. Ramanathan

30.6.50.

Year.	Strength of the Gazetted staff.	Strength of non-Gazetted staff.	Total	Value of Stationery issued to Government Departments ex- cluding Govern- ment Press, Madras.	Increase in staff of the previous year.	Increase in expenditure towards Sta- tionery over the previous year.	Remarks.
1944-45	2496	1,44,663	1,47,159	8,80,316	10,890	2,86,854	
1945-46	2702	1,55,347	1,58,049	11,67,170	(-) 12,626	2,02,724	Part of this increase is due to the increase in the cost of paper, but part is due to excessive use of Stationery.
1946-47	3006	1,42,417	1,45,423	13,69,894	6,291	2,14,115	
1947-48	3252	1,48,462	1,51,714	15,84,009	12,206	3,42,377	
1948-49	3455	1,60,465	1,63,920	19,26,386			

V. V. Channan
30.6.50.
SUPERINTENDENT OF STATIONERY.

Sub: Stationery - Annual, ~~Supplementary~~ and special indents - Defective preparation-Instructions issued.

Ref: From the Supdt. of Stationery No.B8.21969/50 dated 22-6-1950.

From the Supdt. of Sty., No.D.Dis.23317/50 dated 26-6-1950.

Order/Ms.No. 2410

Education dated 28.8.50.

The Supdt. of Stationery has brought to the notice of Govt. the growing tendency on the part of indenting officers to make excessive use of stationery and to make excessive demands on the Stationery office. In supporting ~~of~~ this statement he has given the following instances of ~~the~~ irregularities in the preparation of annual, supplementary, and special indents:-

(1) The demands in the annual indents are not made in accordance with the rules in Stationery Manual, (Rules 17, 26 and 27 of the Stationery Manual.)

(2) As the demands are exorbitant and in the absence of statistics, it leads one to suspect whether excessive demand is partly or wholly due to the leakage of materials as this is primarily in the case of typewriter accessories such as ribbon, carbon, manifold paper, stencil paper and ink tubes for duplicators ;

(3) Under rule 34 of the Stationery Manual, if the articles supplied for a year are insufficient, the only course is to send a supplementary indent. But instead, the next year's indent is sent in advance of the due date and the supplies are obtained and used during the first few months of the next year.

(4) Local purchases ^{were} are/resorted to, putting Govt. to undue heavy expenditure.

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P.T.O.

To *Mr. 13/9.*

- ☒ All the Deptts. of Sectt.
- ☒ All Heads of Deptts.
- ☒ All Collectors.

Copy to the S/A.

through D.O. Letters, Telegrams and Telephonic Messages especially for new offices. (Engineering Divisions sanctioned for Grow More Food etc., Schemes.)

(6.) Some offices newly created indent for the full complement of stationery articles as per Appendix I of the Stationery Manual whether all the items are required for their use or not. Penholders and ink bottles are claimed as a matter of right for each member of the establishment although it is common knowledge that most of the clerks and officers use only fountain pens now-a-days. Postal scales are freely applied for, even by offices with little correspondence.

(7.) The expenditure of stationery in each year should be in proportion to the increase in strength and ~~it~~ it is seen from the statement that expenditure has been mounting up year after year irrespective of increase in the strength of the staff and there is considerable room for suspicion that wastage or pilferage of stationery or both are occurring in most offices.

³ In the above circumstances the Supdt. of Stry. requests Government to impress on all Heads of Depts. the need for exercising a close check on the preparation of the indents and consumption of stationery in their offices and in the offices subordinate to them and to reduce their demand to the barest minimum and to observe the rules of the Stationery Manual strictly. The Supdt. of Stry. also proposes that any extravagant demand for stationery in future ^{by any Deptt.} will be brought to the notice of Govt. and steps will be taken by Government to scrutinise them.

^{also} The Supdt. of Stationery has suggested that in order to avoid the excessive consumption of Stationery in the Govt. offices, the Supdt. and the Assist. Supdt of stationery may be empowered to make an inspection of the Stationery accounts in important offices in the city and important ~~moffussil~~ moffussil centres like Coimbatore, Mathurai, Tiruchirapalli, Waltair and Vijayawada. It is stated that the expenditure on T.A. will not be

appreciable and it will consist of T.A. of the Assistant Superintendent of Stationery who will visit ~~xxxxx~~ four or five times centres for 2 or 3 days each. Account has not been taken on the expenditure involved on account of the visits of the Supdt. of Stationery who is generally on Collector's scale. We may perhaps agree to the visit of Supdt. of Stationery at least one big District once in 3 months ~~at least~~.

⁵ For the present therefore, to avoid wasteful expenditure ^{and} in the extravagant preparation of indents of Stationery, the following two suggestions of Supdt. of Stationery ^{if} given effect to, will improve the matters:-

(1) Issue of a circular as contemplated ^{in para 3} above.

(2) Empowering the Superintendent of Stationery and Assistant Superintendent of Stationery to visit important offices in heavy districts to make an inspection of the Stationery ~~accounts~~.

⁶ The file may be sent to Public and Finance for remarks.

There is no doubt that there is some leakage of Stationery in every office. In the circular to be issued we may ^{insist that} Heads of offices ^{themselves} should check their stock of stationery periodically. It may also be laid down that officers who indent for fresh stocks should ^{personally} verify whether all the articles indented for are really ^{with reference to the stock on hand} required. The proposal to empower the Supdt and the Asst Supdt to visit important offices will ^{impose} some sort of fear in these offices that they might be caught at any moment and this may improve

pt 3-4 ef

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1-2 amb

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per 4 in 1-2 amb

once put up the file referred to at page 1 of copy of the order recently issued about usage of stationery may also be put up

15/7/53

The file referred to, is linked. copy of the order issued is at (X)

15/7 5/2/17

J.D. 14/7/53

Z 62

the position to some extent.

26/7/50
28.7.50

Fin

Fin (Sch B)

Edn No. 18141 E/50-1

28-7-50

The proposals of the Edu. Dept.
in ~~para 4+5 of the note~~ app 2-3
above may be agreed to in
Principle.

6/8/50 D/s.

7/8

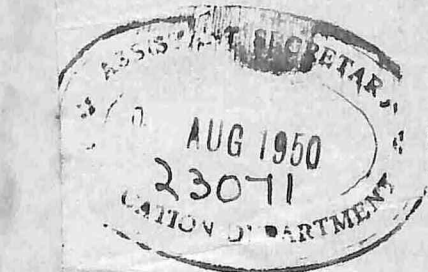
7.8.50

Thos. C.S. 12

5/8/50

Fin u.o. 68132 E-1

7/8/50



P.T.O

EDUCATION DEPARTMENT (E).

Please see this Department's note and Finance
note on pages 1-4 ante. The file relates to the issue
of instructions to the Heads of Depts. for close
check on the preparation of indents for stationery to
avoid waste of expenditure in Stationery. Draft below
which is self-explanatory may be circulated to H.M. (E&L)
for approval.

17/8/50

23/8/50

HM (ELL)
may issue
26.8.50

HM (202) / KM
27/8



