

Education (1950) Department.

Ms. SERIES.

closed.

G.O. NO. 2682 Education

Dated 26-9-1950-

[Despatch Abstract.]

Stationers Stores - Annual stock taking -
Report for 1949-50 - 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 T.S. Ramachandran, Bar-at-law, I.C.S.,
Superintendent of Stationery,
Madras at Guindy, Madras 15.

To
The Secretary to Government,
Education Department,
Madras--9.

No. Pdl. 42/49 dated 24th August 1950.

Sir,



Stationery Stores--annual stock taking 1949-50--report of the Special officer--forwarded.

The report of the Special Officer dated 24-7-50 and the statements of excess and deficiency in all the stock sections of the Stores are forwarded.

Out of the articles marked by the Stock Taking officer as damaged, the following articles will be separated and made use of to the best advantage, as indicated below and the rest will be sold in public auction as they are unserviceable. All these articles have been damaged by white ants, in spite of D.D.T. being sprayed daily and the articles being shifted from place to place very frequently to avoid continuous stocking in any one particular place.

Item 38. Book stock B Section (will be used as cut slips)
Item 82 -do- (will be used in office)
Item 87 -do- (will be cut and used as cut slips)
17, 23 and 26 "C" Section. Partly damaged--paper can be cut and used after consulting Superintendent, Government Press.
33 "C" Section. 47 books partly damaged will be used in office.
45 -do- will be sent to the Superintendent, Government Press, for mending.

The total net excess reported by the Stock Taking officer for this year is Rs. 7201-1-6 in all the sections. The excess of 275 reams of bleached D.F. 16 lbs. paper costing Rs. 2337-8-0 referred to in item No. 169 of the statement of 'B' section godown is due to omission by oversight to bring to account a consignment of 11 bales at 25 reams, though received and piled in the godown with other supplies of paper received about the same date. Charges have been framed against the Store-keeper for this careless work. This consignment has since been taken to account. Deducting this excess sum of Rs. 2337-8-0 from the total excess the net excess is only Rs. 4863-9-6. The deficiency of 10 reams noticed under item 109, is due to the short receipt of one bale of 10 reams of Mysore Paper Mills. The Railway withheld this bale under some mistake and the matter has been under correspondence with the Chief Commercial Manager, M & S.M. Railway for the recovery of this bale or its cost from February 1950. There is an excess of 7 bales at 20 reams against 52. As both the varieties of paper (items 52 and 54) were received from one and the same mills viz., Sirpur Mills and both being of the same size and weight except item 52 being bleached and item 54 unbleached, it is likely that one variety has been issued for the other. But still there is a net excess of 3 bales at 20 reams. It is not possible to adequately explain this variation at present since the recent audit of accounts by the Accountant-General's office also does not disclose any omission in accounts regarding receipts and issues. There has been abnormal issues during the year on account of election and also in the regular compliance of indents. The issues to the press which are very frequent have been very large during the year. It is possible that certain quantities might not have been actually issued though charged in the accounts. But there has been no complaints so far from the press or the indenting officers for the non-receipt of any quantity of paper and these two varieties or others. The reasons for other variations in the loose stock sections are furnished below:--

② against item 54 and a deficit of 4 bales at 20 reams

A Section loose stock:-- The value of excess and deficiency reported

reported by the Stock taking officer is not appreciable in anyone item, hence calls for no special remarks.

B. Section loose stock:-- Except the deficit of 3 reams 261 sheets of white printing D.P. 20 lbs Sirpur Paper Mills in item 24, the other deficiencies are of a few sheets under various kinds of writing paper. Against this the total excess found under the above varieties of paper is 14 reams 487 sheets. The net excess is about 11 reams and odd and this may be due to the varying number of sheets contained in each ream. The reams are packed by their weight and they usually contain two or three sheets in excess. As regards item 83, the deficit of 104 reams 376 sheets of 1/4 margin unruled paper is due to the fact that 100 reams were issued to Secretariat in excess over the quantity of 500 reams passed for supply. The excess of 100 reams has been acknowledged by Secretariat and action is being taken separately in this office El 16939/50 to adjust the same. Charges have also been framed against the stock clerk concerned for his careless work.

C. SECTION. The main variations in this section are in respect of stencil paper, items 12, 13 and 14 and tapes items 103 and 104. The excesses in items 45, 52, 90 and 97, flat files, envelopes, twines and twisted thread respectively are also appreciable but these, being supplied by Press and Jail the only explanation is that short issues were made against the deficit of 25 reams 313 sheets of stencil paper I.G.G. in item 14 there is a corresponding excess of 25 reams 32 sheets in item 13 of stencil paper T. Fittings 410. This is perhaps due to issue of the former variety for the latter. The deficit of 1468 lbs in item 91--gum common country is inexplicable. It is likely that because of sand and dust mixed in the gum supplied for which a 30% cut in the accepted rate was imposed on the supplier, the shortage has resulted. The deficit of 7008 yards 2 feet 9 inches noticed in tape red 1/2" in item 104 is easily explained, if compared with the excess of 7569 yards of tape red 1 1/8", as probably due to issue of one variety for the other. The net excess of about 560 yards is due to the fact that the articles in this section are obtained in lump and issued piecemeal by measurement. The excess of paper under items 64 and 66 being less than one ream does not call for any special remarks. But there has been wrong issues in this section, of one articles for another or non issue or short issue in a large number of cases resulting in huge net excess. Disciplinary action has been taken against the stock clerk of this section for his careless work.

D. SECTION. The variations of items 1 and 2 is due to the wrong issue of single cot mosquito nets in the place of double cot mosquito nets. The net excess of 3 nets may be ignored considering the large transactions involved. In respect of items 4 and 30, Khadi drill has been issued in lieu of khadi mull. One Remington foolscap typewriter was issued wrongly instead of a brief size typewriter and a brief size typewriter was issued in place of a policy size typewriter. This explains the variation in items 167 and 169. This wrong issue has since been corrected through an adjustment slip. Further in this section clothing materials are received in pieces of different lengths but issues are made in piecemeal on indents. Even a difference of an inch or two in each case is likely to give rise to an appreciable difference in yards for the total numerous transactions as noticeable in the case of tape. Charges are framed against this clerk also for the wrong issue of typewriters.

Apart from the wrong issues as detailed under each item, in the foregoing paras, which must be attributed to the carelessness of the concerned clerks, there is no other irregularity or serious defect brought to light in the Stock taking officer's report. I shall deal suitably with the delinquents on receipt of their explanations. Orders are requested to write off the deficiency of Rs. 8878-11-3 minus Rs. 210-10-0 cost of 10 reams or Rs. 8668-1-3 and bring the excess of Rs. 16079-12-9 minus 2337-8-0 or Rs. 13,742-4-9 to stock.

nrj. 24.8.

for Superintendent of Stationery.

From:

Janab M. Salahuddin, B.A.,
Special Deputy Collector for
Verification of Stationery Stores,
Stationery office, Madras.

To

The Superintendent of
Stationery,
Madras.

Sir,

Sub: Stationery office--Verification of Stationery Stores--
report- filed. Submitted.

I was posted as Special officer for the verification of Stationery stores, Madras in Government Revenue Department notification dated 5-6-50. I joined duty on 12-6-50 (fore noon) and completed the work on 24-7-50 (fore noon).

2. The statements of excess and deficiencies prepared in accordance with rule 203 of the Stationery Manual Vol. II in respect of all the four stock sections A, B, C & D and the Godown of the Stores are enclosed duly countersigned by me. A few of the articles have been damaged by white ants and the like and the extent of the damage has been noted by me in the registers concerned and has been copied in the statements enclosed. The following are figures showing the value of the excesses and deficiencies of the stocks found during the year 1949-'50 compared with those of the previous five years.

Year.	Value of excess.	Value of deficiencies.	Difference.
	Rs. A. P.	Rs. A. P.	Rs. A. P.
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.	8,654 9 8	5,914 8 4	+ 2,740 1 4
1949-'50.	16,079 12 9	8,878 11 3	+ 7,201 1 6

3. The following statement shows the total excess and deficiencies in each section of the stores for the year under review.

Section.	Value Excess.	Value of deficiency.	Difference.
	Rs. A. P.	Rs. A. P.	Rs. A. P.
✓ A.	293 2 6	142 7 0	+ 150 11 6
✓ B.	4,650 1 1	1,475 3 2	+ 3,174 13 11
✓ C.	7,323 1 7	4,275 12 10	+ 3,047 4 9
✓ D.	3,813 7 7	2,385 4 3	+ 828 3 4
	16,079 12 9	8,878 11 3	+ 7,201 1 6

4. PACKING MATERIALS: Deal wood cases, planks, nails, gunnies, packing baskets etc. for which separate accounts are maintained have all been verified by me. As they do not come under

come under the category of Stationery stores the excess and deficiency statement has not been prepared for them as in the past.

5) I append below the certificate prescribed in rule 204 of the Stationery Manual Volume I.

" I hereby certify that I have personally verified by actual counting and wherever necessary by actual weighing and measuring the stock of stationery in the Stationery office with reference to the balances appearing on the dates of verification of the several items in the stock registers maintained in the stores section of the Stationery office and in accordance with paragraph 198 to 203 of the Stationery manual".

" I further certify that there are no other articles in the store rooms which have not been examined by me and that the list of excess and deficiencies herewith submitted is a true and complete list of all verifications between the balances appearing on the dates of verification and the stock on hand on those dates".

[Signature]
SPECIAL DEPUTY COLLECTOR FOR THE
VERIFICATION OF STATIONERY STORES.

Sub :- Stationery Stores - Annual Stock taking -
Report for 1949-50 - Recorded with remarks.

Read :- From the Supdt. of Stry. No. Pdl. 42/49 dated
24-8-1950.

ORDER MS. NO. 2682 - EDUCATION DATED 26.9.50.

Recorded.

2. The values of the excesses and the deficiencies in the stock of stores in the Stationery Office as worked out by the Special Officer for verification of stores were Rs. 16,079-12-9 and Rs. 8,878-11-3 respectively resulting in a net excess of Rs. 7,201-1-6 and a net deficiency of Rs. 8,668-1-3. It is observed that the excess of Rs. 2,337-8-0 was due to omission by oversight to bring to account a consignment of 11 bales at 25 reams, though received and piled in the godown with other supplies of paper received about the same date. This is unsatisfactory and the Supdt. of Stationery is requested to report the action taken against the Store-keeper for the omission referred to above.

3. In the circumstances explained in his letter, the excess of Rs. 13,742-4-9 should therefore be brought into account and the deficiency of Rs. 8,668-1-3 will be written off.

To
The Supdt. of Stry. (with enclosed)
The A.G. thro' Finance.
S.Cs. For S.F. - 3

C.B. ending

[Handwritten calculations]
16,079-12-9
2,337-8-0
13,742-4-9

NOTE:- The report of the Special Officer appointed for the verification of Stores in the Stationery Office with reference to Rule 195 of the Stationery Manual Vol. I is on page 3 & 4 of. The remarks of the Supdt. of Stationery is on page 1 & 2 of. The excess and deficiency pointed out by the Special Officer in his report are accounted for by the Superintendent of Stationery in paras 4 to 7 in his letter on page 1 & 2 of.

In the enclosure The draft

6
- 2 -
The draft order overleaf may be sent to Finance for acceptance before circulation.

11/9/50
11950

18/9/50

Edu No. 25201 E/50-1
14-9-50

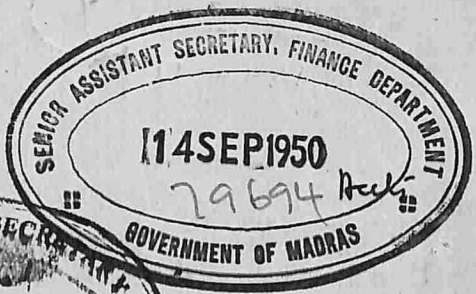
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The draft order in p1 above may

be perused.
16/9/50

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Edn



18.9.50

EDUCATION DEPARTMENT (E).

The Superintendent of Stationery has forwarded the report of the Special Officer appointed for the verification of Stores in the Stationery office for 1949-50 with reference to rule 195 of the Stationery Manual. The report has been examined in consultation with Finance and the draft order overleaf is for orders. The file may be circulated to H.M. (E&L).

20/9/50

21/9/50

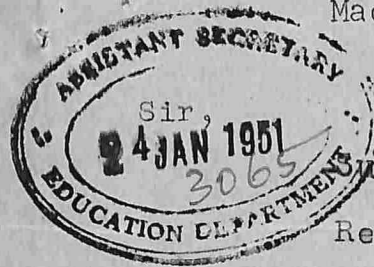
219

Hm (E & L)



From Sri. T.S. Ramachandran,
Bar-at-law; I.C.S.,
Supdt. of Stationery,
Madras 1.

To The Secretary to Government,
Education Department,
MADRAS.



No. Pda. 42/50

Dated 20-1-51.

Sub: Stationery Stores - Annual Stock taking - report, for 1949-50 further report submitted.
Ref: G.O. Ms. 2682. Edn., dated 26-9-50.

In respect of the omission to bring to account 11 bales of paper at 25 reams each, charges were framed against the then Store Keeper. In consideration of the fact that the incumbent was holding the post temporarily for want of a more suitable qualified hand, he was awarded a censure.

HVS. 22/1.

For Superintendent of Stationery.

Read :- From the Superintendent of Stationery No. Pdl. 42/50 dated 20-1-1950.

Read again:- G.O. Ms. No. 2682 Education dated 26-9-1950.

Sub :- Stationery stores - Annual stock taking - Report for 1949-50 - Further report submission -

Attention is invited to paragraph 2 of G.O. Ms. No. 2682 Education dated 26-9-1950. It was observed in the above G.O. that the excess of Rs. 2,337-8-0 was due to omission by oversight to bring to account a consignment of 11 bales, at 25 reams, though received and piled in the godown with the other supplies of paper about the same date. As this was unsatisfactory, the Superintendent of Stationery was asked to report the action taken against the Store-keeper for the omission referred to above.

2. The Superintendent of Stationery now reports that in respect of the above omission, charges were framed against the then Store-keeper ^{and} in consideration of the fact that the incumbent was holding the post temporarily for want of a more suitable qualified hand, he was awarded a censure.

3. In the circumstances stated by the Supdt. of Stry. in para 2 above, the matter need not be pursued further.

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5.2.51.

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May be file under next date for.

8207 10/92

