Scott. II 27—104,036—4-11-49.

Education (195 D) Department.

My SERIES.

G.O. NO. 3148 Edn

Dated 27.11.50

281

[Despatch Abstract.]

Stay Manual Vol I (Text) - Revision & reprinting - Subject to certain changes - Approved -

Back Papers.

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

Further Papers.

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

ASSISTANT SECRETARY
25 AUG 1950
EDUCATION DEPARTMENT

From:

T.S. Ramachandran, Esq.,
Bar-at-law, I.C.S.,
Superintendent of Stationery,
Madras. 15.

To

The Secretary to Government,
Education Department,
Madras.

No. F.31400/50. dated 23-8-50.

Sir,

Sub: Stationery Manual Volume I (Text)-5th Edition-revision and reprinting of--Orders of Government--requested.

I enclose a draft of the revised Stationery Manual Volume I. The draft also contains original rule and the reasons for revising it wherever done. All corrections issued from time to time have been embodied in the revised rules.

2. Arrangements regarding the original chapters and the revised chapters are furnished below.

Chapters I to III	No change.
Chapters IV and V.	Have been clubbed to-gether and revised as chapter IV as they relate to estimates, indents and supplementary indents.
Chapter XII.	Relates to supply of flat file cases. It has been revised as chapter V which seems to be an appropriate place for it.
Chapters VI to X.	No change.
Chapter XI.	Deleted as it relates to the supply of forms now dealt with by the Superintendent, Government Press.
Chapters XIII & XIV.	Consequent on the revision of chapter XII as Chapter V and deletion of chapter XI, chapters XIII and XIV have been revised as chapters XI and XII respectively.

New chapter XIII, dealing with forms special to the Stationery Office, and also returns due to and from the Stationery Office, has been proposed for inclusion in Volume I to facilitate reference when studying the rules relating to them. The list of forms and returns were formerly embodied in the departmental appendices volume II--Part II.

3. In this officer letter No. F.17747/50, dated 11-7-50 orders of Government were solicited for adopting the revised procedure about sending of contents slips in place of indents. Government orders have not yet been obtained. In anticipation of approval of Government the rules in chapter VI (revised) relating to the advice of despatch of Stationery have been framed.

4. There is not much difference between the original rules and the revised rules in other chapters except in chapters IX & XII (Revised). The changes proposed in the revised rules mentioned below are specially brought to the notice of Government.

CHAPTER IX:

Rule 64:- Levy of 1% departmental charge in respect of typewriters sold to Gazetted officers and others referred to in the original rule seems very negre when compared with the 21% departmental charges levied in respect of other articles supplied on sale. Although the typewriters are stocked and supplied like other articles they are not packed by this office but supplied in intact cases as received from the typewriter

agents. Hence levey of 5% as departmental charge seems justifi...

Rule 78: The limit of advance for the purchase of typewriter has been raised to Rs.400 in due consideration of the present cost of a portable typewriter including incidental charges. (Rs.385 plus Departmental charges 5% plus sales tax). There is no likelihood of the price going down in the near furture.

Chapter XII

Rules 112. With regard to repairs to typewriters etc., attended to by the Correspondence section of this office no ~~xxfx~~ uniform procedu... has been followed so far. Hence periods of normal service ~~fox~~ have been fixed for each pattern of typewriter and duplicator to enable the office to withdraw them and supply new machines to officers when the machines are reported to be defective after those periods.

Rule 148. Levy of 21% departmental charges on indents complied with on payment of cost or by book adjustment is preposed to be adopted as a permanent measure as there is no likelihood of the market condition improving in the near ~~fux~~ture.

Rule. 155:- The date of stock taking as been advanced to 1st April to allow the supplies for the new year to be received and taken to stock immediately after stock taking to enable the stores to comply with the indents promptly.

Rules in chapter XII (revised) are not in conformity with the serial number given in the original rules. They have been suitably arranged to keep the continuity of each subject dealt with in this chapter. The original rules corresponding to the revised rules are furnished in the first column of the draft.

5. The rules in the Stationery Manual do not present a cogent, complete and comprehensive outline of the work done in the Stationery office. An exhaustive, thorough but conscise note in a narrative form on the working of the Stationery stores, prepared under the instructions of my predecessor and approved by him, is enclosed for perusal. It elucidates the procedure wherever the rules are vague, megre or general. It will be useful as a standing guide for both officers and clerks attached to the Stationery Office. For indenting and other officers also, it will give a clear idea of the working of the stores. It will be advantageous to have it printed as a preliminary note in the Stationery Manual. I therefore request that if approved, it may be ordered to be printed as such in the Stationery Manual, Volume I.

I request early orders of Government to have the revised edition of the Madras Stationery Manual, Volume I printed.

for Superintendent of Stationery.

26352 3

From
Sri T.S.Ramachandran, Bar-at-law, ICS,
Supdt. of Stationery,
Guindy, Madras 15.

To
The Secretary to Government,
Education Department,
Madras.

No.F D.Dis.29361/50 dated 31-8-50.

Sir,

Stationery Manual Volume I--revision and reprint--form of register of agreements--amended form--orders of government--requested.

.....

During the Inspection of Accounts of the Stationery department for 1948-49 the Accountant General suggested maintenance of two seperate registers (1) to watch the collection of security deposits (2) to watch the executionof the agreements. As the columns suggested by him were practically the same for both the registers, a combined register in the form given in rule 116 (Chapter XII) of the Stationery Manual Volume I (Revised) was suggested. The Accountant-General while agreeing to the maintenance of a single combined register has suggested the inclusion of a column for noting 'the currency of the contract'. A revised form of the 'Register of Agreements' is enclosed which may be substituted for the form given in the revised rule 116 of the Stationery Manual volume I and forwarded to Government in this office letter No. F.31400/50 dated 24-8-50. for approval.

for Supdt. of Stationery.

nrj.31.8.

C.F. 32 (a)—998,256—3-11-49.

Department

From (Name) T.S. Ramachandran,Esq.,
Bar-at-law, I.C.S.,
Designation Superintendent of
Stationery,
Station Madras. 15.

Received Registered

To

The Assistant Secretary to
Government,
Education Department,
Madras.

99330

Enclosures:

No. F. 31400/50., dated 21-9-50. 195 .

Sir,

Sub: Stationery Manual Volume I--revision and reprinting--
Ref: Government T.M. of date.

Form of agreement refered to in this office letter No. D.Dis. 29361/50, dated 31-8-50 is enclosed.

for Superintendent of Stationery.

21/9/50

Edn. Dept.(E).

Sub:- Stationery Manual, Volume I - Revision.

Ref:- From the Supdt. of Stationery, letter No. 31450 dated 23-8-50.

Memo. No. 25885-A-E/50-4 Edn. dated 30.10.1950.

Serial number.	Description of the article.	Name of the approved contractor.
1	2	3

...he Govt.
...ticles
...fied in
...sed
...No.3848,
...conti-
...In
connection wi... ...tationery Manual, Vol.I,
the Supdt. of ..., has not proposed amendments embodying
the enhanced limit of local purchase. The Supdt. of

P.T.O.

10

-2-

Stationery is requested to state whether the existing limit of Rs.20/- should remain in the revised rule without any change. A ~~urgently~~ reply ~~is~~ should ~~requested~~ sent at an early date

Despatched.
31/10/50.

To

The Supdt. of Stationery, Madras.

1 s. copy.

6

11

Education Deptt
E.

T. M. ~~by Post~~ by Post

From

The Asst. secretary to Govt
Education Department.

To

The Supdt of Stry.
First Line Beach, Madras

Sir

Sub:- Stationery Manual Vol I - Revision.
Ref:- Govt memo No. 25885A-E/50-4 dt 30.10.50

Please expedite your reply to the Govt memo No. 25885A-E/50-4 dated 30.10.50

1/11/50

p-9 cf

p-9 cf

13/11/50

10.11.50

.10/11/50

...each pattern of typewriter and duplicator to enable the ...

12

C.F. 32 (a).

E 7

Department

From (Name) Sri.T.S.Ramachandran,
Bar-at-Law, I.C.S.,
Designation Supdt.of Stationery,
Station Madras 1.

Received ... Registered ...

ASSISTANT SECRETARY
35820
14 NOV 1950
EDUCATION DEPARTMENT

To

The Secretary to Government,
Education Department,
M a d r a s.

13

Enclosures:

No. F. 31400/50 dated 10th November 1950.

Sir,

Ref:-Govt.Memo.No.25885-A-E/50-4 Edn.,dated 30-10-1950.

p-94

The monetary limit of Rs.20/- for each article fixed under rule (8) of the Stationery Manual is quite adequate. - Hence no amendment was proposed for it although in G.O.No.Ms. 2637 Edn., dated 24-10-1948 the limit was raised temporarily to Rs.50/-. This latter figure is excessive and there will be no necessity for allowing this enhanced limit for 1951 onwards.

Copy at (T)

R.S.10/11

10.11

for SUPDT. OF STATIONERY.

~~12~~ 14

C.F. 32 (a).

Department

From (Name) Sri. T.S.Ramachandran
Bar-at-Law, I.C.S.,
Designation Supdt.of Stationery,
Station Madras 1.

Received

Registered

ASSISTANT SECRETARY
36157
19 NOV 1950
36691
EDUCATION DEPARTMENT

15

To

The Assistant Secretary to Govt.,
Education Department,
Madras.

Enclosures:

No. F. 31400/50 dated 16th November 1950.

Sir,

STATIONERY MANUAL, VOLUME I - Revision & Reprint - Ref:- Govt.Memo.No.25885-A-E/50-4 Edn., dated 30-10-1950 and telephone message by post dated 12-11-1950.

'A' A reply to the above Government Memorandum was despatched in this office F.31400/50 dated 10-11-1950 on 10th Novr., 1950 itself. However, a copy of it is enclosed.

Education Dept
E.

Action on the reference quoted at 'A' above has been taken and the file ~~on submi~~ on the subject was submitted on 18-11-1950. May be ~~to to~~ added to file.

16.11.50

for Supdt.of Stationery.

P. T. O.

25/11/50

Copy of letter No.F.31400/50 dated 10-11-1950 from the Supdt.of Stationery, Madras to the Secretary to Govt., Edn., Dept.

Stationery Manual, vol.I - revision -
Govt.Memo.No.25885-A-E/50-4 Edn. dated 30-10-1950

The monetary limit of Rs.20 for each article fixed under rule 8 of the Stationery Manual is quite adequate. Hence no amendment was proposed for it although in G.O.Ms.No.2637 dated 24-10-1948 the limit was raised temporarily to Rs.50/-. This latter figure is excessive and there will be no necessity for allowing this enhanced limit from 1951 onwards.

17

9

Education Dept.(E).

Sub:- Stationery Manual, Volume I (Text) - Revision and reprinting - Subject to certain changes - Approved.

Read:- From the Supdt. of Sty. No. F.31400/50 dated 23-8-50.
From the Supdt. of Sty. No. D.Dis.~~No~~.29361/50 dated 31-8-50.
Fm. Do - ---- 31400/50 dt 10-11-50.

Order ~~Memo.~~ No. 3148 ~~E/50-1,~~ Edn. dated 27.11.'50

The draft of the revised Stationery Manual, Volume I, submitted by the Supdt. of Stationery with his letter first read above is approved subject to the following slight alterations:-

(1) Wherever the word "Presidency" occurs, the word "State" ~~may~~ should be substituted.

(2) In the revised rule 46, for the ~~word~~ heading "Presidency" the ~~word~~ heading "State Headquarters" indents" and for the words "Presidency town~~s~~" the words "State Headquarters" ~~may~~ should be substituted.

(3) In the revised rule 63 (b), ~~the~~ under Portable (i) English the 'Corona' ~~may~~ should be added ~~under Portable (i) English~~.

~~(4) item (iii) in the revised rule 66~~

(4). Item (iii) in the revised rule 66, ~~may~~ should be recast as follows:-

"(iii). for the personal use of the Gazetted Officers of ~~Madras Government~~ the Government of Madras and the Superintendents of the Secretariat (including the Legislature Secretariat) for Government work"

2. The revised form of the 'Register of Agreements' forwarded with the second of the letters read above is also approved.

To

The Supdt. of Sty.

The Finance Dept.
(with a copy of revised rule 68 (i) on pp.80 and 81 and the note of Finance on pp. 82 and 82(a)).

24.11.50.

18

19

EDUCATION DEPARTMENT (E).

From the Supdt. of Stry.No.F.31400/50 dated 23-8-"50.
" " " 31-8-"50.

Sub :- Stationery Manual Volume (Text)- Revision and Reprinting -

---

The Stationery Manual Vol.I and Vol.II Parts I and II, was last revised and printed in 1931. In April 1949, the Supdt. of Stry brought to the notice of Government the necessity to revise and reprint the Volumes of the Manual and requested sanction for a special staff for the purpose. In G.O. 2388 Education, dated 22-7-"49, the Government sanctioned a special staff of one Office Assistant on Rs.140-5-19 and one U.D.Clerk for the purpose for a period of six months. The staff is being continued till the completion of the work of revision of the Manual.

2. The Supdt.of Stry has now submitted a draft of the revised Stationery manual Vol I. They are in the form of sectional notes at (M). It contains the original rule, and the reason, for revising them

3. The main changes in the structure of the existing Vol.I have been indicated by the Supdt. of Stry on page 1-2 cf. It may also be noted that the Supdt. of Stationery has furnished an account of the work done in the Stationery Stores in a narrative form prepared under the instruction, of the former Supdt. of Stationery (Sri.V.V.Subramaniam) and approved by him. It is at (N) below.

4. The revised rules in the Stationery Manual Vol.I have been examined and found to be in order. Necessary sectional notes have been added in the draft rules at (M) in the appropriate places. The file may be sent to Finance.for remarks.

Remarked for C No.337996/50

ADDITIONAL DEPUTY SECRETARY 86594 12 OCT 1950 FINANCE DEPARTMENT

Accts

Vol I (proof)

Edn Va No. 25885 A.E/50.1
12 - 10 - 50

J.D. 1995

28/9/50

Fin

20

Finance (Accts)

Notes on p1 above may be perused.
The remarks of this department have been added to the Sectional notes below, wherever necessary. After orders are passed on them, the file may be returned to Edn.

Thro' Exp A 18.10.50 22.10.50
Exp B 22.10.50

Accts pp 79 & 149 of the Sectional note
Exp A — 1/58 3/85 of S notes
55 of Sec. notes.

Pass
16 x 50 Pr
17.X.50

24/10/50

AS
B
m x 50 Ern.

ASSISTANT SECRETARY
23 OCT 1950
33151
EDUCATION DEPARTMENT

Fin No 86594 Accts /50-1
24-10-50.

Ern (E)
(only the pages referred to below need be read)
Please see the order in p notes on pp 11-12 of ~~sect~~ sectl. notes.
A draft memo. is submitted.

2 Please see this dept's p. note on p 76(a), & 124 of sectl. notes
Necessary amendments will as suggested by Fin. on p 82 of sectl notes will be made. Extracts of notes of p 82(a) will also be sent to Fin.

30/10/50

30/10/50

Issued as memo No. 25885 A.E/50-4 Edn of 30.10.1950. p-9 cf
For the S/S No. F.31400/50 of 10-11-50 p-13 cf

Please see the S/S's reply on p 13 cf.
In the circumstances stated, no alteration in the existing rule seems necessary. p-10 (M)
A draft order is submitted.

18/11/50

24.11.50

21

11

From: Sri C. Vivekanandamurty, B.A.,
Superintendent of Stationery,
First Line Beach, MADRAS.

To : The Secretary to Government,
Education Department,
MADRAS.

Ref: O.A.33301/52 dated 30.11.52.

Sir,

Sub: STATIONERY MANUAL - Revision and Reprinting of Volume I (Text) - Approved by Government in G.O.No.3148 Edn dated 28.11.50.

Proof copy of Stationery Manual Vol.I (Text) as revised and approved by Government in G.O.No.3148 Edn dated 22.11.1950 has been received from the Superintendent, Government Press, Madras.

The text was prepared while the Office was functioning at Guindy. Since the Office has been shifted back to its original place viz., First Line Beach, Madras, certain alterations in the proof copy of the preliminary notes to the text in the light of its present situation have been carried out. Regarding the different chapters in the text, it should be mentioned that there are no additions or alterations in them excepting in chapters III, IX, X and XIII. The original as approved in G.O.No.3148 Edn dated 22.11.1950 and the additions and alterations made are furnished in the annexure "A" enclosed.

List of Stationery Manual forms and registers used in the Stationery Office has been omitted from chapter XIIIof the proof copy of the revised Stationery Manual received from the Superintendent, Government Press. The Superintendent, Government Press will be requested to print them also while returning the proof copy with the additions and alterations now made. The list of S.Sty. forms and their specimen were already approved by Government in G.O.Ms.No.2433 Edn dated 20.8.50. Consequent on the change in the procedure for the supply of new type-writers already reported to Government in this office letter No.O.A. 30231/52 dated 12.11.1952, specimen forms of S.Sty.18, S.Sty.24 and S.Sty.25 have been revised in conformity with the alterations made in the rules regulating the supply of new machines etc. The revised specimen forms are also enclosed as annexure "B".

Further in G.O.Ms.No.1356 Edn dated 19.6.52, cheque books and pass books stocked and supplied by the Stationery Office have been standardised under S.Sty. group. Hence S.Sty.61 to S.Sty.67 referred to in the G.O. have been included under S.Sty. group vide annexure "C" enclosed.

Specimen forms of S.Sty.61 to S.Sty.67 have also been included in continuation of the specimen forms for S.Sty. ~~forms~~ group. The inclusion of the specimen forms in the manual would facilitate the indenting officers to indent for the correct description of the cheque books required by them. Specimen forms relating to S.Sty.61 to S.Sty.67 are also enclosed as annexure "D".

I request that the Government may be pleased to approve the additions and alterations made in the proof copy of the Stationery Manual and authorize the Superintendent, Government Press, Madras to give priority for printing the manual as there is pressing demand for the revised manual from the indenting officers.

In this connection, I have to state that the first batch of the proof copy of the Stationery Manual Vol.II part I approved by Government in G.O.Ms.No.3 ~~x~~ Edn dated 2.1.51 has been received from the Superintendent, Government Press, Madras. It has to be scrutinised carefully to see whether any additions or alterations are necessary in the manual at present. As in the case of the Stationery Manual Vol.I, a report relating to additions and alterations necessary to the Stationery Manual Vol.II part I will be submitted to Government before the proof copy is sent to the Press for printing.

for Superintendent of Stationery

Encls:.Annexures "A", "B", "C" and "D".

EDUCATION DEPARTMENT (E):

Memo. No. 54601/E/52-1 Edn., Dated: 6/2/53

Subject: Stationery Manual - Revision and reprinting of Volume I (Text) - Certain additions and alterations - approved.

Read: G.O. No. 3148 Education dated 28-11-50
From the Supdt. of Stry. No. O.A.33301/52 dated 30-11-52.

...

The Govt. approve the additions and alterations made ~~by the Supdt. of Stry as stated in his letter cited~~ in the proof copy of the Stationery Manual Vol. I (Text) originaly revised and approved by Govt. in G.O. 3148 Edn., dated 22-11-50.

The S.G.P. is requested to give priority for printing the revised Stry. Manual as there is pressing demand for the manual from the indenting officers.

To
The Supdt. of Stry.
The S.G.P.

NOTE: Please see the letter of the Supdt. of Stry. on p.1 c.f. and the additions and alterations made by him to the Stry. Manual Vol. ~~II~~ I, furnished in annexures A, B, C & D. His suggestion to authorize the S.G.P. to give priority for the printing of Stry. Manual as there is pressing demand for it may be accepted. ~~Draft Memo. above is for approval. Finance may see before issue.~~ Subject to approval, the draft memo above is submitted.

Sub:- Stationery Manual – Vol I –
Revision and Reprinting.

A BRIEF OUTLIVE OF THE WORKING OF STATIONERY STORES, MADRAS.

--:--

Introduction:

The Stationery Stores functions as a Central Agency for the distribution of stationery articles, typewriters duplicators and their accessories and clothing including khadi and woollen garments to Government Officers throughout the Madras State. For this purpose it is expected to procure and stock these articles in adequate quantities. The Stores is also entrusted, as a temporary measure, with the work of supplying paper and khadi cloth to local bodies and Co-operative institutions. The articles of stationery authorised to be stocked and supplied by the Stationery Stores are enumerated in Appendix. I. of the Stationery Manual. The Superintendent of Stationery is the departmental head and he is the Adviser to Government on all matters dealt with by the Stationery Stores. He is assisted in the discharge of his duties by a Gazetted Officer designated as the Assistant Superintendent of Stationery, who is in sole charge of the Stationery Stores. It is the responsibility of the Assistant Superintendent of Stationery to see that adequate stocks of each stationery article are held, kept in proper condition, and are issued promptly to officers who indent for them.

2. Procurement of Stationery.

All articles, except (i) paper and boards, (ii) typewriters and duplicators, (iii) Khadi cloth, (iv) press made and jail-made articles, are purchased annually from the open market by inviting tenders. A standing list of suppliers and contractors for supplying these articles is maintained to whom notices of tender are issued. Besides, the notice is also published in the local dailies and Trade Journals to enable the other suppliers also the send the tenders. The Superintendent of Stationery is the final authority in settling these tenders. In respect of purchases of all varieties of paper, typewriters and duplicators, carbon and stencil paper, the previous sanction of Local Government is necessary. Papers of all varieties are supplied by the Indian

Mills: and typewriters by the concerned typewriter companies in the Madras City, on the allocation made by the Supply Department of the Union Government to whom intimation is sent about the quantities required in each of these articles every year. Payment to the Paper Mills is arranged by the Supply Department on the strength of the consignee's receipts which are sent back to the Mills duly acknowledging the paper relating thereto and debit being raised to this department through the Accountant-General, Madras. The payment for typewriters, however, is made by the Stationery Stores. Duplicators are purchased direct from the companies concerned. A list of approved typewriters and duplicators is found in the Stationery Manual, Rule No. 638 38. Khadi cloth of all kinds is supplied by the Khadi Centres at Avanashi, Vallaikoil, Chinna Salem and Uratla on annual indents placed with them, in consultation with the Rural Welfare Department of the Government Secretariat. The payment is made by the Accountant-General by book-adjustment. Khadi having been substituted for other cloths in all ordinary clothing to the inferior servants, mill goods are not now purchased. The woollen materials such as flannel and serge required for supplying warm clothing to the inferior servants working in the hill stations like Ootacamund, etc., are supplied by the Meerut Mills on annual indents. Cumblies, sandals and shoes required for supply to these inferior Government Servants are supplied by jail departments.

Whenever any kind of paper or other article is to be imported from Europe on account of its non availability in the local market, it is arranged through the Director-General of India Stores, London with the previous sanction of the Local Government. A list of stationery articles supplied by the Government Press and the Jail department is found in Appendix I of the Stationery Manual and the anticipated requirements under these articles are indented on these departments annually and obtained. Sealing Wax (Superior) alone is supplied by the Forest Department. In estimating a year's requirements

for each of the Stationery articles, the average of the issues during the previous three years, or the highest issue in any of these three years, is reckoned as the basis figure. To that is added a reserve of 25% and the resultant quantities are purchased or indented for. The Stationery is procured for the official year April to March, and so these estimates of requirements have to be prepared well in advance by about September of the preceeding year at the latest, to enable proper budget proposals being submitted by the middle of September. The last date for the submission of tenders is fixed as 10th of January the interim period being utilised for printing and publishing the tender notices. The tenders are required to be settled and intimated to suppliers before the middle of February, so that the preliminary formalities of paying Security Deposit and executing agreements are completed in March and the supplies commence from April. Indents for paper, typewriters, khadi and the departmentally made articles are required to be sent to the respective departments before the middle of January. The tenderers are required to submit at least 4 to 6 samples of each article, unless they are very costly ones such as postal scales, in order that there might be an adequate number available for comparison when supplies are received. The samples of the approved tenders are kept properly labelled under lock and key which remains with the Assistant Superintendent of Stationery. When supplies are received they have to be carefully compared with the samples by a committee consisting of Assistant Superintendent of Stationery, Manager, Office Assistant and Store-keeper and if strictly conforming to the samples, the supplies are taken to account by an authenticated entry in a committee Book with reference to which only the bills for the supplies are subsequently passed by the Assistant Superintendent of Stationery. ~~In case the supplies do not conform to sample, they are either rejected or accepted at reduced prices, at the discreation of the Committee but subject to the approval of the Superintendent of Stationery.~~

The latter also appends a certificate to that effect when submitting contigent bills for the signature of the Superintendent of Stationery. In case the supplies do not conform to sample, they are either rejected or accepted at reduced prices, at the discretion of the Committee but subject to the approval of the Superintendent of Stationery. It cannot be too strongly emphasised here that (1) the careful preservation of an adequate number of samples (2) the proper comparison of each lot of supply as and when it is received with the samples, are very essential. Past experience has shown that almost every supplier sends good samples in order to get the contract but at the time of supply sends articles as much inferior as possible. Great vigelance is necessary here. The samples must be under the careful custody of the Assistant Superintendent.

3. Stocking.

This has been a difficult problem every since the Stores were transferred to Guindy in 1942. There is in the first place lack of suitable godowns for storing, then lack of accommodation in the available godowns, Next the whole place is infested with white-ants. Spraying of D.D.T. has therefore to be done regularly and incessently to keep away the white-ants from destroying the stores. All these articles have to be kept on some wodden racks to prevent easy access to the ants. Wherever necessary the floor and the rack-stands are coated with tar as a further preventive measure.

The bulk stock of primarily paper and also other stationery articles known as bulk stock, is kept in the godown under a stock register. This forms one section. Each variety of paper is kept separately arranged in the godowns, and as far as practicable even separately for each Mill which manufactures it. This distinction in the production of the Mills of the same weight of paper is necessary, as the cost of paper differs and also the size of the bales, depending upon the number of reams in each bale. Index cards are suspended in the godowns indicating the particulars of each kind of paper and there are also rack cards

on each block, for entering the transactions of receipts and issues date-war, as they take place, so that the stock of each variety of paper in the godown on any date, can be known from the rack-card, without reference to the stock register.

There are four other stock sections-- one called "A" section for all miscellaneous stationery articles such as pencils, erasers, knives, etc., another called "B" section which holds loose stock of paper of not more than a ream in each of the varieties found in the godown stock except the varieties of common issue, for which a week's stock of about 50 reams is kept. Third "C" section for all jail-made and press-made articles and the fourth "D" section for clothing and typewriters. Separate stock registers are kept in each one of these sections. When new supplies are received and entered in the Committee Book, suitable entries are made in the stock registers.

4. Distribution of Stationery.

Stationery is supplied annually to officers on indents sent by them in the prescribed form. The supplies to all officers are not made at one time, but are judiciously spread over a year, by a programme allotting a month of the year for one or two and more departments for sending their indents. A period of about a month is allowed to the Stationery Office for complying with the indents. Some of the stationery articles which are required to be supplied only periodically or occassionally, e.g. punch plyers, are issued only after the lapse of the prescribed period or on the production of a certificate (in the case of articles of occassional supply) that the articles have worn out or become unserviceable by fair usage or have been lost. The supply, however, of these articles is regulated by the scale laid down in the Stationery Manual, Volume II, Part II for each department.

In regulating the supply of the other articles eligible for annual supply the main criterian is that the average of the previous 3 years consumption of any of these articles is not exceeded. In exceptional cases, however, where the officers have adequately explained the necessity for larger demands, an increased supply up to a limit of 25% over the 3 years average or over the highest issue in one of those three years average or over the highest issue in one of those three years is allowed. Where the demands are made appreciably in excess of these limits the stores is expected to bring the fact to the notice of the head of department, and to the notice of the Government in case the head of the department takes no action, on the report of the Stores.

Clothing is indented on forms different from those used for stationery. Their supplies are regulated according to the sanctioned scale, laid down in Stationery Manual Volume II Part III. There is no prescribed form for indenting for typewriters and duplicators.

Initial supply of all stationery articles to any office requires sanction of Government. New typewriters and duplicators are supplied to officers with the express permission of the Superintendent of Stationery, on obtaining Government's sanction or when the Superintendent of Stationery considers that the old machines with the officers are beyond economical repairs. He also takes into consideration the recommendations of the heads of departments for renewal of the machine in any particular case.

Paper is supplied to Local Bodies and Co-operative

Institutions according to the allocation made by Government and on prior collection of the estimated value of the paper. The supply of stationery to all Government Officers is made free of cost. But the commercial departments of Government specified in Appendix II of Volume II Part I of the Stationery Manual, are supplied stationery on payment of cost, the value however being collected in cash or adjusted subsequently by the Accountant-General on receipt of the bills got countersigned and sent to Accountant General by the Stores. In all these sales, Sales Tax and departmental charges of 5% in respect of typewriters and duplicators and 21% in respect of all other stationery articles are charged.

5. Detailed working:

The above is a general outline of the three main functions which the Stationery Stores performs. But a full picture can be gathered only by a knowledge of the detailed working of the Stores. The Stationery Stores comprises of (i) Stores Branch and (ii)Correspondence branch.

(i) Stores Branch.

The Stores branch consists of (a) the five stock sections referred to above (b) indent section which deals with the indents for stationery other than typewriter and duplicators and clothing. Besides there are 16 packers for packing the stationery articles issued by the stock sections

five carpenters attached to the Stores Branch for manufacturing wooden cases required for packing stationery to be consigned to moffusil officers. Two lorries and their staff for conveying papers to press and the outgoing consignments to railway stations for booking and for bringing in-coming consignments of paper, clothing, etc. from railway stations and harbour are also working the the stores. There is also a tinker for making tin slabs for thumb impressions and small tin posts for sending ink paste to officers for use on the thumb impression slabs and for making small tin boxes for packing pencils, erasers, pehholders, pins, needles, etc. supplied to officers which being tiny are likely to ~~xxxx~~ be lost if not kept separately in the stationery package.

The entire Stores Branch is under the direct charge of the Store-keeper who furnishexs a security of Rs.3,000/-. He is assisted by a Upper Division Clerk who is designated as Assistant Store-keeper. It is the responsibility of the Store-keeper to see that all sections in the Stores Branch work properly and promiptly. He is personally responsible for the bulk stock stationery in the godown. The maintenance of Committee Book and other register called the "Register of all consignments received in the Stores" ~~is his personal~~

~~Stores~~" is his personal concern. Whenever supplies ~~f~~ of paper or other articles are received through the Stores lorries or from other contractors, they have to be entered chronologically in the latter register by the Store-keeper and no consignemnt so arriving can be disposed of without coming to the notice of the Store-keeper and entry being made in this register. The Storekeeper takes the muster roll of the labourers working in the Stores thrice each day and allots duties for them, arranges substitutes for the absentees, draws up programme of work for lorries in advance himself. The Storekeeper is expected to conduct a quarterly physical verification of the stores, about 25% of the total number of articles and to report result to the Assistant Superintendent of Stationery. The Assistant Storekeeper is entrusted with the supervision of the work of Packers and carpenters. He maintains the stores Register, which is the most important register from point of view of compliance of indents. No article can be issued on any indent by a stock clerk, without being entered in the Stores Register by the Assistant Store Keeper. For watching the work of the packers and carpenters, he maintains separate registers in the form prescribed. He also maintains the stock register for packing materials e.g. wooden cases, bamboo baskets, gunnies, nails, hoop iron, ropes etc. He signs the credit notes for the Railway prepared by the packers and also the gate passes for all the articles that leave the stores in the lorries or in the conveyances of other offices or supplies.

b. Stock Sections.

There is a clerk in charge of each one of these 5 stock sections, who is responsible for the correctness and for the proper condition of the articles kept in the sections and also for the proper maintenance of the stock register by noting therein promptly the transactions as they take place. He is expected to bring to the notice of the Assistant Superintendent through the Storekeeper when the stock of any article is running low; and this he usually does whenever the stock of any articles goes below the "normal stock" entered on the top of the page of the stock register allotted for that article. He also maintains a balance register in which he enters such of those articles of his section

out of stock, at the time when he issues articles on any indent. He prepares balance slips when subsequently the stock of that article is replenished and transfered to indent section for obtaining the approval of Assistant Superintendent. Each of these clerks furnishes a personal security of Rs.250/-.

Of these stock clerks, the godown clerk has other important functions to discharge besides maintaining the godown stock register. The bulk of the paper (nearly 80%) stocked in the stores is consumed by the Government Press. The annual indent of this department is passed and kept in stores but supplies are made on separate requisitions received daily or weekly according to the immediate requirements of the Press and they are set off against the quantities passed on the indent. In order that the quantity passed on the indent may not be exceeded, the quanitites supplied are watched from a ledger account maintained by the Godown-Clerk in which the total quantity claimed and passed on the indent under each variety of paper is noted at the top of each page set apart for each variety of paper and the date-war supplies made on requisitions received from time to time, are entered thereunder. An advice of the daily supplies of paper made to Press is also sent in a sealed box with the lorry which carries the supplies, and it is acknowledged and returned back by the same day and in the same manner by the Press. The entries in the ledger are posted daily by the Godown-ckerk from the acknowledgement of the Press. As for the most part of the time the lorries are engaged on the transport of paper to the Press, the Godown clerk is put in immediate charge of the lorries and the staff. The Godown clerk therefore supervises the loading and unloading of the lorries when they leave the stores and arrive back. He takes charge of the packages of stationery as they are finished each day by Packers, checks with the credit notes prepared by the latter, and loads them in the lorries and sends them for booking at Saidapet and T.Nagar, when they are to be sent by Passenger Train or to Beach and Royapuram stations when to be sent by Goods. In respect of the latter booking which is preponderating always, the staff stationed at the First Line Beach transit godown shed, is utilised. The Godown Clerk prepares duplicate lists with particulars

of indents credit note, packer's name etc. and the packages relating thereto, to be booked by passenger and goods trains separately and gets the acknowledgement of the lorry staff in one copy of the list which he retains delivering the other to him. When Railway Receips are received in the evening, they are checked with these lists and transmitted to indent section for despatch to concerned officers.

The godown-clerk maintains the log book for the lorries, to watch that the maximum work is turned out by them without an unduly large consumption of petorl. Normally when engaged solely in the work of conveying paper to Press, the lorries are expected to do three trips to and fro. What is brought back by the lorries, is either the Pressmade articles or other incoming consignments cleared from Railway stations and harbour and deposited at First Line Beach Godown, for want of time.

7. Indent Section.

The Indent Section known as the "D" Section, because of the correspondence work it attends to, scrutinises the stationery indents (i.e for all stationery articles other than clothing, typewriter and duplicator) when received from the officers, and passes them subject to the general principles mentioned in para 4 above. The section consists of six clerks of whom one (D.1) is the section head called the indent clerk. Each of the other five clerks is allotted a few departments of Government according to the number of indents expected from them. As soon as an indent is received it is registered in the Indent Register which is maintained by the Indent Clerk separately for each calender year after a cursery scrutiny that it is not defective in not furnishing material particulars such as distribution statement, average consumption of previous three years, st on hand at the time of sending indent and pricing them. It is then transfered to the concerned subject clerk in the Indent s to whom the particular department is allotted. He registers it personal register and scrutinises the claims made for each arti to see if they are in strict accordance with the rules in the Stationery Manual and wherever excessive claims have been made h makes a note of them in the last column of the indent, passing only

the quantities which are admissible. He lists out these objections in a proforma to be transmitted to the concerned indenting officer apprising him at the same time that the indent has been passed: and if he is a local officer that he may arrange to take delivery of the articles from the Stores on a specified date. In the case of muffossil officers they are informed that the consignments will be expeditiously despatched to them by goods or passenger train according to the size of the indent. The Indent as passed and the proforma are put up to the Assistant Superintendent for his approval and then the indent is transferred to the Assistant Storekeeper by entry in the "Indent transit" register, making at the same time a note in the Indent Register also; while the proforma is despatched to the indenting officer. The Assistant Storekeeper enters this indent in the Stores Register. As soon as this is done the indent is considered as having been charged and it is forthwith given to a packer who produces it in the concerned stock sections and obtains the articles ~~xx~~ passed by the indent section. The stock clerk enters the issues ordered on these indents in his stock register under that date and delivers the articles to the packer obtaining the latter's acknowledgement in the stock-register itself. The packer thereafter bundles them in proper packets using dealwood boxes of proper size, baskets or gunny bags and produces these finished consignments in as short a period as possible to the Godown Clerk with a credit note for the railway as well as a contents-slip for each of the packages one copy of which he retains with himself having put another in the relevant ...rage of the consignment before completing the packing. He also ...rns the indent. The latter after checking the number of ...ages with the entries in the credit note hands over these documents ...e Assistant Storekeeper and despatches the consignments for ... in lorries.

The Assistant Storekeeper sends the indent with the contents- ...and Railway Receipt(after it is obtained) to the indent section, ...an attender (D.7) attached to that section, enters in the ...ster of outgoing consignments, compares the indent with the ...ent-slip to see that all the passed quantities have been

content-slip and another covering letter (in a standardised form) to the indenting officer requesting him to take delivery of the consignment, check its contens and return back the contents-slip with a certificate regarding the conditon in which the various articles are received. These documents are despatched to the officer while the indent proper is returned to the Assistant Storekeeper, who passes it on to the Accpunt-Section for posting in the stock ledgers and departmental registers maintained in ~~that section for posting in the stock ledgers and~~ that section. Thereafter the indent is returned to the Indent Section, where it is kept pending by the concerned clerk until the acknowledgement of the indenting officer is received. Once the acknowledgement is got the indent file is complete and this is filed as "F.Dis.(I.No.) noting the disposal both in the Personal Register as well as in the Indent Register. Such disposed of files, however, are not immediately transferred to the Records during the indent year itself as they are frequently required for reference whenever supplementary indents are received or balances issued or other discrepancies are pointed out at x subsequent stages. So these files are kept in the personal custody of the Section Head, (Indent Clerk). In cases, in which, however, short receipts are reported by the officer, entries are made in the "Register of short receipts" and the cause for the short receipts investigated into. Where the responsibility for the short recdipt is fixed on the packers, the cost of the articles short received are recovered from the packers, by entries in the ~~xxxx~~ Demand Collection and Balance register with/the Accounts section Clerk, the officer being supplied afresh the articles short received by him. Where the responsibility is fixed on the officer on account of his failure to follow rules 45 of the Stationery Manual, no further action is taken, the entries in the register of short receipts being closed with suitable note. No further supply of the article is made, unless the officer recovers the cost of the articles short received from some one in his office/or from Railway. responsible for the loss D2, D3, D5 and D6 deal with the supplies made free of cost to Government officers and adopt the above procedure. D4 who deals with supplies made to commercial departments of Government (Sales Departments)

and Local Boards, follows a slightly different procedure. As value of stationery supplied is collectable in these cases, he transfers the files to the D.C.B. clerk (A2) in the Accounts Section on getting back the indent after posting in the Accounts Section. The DCB clerk sends out a bill mf for the articles issued and watches its collection in Demand Collection and Balance register. He returns the file to the indent clerk who closes the file as in the case of supply to other officers after obtaining the acknowledgement of the officer for the articles supplied. In the case of Local Bodies the approximate cost is intimated to them on receipt of orders of allocation of from Government. The Local Boards remit the money within the time fixed and produce the Bank receipts and thereafter D4 prepares the Issue slip for the quantities of paper sanctioned or admissible within the limit of the amount remitted. This issue slip however is put up to Assistant Superintendent for approval through A.2. who makes an entry in the Demand Collection and Balance register and notes the D.C.B. register number in the issue slip. Any slight excess amount or deficit that stands to the credit of the Local Board after making this supply is either refunded or further supply made for the difference or the balance due collected, in consultation with the Local Board.

8. Besides the maintenance of Register of out-going consignments, D7 also attends to the correspondence relating to all stationery articles returned by officers as being unserviceable or not suitable for their purpose. He maintains a register "Register of Returned Articles" for the purpose and carries on the correspondence in the Personal Register. When the returned articles are to be added to stock, adjustment slips are prepared by him, which are shown by minus entries in the Stock register of the concerned stock section to signify the deduction against cost of that officer on the departmental register. When the returned articles are unserviceable they are treated as such, condemned and set apart for action auction.

II Correspondence Branch:

9. This includes three sections, A, B, & C. "A" section dealing purely with accounts, inlcuding recovery of cost of waste paper disposed by all offices in the State and is under the supervision of the Head Accountant.

Section "B" deals with correspondence connected with procurement of all articles stocked in the stores, repairs of typewriters and duplicators and section "C" with fair copy and despatch of letters and distribution of tappals received each day in the office. Both these sections are under the supervision of the Manager.

The despatch of work in the "C" section is conducted more or less on the same lines as prevail in any Revenue Office. This section consists of two typists, one Despatching clerk, and one tappal clerk who acts as Fair Copy Superintendent also. The usual Fair Copy Register and Distribution Register are maintained.

10. The "B" section includes a sub-section of five clerks (B.1. to B.5.) called typewriter-section. Of them B1. is in charge of the maintenance of (i) F.Register in which any new typewriter supplied to an officer is entered date-war. This is an important register as there is one "F" file for each typewriter bearing the serial number allotted in this register and containing correspondence dating from the original supply of the typewriter, to the final orders when it is condemned,

ii) Ledger of typewriters loaned to officers,

iii) Register of unserviceable typewriters,

iv) Register of secondhand typewriters received daily, whether from a typewriter company after repairs or from an officer, either after the temporary use for which it might have been loaned or in a state of repairs, it is entered here.

v) Register of typewriters sold to Gazetted Officers.

Besides maintaining, these registers B1 attends to ~~xxx~~ correspondence relating to supply of new typewriters and to repairing of existing typewriters and duplicators in Government Secretariat and Board's office. The correspondence is watched in Personal Register. B2. deals with similar correspondence pertaining to typewriters in all other Government Offices in City and maintains a personal register. B3 to B5 each deals with similar correspondence pertaining to typewriters in eight of the remaining districts. They each have a Personal Register.

~~10~~.11. When a new typewriter is to be supplied an Issue slip is prepared by the concerned clerk of the typewriter section and ~~x~~ after obtaining the approval of Assistant Supdt., it is transferred to Indent clerk, who enters in the Indent Register and ~~x~~ then transfers it to the Asst. Storekeeper. The latter charges it by entering in the Store Register and delivers it to a packer who obtains the machine from the "D" section and sends it duly addressed and with other ~~xxx~~ connected documents referred to in para 5. Thereafter the consignment is dealt in the same manner as a stationery package. On receipt of acknowledgement from the officer, the current in the typewriter section is closed with "F" file No. The Issue Slip issued however is filed under the I.No. assigned to it in the Indent Section, after it is received back after posting in the Accounts Section. Where the typewriter or duplicator is supplied to a sale department and the cost is recoverable, the typewriter section clerk will send the Issue slip for the approval of the Assistant Supdt. through the D.C.B. clerk in the Accounts Section. The latter will note the D.C.B. register No. on the Issue Slip and also put up the bill for the typewriter in question , so that the

the Assistant Superintendent approves both the Issue Slip and the bill at the same time and initials the entry in the D.C.B. register, which is also put up along with the file.

The responsibility for the proper maintenance of the typewriter rests with the officer to whom it is supplied. Normally he is expected to consult the nearest typewriter mechanic and as far as possible, the branch of the same company as manufactured the typewriter, when the typewriter gets out of order. If the estimated cost of repair is Rs.25/- and below it is considered a minor repair, and the officer can get it repaired himself and send the bill to the Superintendent of Stationery for payment, duly endorsing on the bill the condition of the machine after repair. When the estimated cost exceeds Rs.25/- it is a case of major repairs and the officer is bound to send a copy of the estimate and obtain prior approval of Supdt. of Stationery before getting the machine repaired. This prior approval is found necessary, in order to enable the Supt. of Stationery to consider the from the "F" (history) files maintained in this office, whether further repairs will be economical. It also enables the ~~Sup~~ Stationery Office to eliminate any items of repairs not immediately required and gives an opportunity to enforce the agreement of the typewriter company previously furnished to carry out repairs free of charge within the guaranteed period; All typewriter companies before carrying out repairs are required to ~~xxxxx~~ furnish a guarantee that the repairs if any occuring within a year from the date of ~~xxxxx~~ repair, except renewal of rub er parts, will be attended to by them free of cost. It is needless for the Stationery Office to keep the current pending after the estimate is approved and the approval is communicated to the officer and the company concerned. The company's bill is required to be sent through the officer for endorsing his certificate for payment for satisfactory repairs and till that arrives, there is no further action required on the file. And when the bill is received after

repairs with endorsement of the officer, it is dealt with in a new current, checked with original estimate and transferred to Head Accountant for payment, the correspondence being again filed with the "F" file but care being taken to obtain the Head Accountant's acknowledgement in token of having received the bill and passed it; This is only to prevent subsequent claim on the same bill. The whole correspondence is very much simplified by making use of certain standardised forms of letters and endoresements, etc.

12. Having regard to the periods for which the typewriters of different makes, a period of normal service has been fixed for each pattern as shown ~~in the margin~~ below.

Remington & Under wood...		18 years.
Wood stock & Royal	...	15 years.
L.C. smith.	...	12 years.
Portables of all makes...		8 years.
All duplicators.	...	18 years.

So, when repairs are reported in a machine which has outlived this period the machine is withdrawn supplying a new or a good second hand machine to the officer according to availability. The withdrawn machine is got examined by the local branch of the concerned typewriter company, and is condemned if the company's report and estimate of repairs warrant such a decision or repaired and added to loan stock. In no case, is a typewriter condemnei without consulting the local branch of that company. Each time when obtaining approval of Superintendent of Stationery for the repairs to be carried out to a machine, a note in a proforma, which provides for the pattern, age, original cost, and total cost of repairs carried out till then, is required to be submitted so that the Superintendent of Stationery or Assistant Superintendent (in the case of minor repairs) has full particulars of the machine before him, while passing orders.

A fair stock of second hand machines of different sizes in good working condition is kept in the stores for allotting to officers as relief machines during the periods their own machines are repaired or as loan machines for temporary/staff sanctioned from time to time. periods for the use of the special Additional temporary staff In such cases, the allotment of the particular size of the machine required is done by B1 through whom the connected files are sent for approval of Assistant Superintendent. B1 simultaneously enters

in the loan ledger the allotment made.

13. The other three clerks in "B" section B7, B8, and B6, attend to the procurement of stationery articles. B8 for paper, B6 for clothing materials and B7 for all other stationery articles. Each of them maintains, besides the Personal Registers, a register showing how the quantities of each article required for a year, have been determined. He also keeps a ckeck register and a register of agreements (in the case of B7 and B6 only). In the former register is entered the quantities ordered under each article after the tender is settled. When the invoice about the supply of an article is received it is entered in this register before transferring to Storekeeper, for taking to account and at the same time a note is made on the invoice that the supply is within the limit ordered. This register helps to check against possible excessive supplies being made. The Register of agreements is maintained to watch that the tenders are promptly settled, orders communicated, Security Deposit obtained and agreements executed by contractors without undue delay. B7 and B8 also maintain a register for the articles imported from Europe through the Director General of India Stores London. These supplies do not come to the Committee Book as the payment is made by the Director General India Stores direct. These stocks are therefore entered in the stock Books and ledgers after entry in this register.

14. The procedure for the supply of clothing is completely different from that of other stationery articles. The uniforms required are got stitched by a tailoring contractor who is selected after inviting tenders and to whom clothing materials are supplied from stores. The indents received from officers are registered in a register of clothing indents kept by B9. The indent furnishes the dimensions for the uniforms required and with reference to them and according to a set scale of cloth allowable, which is previously notified in the tender notice, clothing materials are issued to the tailor on issue slips prepared by B9. The officer is simultaneously intimated of the action taken. The tailor stitches the garments and the liveries according to the specifications, within the stipulated period and delivers them to the concerned officer, who is required

to check the uniforms and send the bills of the tailor duly endorsing thereon for payment. On receipt of these endorsed bills, payment is made in just the same way as the typewriter repairs bills are paid. The whole correspondence on an indent is carried on in a C.No. and watched in Personal Register. The file is ultimately closed as F.Dis. Clothing I No.), as in the case of the Stationery indent files. The issue slip prepared by B9 is transferred direct to Assistant Storekeeper for being charged and it does not pass through Indent Section. Turban cloth, sarees, jersies, etc., which are stocked in stores are issued by separate Issue Slip, bearing the same clothing indent number and despatched to the officer like other stationery articles. Where sandals, shoes are applied for, orders are placed with the Jails for manufacturing according to the foot-tractin received with indent and delivering to the officer direct. On rec eipt of the acknowledgement from the officer, the supplied articles are brought to stock by preparing a direct delivery slip, on the strength of which an entry is made in the Committee Book and payment arranged by book adjustment. When the cost of clothing supplied is recoverable, the connected indent file is transferred to the Demand Collection and Balance clerk in the Accounts section for preparing and sending the bill. The file is returned back noting the DCB number and it is closed ultimately on obtainingthe acknowledgement of the officer for all the items supplied. The collection of cost is watched by Accounts Section clerk A2 in the DCB register.

15. On Office Assistant., as the section head, rests the sole responsibility for the prompt work of the "B" and "C" sections: their close supervision and also signing of fair copies other than those meant for Board and Government. He is in charge of the whole office in the absence of the Assistant Superintendent of Stationery.

The important point to be guarded against in the working of the "B" section is delay at every stage and in each branch which is likely to occur. It can be effectively prevented by a regular periodical check of the Personal Registers of the clerks. The special registers maintained by the clerks should also be

frequently looked into, to prevent irregularities, in the maintenance of the registers. Before placing an order for the purchase of any article each year, the register of estimated requirements, maintained by each of B7 to B9 should be carefully examined in order to prevent unduly large quantities being procured resulting in excessive stocking.

16. In the "A" section, consisting of five clerks, A1. deals with establishment and connected correspondence, budget proposals and the Annual Administration report. He also prepares the contigent bills on the supply vouchers of the contractors and the repair bills for typewriters, etc., after the bills are passed passed by the Assistant Superintendent of Stationery. He maintains two separate contigent bill registers for this purpose, besides the Personal Register and Periodical Register. He is expected to put in these contingent bills once a week to avoid stagnation of passed bills. He is also required to furnish a monthly certificate of reconciliation of the departmental accounts with the Accountant-General's accounts, after close of each month. A5 is in charge of record and attends to the supply of stationery articles other than typewriters and clothing to the various officers under the control of the Collector of Madras(Superintendent of Stationery and to the supply of Local Fund cheque books, which are kept in the personal custody of Assistant Superintendent of Stationery, to all officers in the State. His work is almost similar to any Record Keeper's work in a Revenue Office.A2 is the clerk in charge of the DCB register, which is a very important register as it shows all recoveries on account of Stationery supplied by the stores. The register is opened with every official year, bringing forward to it all outstanding items if any from the reports A2. previous years, prepares and sends bills for supplies made to sale departments and watches the recovery by reminding officers for the outstanding items at the end of each month. He checks also the prior deposits made by local Bodies for the supplies made. He also attends to collection of cost of waste paper sold by all Government Offices in the state to the Andhra Paper Mills. He keeps a register in which he enters the countersigned

he enters the countersigned receipts received from various officers, and at the end of each month sends a consolidated list to Manager, Andra Paper Mills and gets it verified and certified by the latter. At the close of the financial year, these certified list with the countersigned bills are sent to Accountant General for book adjustment of the total cost involved. Correspondence is not much in the seat, but a personal register however is maintained besides the above registers. Another register showing the supplies made to Military Secretary to His Excellency the Governor is also maintained to watch that the supplies do not exceed the monetary value of Rs.7,300/- fixed for his indent. A list of prices of all stationery articles stocked and supplied by the Stationery Stores is prepared annually by A2. before the 1st April of every official year. As the tenders are settled before March, the prices of those articles are available to him. The prices of jail made and Press made articles can be ascertained before hand by addressing them. If the Paper Directorate delay in Communicating the prices the prices prevailing may be adopted till such time as the revised prices are available. When suitable corrections to the Price list be issued. It is important that the price list should be prepared before 1st April as the Administration report to Government on 25th July is based on the prices of that year. The indents received in that year will also be priced on the current years rates. A3 is the clerk in charge of the ledger. He enters date-war all receipts from the Committee Book direct and issues from the dialy totals register, which is prepared by A4. As soon as an indent is transferred to Accounts Section by the Assistant Store Keeper after issue of stationery articles, it is posted in the Departmental issue register which is written departmentalwar. Departmental issues are totalled for each day and posted in the Daily total registers. The departmental issue register is written for all departments whether entitled to free supply of stationery or not. The value of the Stationery supplied to each department is reported annually in the Administration Report sent in A1's branch. The posting in

these registers has to be done promptly to keep pace with the compliance of indents; and careful too, as it provided an independent check against the correctness of the stock registers maintained in the stock sections. The postings in the Daily Total registers are compared with the entries in the Stock register and descrepancies reconciled then and there. At the end of a month the stock of each and every article according to ledger and the stock register is compared and a certificate furnished to Assistant Superintendent of Stationery regarding the agreement in the two figures. In case of irreconcilable difference in the two figures, the orders of Assistant Superintendent of Stationery are obtained for correcting the stock figure which is held to be wrong and the Storekeeper is personally responsible for carrying out necessary corrections in the stock ledgers arising from these orders.

17. The work of this section is very important not only from the point of view of the accounting involved but as it controls in some measure the work of other sections. Any slackness in any branch of this section will result in confusion, delay and dislocation of work of the other section. So, besides the Personal Registers with A 1, A 2, A 5, the DCB registers, the Register of bills with Accountant should be periodically checked. The inspection of ledger, Departmental registers, and daily totals registers occasionally would also be helpful.

18. Unserviceable articles of furniture, stationery, typewriters Duplicators and even huge stocks of stationery which are regarded as dead stock being surplus to requirements, are sold in public auction once in a quarter or as often as expedient. These articles are entered in register called register of articles set apart for auction, whenever orders are passed directing such disposal.

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Sectional Notes.

Sub:- Stationery Manual - Vol I -

Revision and reprinting.

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THE MADRAS STATIONERY MANUAL

VOLUME I.

CHAPTER I.

POWERS AND DUTIES OF THE SUPERINTENDENT OF STATIONERY.

Original rule.	Revised rule.	Remarks.
1. Classes of articles to be supplied by the Stationery Office. The Stationery Office, Madras, is the agency for the supply to the public offices in the Presidency, of stationery, clothing and liveries, copying, duplicating and calculating machines, and typewriters and their accessories, required for official purposes.	1. Classes of articles to be supplied by the Stationery Office. The Stationery Office, Madras, is the Central agency for the supply to the public offices of Madras Government in the ~~presidency~~, of stationery, clothing including Khadi and liveries (excluding badges), duplicating machines (including cyclostyle machines), calculating machines and typewriters and their accessories, required for official purposes. It shall also supply all items of stationery etc. to offices of the Union Government, Local bodies and other institutions in the ~~p~~State~~cy~~, as are ordered to be supplied by State Government from time to time.	The term 'liveries' used in the original rule is likely to be construed as including badges also. As, however, the Stationery Office does not supply badges, the words 'excluding badges' have been added after the word liveries. The word copying in the original rule probably referes to cyclostyle machines. But cyclostyle machine is also a kind of duplicating machine. Hence the word 'copying' has been altered ~~x~~ so as to bring out clearly that duplicating machines include also cyclostyle machines. As the Stationery office also supplies some stationery to certain offices of Union Government in the Presidency and to Local bodies whenever directed to do so by State Government, suitable addition is made in this rule.

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Original rule.	Revised rule.	Remarks.
2. Duties of the Superintendent of Stationery and his responsibilities.	2. Duties of the Superintendent of Stationery and his responsibilities.	There is no specific mention of the post of Assistant Superintendent of Stationery in the Manual but reference is made casually in certain rules. Hence a specific clause stating that the Superintendent of Stationery shall be assisted by a Gazetted Officer designated as Assistant Superintendent of Stationery who will be in full and direct charge of the Stationery Office has been added.
The Superintendent of Stationery is the adviser to Government on all matters connected with stationery and the other articles referred to above and their agent for giving effect to all orders connected therewith. He is responsible for seeing that the stores are properly stocked and kept, that they are of good quality, and that the issues are limited to the sanctioned scale. It shall be the duty of the Superintendent of Stationery to watch the expenditure on stationery in all public offices with a view to securing the strictest economy compatible with the efficiency of the administration and to submit proposals to Government for the reduction of expenditure when he considers such a course feasible; for this purpose he shall be authorized to call for information from any public officer on matters dealt with either in these rules or in the scale of supply. It shall also be the duty of the Superintendent of Stationery to bring to the notice of Government any serious instance of neglect or breach of these rules by any public officer.	The Superintendent of Stationery is the adviser to Government on all matters connected with stationery and the other articles referred to above and their agent for giving effect to all orders connected therewith. ~~The Superintendent of Stationery is~~ [He shall, in the discharge of his duties and responsibilities, be assisted by a Gazetted Officer, sesignated as Assistant Superintendent of Stationery, who will be in full and direct charge of the Stationery Office.] The Superintendent of Stationery is responsible for seeing that the stores are properly stocked and kept, that they are of good quality, and that the issues are limited to the sanctioned scale. It shall be the duty of the Superintendent of Stationery to watch the expenditure on stationery in all public offices with a view to securing the strictest economy compatible with the effieiency of the administration and to submit proposals to Government for the reduction of expenditure when he considers such a course feasible. For this purpose, he is authorized to call for information from any public officer on matters dealt with either in these rules or in the scale of supply. It shall also be the duty of the Superintendent of Stationery to bring to the notice of Government any serious instance of neglect or breach of these rules by any public officer.	Em(S) The revised rule as amplified may be accepted. 14/9/50 OSM 27/9/50 10/10/50 29 53

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Original rule.	Revised rule.	Remarks.
7. <u>Superintendent of Stationery empowered to examine stock books of indenting officer.</u> The Superintendent of Stationery may from time to time call for the stock-books of various officers in order to verify indents and to satisfy himself that the stock books are being uniformly and properly maintained.	3. <u>Superintendent of Stationery empowered to examine stock books of indenting officer.</u> The Superintendent of Stationery may from time to time call for the stock books of various offices in order to check indents and to satisfy himself that the stock books are being uniformly and properly maintained. [In respect of the offices in the city of Madras the Superintendent of Stationery and the Assistant Superintendent of Stationery are further authorized to pay periodical visits to these offices to see that the rules and instructions regarding the custody, issue and use of stationery are strictly observed.]	In G.O.No. 2445 Education, dated 26th December 1940, the Government authorized the Superintendent and Assistant Superintendent of Stationery to pay periodical visits to offices in the City to see whether the instructions regarding the economical use of stationery were followed. The Assistant Superintendent inspected a few offices but the Superintendent could not inspect any office as he was then busy with work connected with war. Moreover, most of the offices in the City moved to the muffassal in April 1942 and in view of the chage in the circumstances, the Government ordered that the inspection of offices in the City may be dispensed with. Now that the offices are working in their usual places, it may perhaps be advantageous to revive the power to inspect offices if need arises. Hence the provision in the G.O. has been incorporated in the revised rule. This clause, while empowering the Superintendent and Assistant Superintendent to inspect offices, is so worded that it is not compulsory to visit the offices. Pertaining as this rule is to the duties and responsibilities of the Superintendent of Stationery, it is numbered as No.3, thus deviating from the previous order.

Encl

May be accepted

27/9/50

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Original rule.

3. Description of articles of stationery to be supplied by the Stationery office.

Appendix I contains a complete list of articles which the Superintendent of Stationery is authorized to supply and the departments for which or the officers for whom the several articles are provided. Subject to the provision of paragraph 9, Chapter II, infra, the Superintendent of Stationery shall have no authority to add to or substract from the list without the specific orders of Government.

Note.-(1). Rubber stamps are supplied by the Superintendent, Government Press, to whom imdents should be made direct. Ink and brush will, however, be supplied by the Stationery Office along with other articles of Stationery.

(ii) Indents for forms standardized or non-standardized should be made on the Superintendent, Government Press, Madras, also all correspondence connected with their supply, and any proposals for revision or modification of amy form or forms.

Revised rule.

4. Description of articles of stationery to be supplied by the Stationery office.

Appendix. I contains a complete list of articles which the Superintendent of Stationery is authorized to supply and the departments for which or the officers for whom the several articles are normally provided. Subject to the provision of rule 8 ~~(rule) 8, Chapter II~~, infra, the Superintendent of Stationery shall have no authority to add to or subtract from the list without the specific orders of Government.

Note.-(i) Rubber stamps are supplied by the Superintendent, Government Press, to whom indents should be made direct. Ink and brush will, however, be supplied by the Stationery Office along with other articles of Stationery.

(ii) Indents for forms, standardized or non-standardized, should be made on the Superintendent, Government Press, Madras, also all correspondence connected with their supply, and any proposals for revision or modification of any form or forms.

Remarks.

There is practically no change in this rule. The rules in the Manual are sometimes referred to as paragraphs in some places. For the sake of uniformity the word paragraph in this rule has been substituted by the word "rule". The original rule 7 has been revised as rule 3. Hence the original rule 3 has been revised as rule 4. ✓

Encl.

May be accepted

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Original rule.	Revised rule.	Remarks.
(b) Accessories for typewriters and other office machines. (c) Cheap articles of common use if required in small quantities only. (d) Such other classes of articles that can be obtained more economically in the local market. (e) Those that cannot conveniently be purchased through the Director-General of Stores, London, as may from time to time be prescribed by the Government.		
(iv) Special purchases in India. ✓ In cases of emergency, when inconvenience to public service would be caused by waiting to obtain an article from England through the Indian Store Department, London, the Superintendent of Stationery is authorized to purchase locally such article which is included in Appendix I but is out of stock when such a course is absolutely necessary provided that the cost of such purchases can be met from the budget allotment.		
Cellophane (white) transparent paper, 34" x 38", required for manufacture of transparent covers for depositing wills in the Registration Department and double crown greaseproof transparent paper required by Collectors for pasting torn inam registers, may be purchased by the Superintendent of Stationery whenever necessity arises.		
*(i) Paper of all descriptions including envelopes, carbon and stencil papers. (ii) Pencils, pen-holders and pen nibs. (iii) Ink and ink powder. ✓ (iv) Other articles as may be prescribed by Government from time to time.		

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Original rule.	Revised rule.	Remarks.
NOTE.--The Superintendent of Stationery should purchase his annual requirements of superior sealing wax from the Madras Forest Department. (G.O.No. Ms.2283 Education, dated 1st October 1937).		Exn (E) Rule 5 as revised which represents the existing practice according to orders may be accepted. 15/9/50 27/9/50 Loco

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Original rule.	Revised rule.	Remarks.
5. <u>Method of supply of typewriters and other office machines</u>. Typewriters, duplicators(rotary), adding and calculating machines are not kept in stock in the Stationery Office but they are purchased from local agents and supplied to officers of specific sanction of Government or of the authority to whom this power has been delegated by Government. Typewriters of authorized patterns are purchased from local agents on the tender system approved by Government.	Omitted.	This rule has been omitted as the method of supply of typewriter is dealt with in chapter IX (Revised).

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Please see page 76 infra.

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Original rule.

6.Financial pwoers of the Superintendent of Stationery.

(i)The Superintendent of Stationery exercises full powers of purchase except in respect of papers including carbon and stencil papers and typewriters (which are generally obtained on tenders approved by Government).

(ii) The Superintendent of Stationery has power to write off irrecoverable value of stationery articles lost or damaged upto a limit of Rs.300/- in each case when after due enquiry he is satisfied that no one can be held responsible for the loss and that it does not disclose a defect in the system the amendment of which requires the sanction of Government. Such sanctions to write off should be communicated to the Accountant General with an explanation of the full circumstances of each case and also with copies of relevant portions of correspondence connected with the subject.

Note.-The Assistant Superintendent of Stationery is authorized to write off the value of deficiencies under rule 43 up to a limit of Rs.5/- in each case subject to an annual limit of Rs.100/-

Revised rule.

6.Financial powers of the Superintendent of Stationery.

(i) The Superintendent of Stationery exercises unlimited powers for purchase of stationery of all except ~~in respect of~~ paper including carbon and stencil papers and typewriters for which sanction of Government is necessary.

Note.--Cellophane (white), transparent paper 34" x 38", required for manufacture of transparent covers for depositing wills in the Registration Department and double crown greaseproof transparent paper required by Collectors for pasting torn inam registers, may be purchased by the Superintendent of Stationery whenever necessity arises.

(ii) The Superintendent of Stationery has power to write off irrecoverable value of stationery articles lost or damaged up to a limit of Rs.300 in each case when after due enquiry he is satisfied that no one can be held responsible for the loss and that it does not disclose a defect in the system the amendment of which require the sanction of Government. Such sanctions to write off should be communicated to the Accountant General with an explanation of the full circumstances of each case and also with copies of relevant portions of correspondence connected with the subject.

Note.The Assistant Superintendent of Stationery is authorized to write off the value of deficiencies under rule 45 upto a limit of Rs.5/- in each case subject to an annual limit of Rs. 100.

Remarks.

The original rule states that paper and typewriters are generally obtained on tenders approved by Government. The supply of paper is now obtained through the Paper Directorate, ~~of the Government of~~. and Typewriters are also obtained through the Controller of Stationery and Printing, New Delhi. Hence the reference to tender in the original rule has been omitted in the revised rule.

The addition regarding the purchase of cellophane paper and greasproof paper made to the original rule 4 (iv) (Special purchases in India) has been omitted in the revised rule 4. ~~vide note on the revised rule 4~~.This addition has now been added as a note to revised rule 6 as it is considered that it, more appropriately, refers to the financial powers of the Superintendent of Stationery.

Encl E)

May be accepted

ORM 27/9/50

Original rule.

CHAPTER II.

POWERS OF HEADS OF DEPARTMENTS IN RESPECT OF STATIONERY ARTICLES.

8. Limits and conditions under which petty purchase by officer is permissible.

All stationery stores required for use in Government offices and institutions should be obtained by indent on the Superintendent of Stationery. Local purchases are strictly forbidden except in the following cases:-

(1) The authorities specified below are authorized to sanction petty purchases of Stationery to which they are entitled under Appendix I of Stationery Manual up to a limit of Rs.20. in each case, provided that the want of such articles could not have foreseen and included in their annual indents for stationery and that they are so urgently required that public interests will suffer by the delay involved in indenting on the Stationery Office for supply:-

Advocate-General.
Board of Revenue(all departments)
Chief Conservator of Forests.
Chief Engineers to Government.
Chief Judge, Court of Small Causes.
Chief Presidency Magistrate.
Collectors of districts.
Commissioner of Excise.
Commissioner of Labour.
Commissioner of Police.
Conservators of Forests.
Director of Agriculture.
Director of Fisheries.
Director of Industries.

Revised Rule.

CHAPTER II

POWERS OF HEADS OF DEPARTMENTS IN RESPECT OF STATIONERY ARTICLES.

7. Limits and conditions under which petty purchase by officers is permissible.

All stationery stores required for use in Government offices and institutions should be obtained by indent on the Superintendent of Stationery. Local purchases are strictly forbidden except in the following cases:-

(i) The authorities specified in annexure A are authorized to sanction petty purchases of stationery to which they are entitled under Appendix I of the Stationery Manual, up to an annual limit of Rs.20. in the case of each article provided that the want of such articles could not have been foreseen and included in their annual indents for stationery and that they are so urgently required that public interests will suffer by the delay involved in indenting on the stationery office for supply.

Annexure A.

List of authorities authorized to sanction petty ~~ex~~ purchases of stationery. Rule. 7(i)

Advocate-General.
Board of Revenue(all departments.

Remarks.

This rule contains a list of authorities authorized to sanction petty purchases of stationery up to a limit of Rs.20 in each case, in case of emergency. Rule 7 (b) of the Madras Financial Code, Volume II, also contains a list of authorities empowered to purchase stationery locally up to Rs.20 in each case in emergent cases. The following officers who have been included in the list in the Madras Financial Code do not find a place in the Stationery Manual.

Commissioner for Government Examinations.
Examiner of Local Fund Accounts.
Director of Fire Services.
Inspector of Municipal Councils and Local Boards.

The following officers included in the Stationery Manual are not found in the Madras Financial Code.

Principal, Forest College, Coimbatore.
Private Secretary to His Excellency the Governor.

The list in the revised rule has been brought in line with the list in the Madras Financial Code.

There has been change of designation in the case of the following officers. Director of Industries and Director of Veterinary Services. Their new designations viz. Director of Industries and Commerce and Director of Animal Husbandry respectively have been incorporated in the revised list.

Original rule.	Revised rule.	Remarks.
Director of Public Health. Director of Public Instruction. Director of Veterinary Services. Chief Electrical Inspector to Government. District and Sessions Judges. Deputy Inspector General of Police. Honourable the Judges of the High Court. Inspector General of Police. Inspector General of Prisons. Inspector General of Registration. Judge, City Civil Court. Principal, Forest College, Coimbatore. Private Secretary to His Excellency the Governor. Registrar of Co-operative Societies. *Secretaries to Government. Secretary to the Madras Legislature. Superintending Engineers. Superintendent, Government Press. Surgeon-General. Transport Commissioner.	Chief Conservator of Forests. Chief Engineers to Government. Chief Judge, Court of Small Causes. Collectors of districts. Commissioner for Government Examinations. Commissioner of Excise and Prohibition. Commissioner of Labour. Commissioner of Police. Conservators of Forests. Director of Agriculture. Director of Fisheries. Director of Industries and Commerce. Director of Public Health. Director of Public Instruction. Director of Animal Husbandry. District and Sessions Judges. Registrar of the High Court. Inspector General of Police. (For both Police and Fire services). Deputy Inspectors General of Police. Inspector General of Prisons. Inspector General of Registration. Inspector of Municipal Councils and Local Boards. Judge, City Civil Court. Registrar of Co-operative Societies. Secretaries to Government (in respect of their office establishments and offices for which they are Heads of Departments). Secretary to the Madras Legislature. Superintending Engineers. Superintendent, Government Press. Surgeon General. Chief Electrical Inspector to Government.	It is considered more appropriate to have the list separately as an annexure than have it in the body of the rule, as the list is likely to have frequent alterations by way of addition or modification. An annexure will also facilitate easy reference. Hence the list has been separated from the body of the rule and incorporated as an annexure. The wording of the rule has also been amended to suit this change. The phrase in "each case" used in the original rule re: the monetary limit of local purchase has recently been clarified in G.O.No. Ms.2563 Education, dated 11-8-1949 as referring to the annual price limit in respect of each article. Hence the wording of the rule has been changed to bring out the amplified meaning clearly. Women Welfare Officer and officers of the Transport Department have been included in annexure to rule 7(i) (revised).

* In respect of their office establishments and offices for which they are heads of departments.

Chief Presidency Magistrate

Ex(2)

Due to the increase in the price of articles, the money limit for the local purchase of articles was raised from Rs 10 to Rs 50 by G.O. 2637 dt 21.10.48 & Fr. 3 Ms Ex dt 6.12.49 with effect from 1948 the

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~~Original rule.~~

~~Revised rule.~~

Examiner of Local Fund Accounts.
Women's Welfare officer, Madras.
Provincial Motor Transport Controller.
Transport Commissioner.
~~Transport Commissioner for Coach Building Factory.~~
~~Transport Commissioner for Government Bus Service.~~

Remarks.

Supt of Stg has not stated whether the enhanced limit of Rs 50/- should continue or not. If it is to not be a permanent feature, the original limit of Rs 20/- ~~and the~~ should be restored, and he should have ~~reviewed~~ remarked so. At any rate a reference (~~on this~~) may be made on this point.

I.D. 19.9.50

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The Supt of Stg states that no alteration is necessary

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Original rule.	Revised rule.	Remarks.
(ii) The following officers have been empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Office.	(ii) The officers specified in annexure B are empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Office.	This rule contains a list of officers empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Office. All the corrections have been incorporated. For reasons similar to those given for rule 7(i) revised, the list has been separated as an annexure and the wording of the rule suitably changed. In item (b) the new designation of the Director of Industries has been incorporated.
(typed as annexure B under the revised rule).		

Annexure B.

List of authorities empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Office.(Rule 7.ii.)

(a) Collectors of Malabar and South Kanara.	Up to a limit of Rs. 20 in each case in respect of schools in the islands attached to these districts.	The entry "Students' Advisory Committee" has been deleted from the Manual under instructions from the Registrar, University of Madras.
(b) Director of Industries and Commerce and the officers in charge of commercial institutions in the Industries department.	Up to an annual limit of Rs.100 and Rs.50 respectively in regard to each institution, in cases of emergency.	
(c) Assistant Director of Fisheries (Coast).	Up to a limit of Rs.5 in each case in respect of village schools managed by the Department of Fisheries and up to a limit of Rs.10 in each case in respect of Fisheries and up to a limit of Rs.10 in each case in respect of Fisheries Technical High School, Kozikode in cases of emergency. The Assistant Director of Fisheries (Coast)	In item (c) Kozikode has been substituted for Madanapalle under instructions from the Director of Fisheries, Madras.

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is authorized to purchase locally slates required for the Fisheries Schools on the West Coast subject to a limit of twenty five slates per school per year.

The revised rule may be accepted.

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[illegible]

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~~Original rule.~~	Revised rule.	Remarks.
(1)	(2)	(3)
Principal Agricultural College.	(1) Printing in, yellow. (2) Press Blanketting. (3) Palette knives 15 inches up to the value of Rs.20 a year.	Printing section of the College.
Director of Fisheries.	Parchment paper, 8 quires per annum.	Labelling fish specimens.
Director of Public Health.	(1) Mitchell's R.board point nibs up to a maximum of 12 per annum. (2) Brushes for damping up to a maximum of two per annum. (3)Swan ink of different colours. (4) Bodkins.	For artists and draftsmen. Vital Statistics sections. For stitching records.
Director of Public Instruction.	Embroidery cotten thread of sorts not stocked by the Superintendent of Stationery.	In such quantities as may be required by the Inspector of European schools for examination purposes.
Director of Survey.	Double crown 30"x20" tracing paper glazed.	Survey office.
District Collectors.	Blotting pads or materials for manufacturing them.	Gazetted Officers' use.

Original rule.	Revised rule.	Remarks.
(iii) Local purchase of articles not stocked by the Stationery Office is permitted in the following cases.- *typed as annexure C under revised ~~x~~ rule.	(iii) Local purchase of articles not stocked by the Stationery office is permitted in the cases specified in annexure C.	This rule gives a list of cases in which local purchase of articles not stocked by the Stationery Office is permitted. The list in this rule has also been separated as an annexure and the wording of the rule suitably changed. All the corrections have been incorporated. The modifications required in the individual items of the list are noted against them.

Annexure C.

List of cases in which local purchase of articles not stocked by the Stationery Office is permitted.(Rule 7 iii).

Departments or officers authorized to purchase.	Articles to be purchased.	For whom and for what purpose.
Chief Engineer for Electricty.	(1) Section paper, 1/10" scale in rolls of 10 yards.	For plotting at one continuous stretch the results of transmission line surveys over several miles.
	(2) Waterproof liquid ink green and violet.	Technical Section for Hydro-Metric Work.
Director of Agriculture.	(1) Six yards of fine muslin per annum. (2) Twelve strops for ~~x~~ razor per annum. (3) Muslin.	Lecturing and Systematic Botanist Sections.
The Concerned Ministries Agricultural department.	Special sewing thread for selfing cotton plants.	For experimental and research purposes. Cotton Specialist and cotton breeding stations.

Supply of Benzine oil was discontinued long ago. The provision for this local purchase by the Chief Engineer for Electricty has been deleted. Other outstanding articles supplied by Stores now.

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Original rule. (1)	Revised rule. (2)	Remarks. (3)
~~1. Collectors of districts.~~ ~~2. District Magistrate, Salem.~~ ~~3. District Superintendents of Police, Madura South and North and Ramnad.~~ ~~4. Managers of criminal Tribes Settlement.~~	~~Blue black ink pills and red ink pills.~~	~~For the schools under their control.~~
Collectors of Malabar, The Nilgiris and South Kanara	Waxed paper.	For interleaving the sheets of Revenue adhesive stamps to prevent them from sticking together during the monsoons.
District Superintends of Police.	Blotting pads or materials for manufacturing them.	Gazetted Officers' use.
High Court.	Any stationery articles up to an annual limit of Rs.20.	Hon'ble the Judges.
~~Government Solicitor.~~	~~Copying ribbons for typewriter. (8 per annum)~~	~~For typewriters.~~
Superintendent, Government Press.	Binding materials.	Binding department.

Original rule.	Revised rule.	Remarks.
(1)	(2)	(3)
Superintendent, Government Museum.	1. 100 stiff white boards every year. 2. Waxed paper or cloth 52" wide and small cyclostyle roller.	For mounting insect collections. For use in the Government Museum.	The ~~maximum price limit of Rs.2 fixed for~~ item (1) may be omitted. The quantity of the boards is fixed. The price is not a constant factor and is liable to variation. Hence the recommendation for omission.
Deputy Inspector-General of Police, Railways and C.I.D.	Adhesive called "Grip fix" (not more than 100 tins annually.~~xtxx~~).	For the use of the Criminal Investigation Department staff stationed at Madras, Dhanushkodi and Pondicherry.	~~Similarly~~ the price limit for the 100 tins of Grip fix which the Deputy Inspector General of Police is authorized to purchase may be omitted.
Director of Industries and Commerce.	Sable hair brushes of sizes not stocked by the Stationery Office.	For School of Arts and Crafts, Madras for Painting work.	
Principal Librarian, Connemara Public Library.	(1) Oil paper (tissue) (2) Black twine. (3) Binding hammer. (4) Bodkin. (5) Press (copying) binding press machine.	For binding work.	
~~Legal Department.~~	~~Benzine oil, 4 bottles per annum~~	~~For Government Legal Department.~~	Now that the sealing wax manufactured by the Forest department is stocked and supplied by this office the provision for the local purchase by the Madras Public Service Commission has been deleted.
Military Secretary to His Excellency the Governor of Madras.	Carbon papers and typewrier ribbons. (special variety)	For the use of the noiseless typewriters.	

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(1)	(2)	(3)
Secretary to Government, Finance Department.	Carbon papers and typewriter ribbons(special variety) for noiseless typewriters.	Personal clerks to the Hon'ble Ministers.
Board of Revenue.	Carbon papers and typewriter ribbons.	For the sue of the noiseless type-writers.
Conservator of Forests, Working Plans circle.	25 instantaneous binders annually.	For filing loose control forms.
Principal, Government School of Technology.	(1) Paper, Printing Double crown (30" x 20") 28 lb. (2) Paper, printing, Imperial (30"x20") 50 lb. (3) Real Art paper D.C. 20x30. 50lb	For use in the Printing section.
Curator, Madras Record Office.	Camel hair brushes of special variety.	For the ~~xx~~ use of the mending section.
~~Electricty department.~~	~~Benzine oil, Section paper in rolls, Waterproof liquid ink (green and violet).~~	~~Executive Engineer, Electrical and Mechanical division up to a limit of Rs.20 per annum.~~

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Original rule.	Revised rule.	Remarks.
(iv) In the following cases stationery articles may be obtained without the intervention of the Superintendent of Stationery. (As annexure under the revised rule).	(iv)Stationery articles may be obtained without the intervention of the Superintendent of Stationery in the cases specified in Annexure D.	This rule contains a list of cases in which stationery articles may be obtained without the intervention of the Superintendent of Stationery. The list has been separated as an annexure and the wording of the rule amended to distinguish from the preceding annexure.

Annexure D.

Cases in which stationery articles may be obtained ~~xxx~~ without the intervention of the Superintendent of Stationery.(Rule 7 iv.)

(a) Chalk, chamois skin and one quire of section paper divided into centimetre and millimetre for the Government Museum.

(b) Twine required for experimental and research purpose by the Agricultural Department.

(c) Stationery required for apprentices (Bar-council) examinations, provided that no part of the expenditure in connection with such examination falls on the Government.

(d) Stationery required for Village Officials Special test examinations & the Cost is met from the fees realised.

(e) The following stationery required by the Government Press, Madras.--

Enamel and fancy end papers.
Gilt marble paper.
Wiping paper for embossing machine.
Paper rolls for time recorders.
Manilla paper for packing cylinder printing machine.
Japanese tissue paper.
Stereo backing paper.
Monotype spool paper.
Interleaving paper for illustrations.
China paper.

~~(c) The words " and pleadership" may be omitted as the pleadership examination has been abolished. The words "Bar Council" may be added in brackets after the words "apprentices" to indicate the nature of the apprentices examination.~~

P.T.O.

Cover papers and cover boards of different shades and weights.
Paper tape, gummed.
Art and imitation art papers of standard sizes.
Ivory boards, Royal.
Imperial pink cartridge paper.
Special paper of any kind not stocked by the Stationery office.
Ink, printing of all colours.

~~The xxx portion within bracket in the original has been deleted as the Superintendent, Government press is competant to test and purchase ink required by him for printing.~~

Thread, carded.
Scissors, book binders.
Needles, book binders.
Packing materials (ropes and mats).
Twine hempen and other special twine required for binding.

~~Newly included as twine hempen was deleted from Appendix. I.~~

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(f) Stationery required for use at the various examinations conducted by the Madras Public Service Commission.

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Original rule.	Revised rule.	Remarks.
9. <u>Powers of certain officers in respect of articles not provided for in the appendix.</u> The officers specified in rule 8(i) with the exception of the Commissioner of Police, are authorized to indent on the Superintendent of Stationery or to sanction supply to officers subordinate to them, of such articles of stationery enumerated in Appendix I of the Stationery Manual as are not specifically marked for supply to them, in order to meet casual as opposed to recurring demands, subject, however, to the condition that the total value of the article or articles supplied does not exceed Rs.50. The supply will be limited to the year of indent and must not be repeated without the sanction of Government. NOTE.--This power shall never be exercised in respect of articles supplied on a fixed scale or for stated periods.	8. <u>Powers of certain officers in respect of articles not provided for in the appendix.</u> The officers specified in annexure A to rule 7(i) with the exception of the Commissioner of Police, are authorized to indent on the Superintendent of Stationery or to sanction supply to officers subordinate to them of such articles of stationery enumerated in Appendix I of the Stationery Manual as are not specifically marked for supply to them, in order to meet casual as opposed to recurring demands; subject, however, to the condition that the total value of the article or articles supplied does not exceed Rs.50. The supply will be limited to the year of indent and must not be repeated without the sanction of Government. NOTE.--This power shall never be exercised in respect of articles supplied on a fixed scale or for stated period.	The words "annexure A " has been added previxous to the words rule & 7(i) as the list in rule 7(i) has been proposed to be separated as an annexure A. Encl. May be accepted.

Original rule.	Revised rule.	Remarks.
10. <u>Powers of officers to write off losses (see also Appendix 23 of the Madras Financial Code, Volume II.</u> The authorities specified below have been empowered to writee off irrecoverable value of stationery articles lost or damaged up to the amounts specified in each case; where the value exceeds these amounts the sanction of Government is necessary. These powers are subject to the restrictions imposed by similar rules in the Madras Financial code, viz., that the loss does not disclose (i) a defect of system or in the rules the amendment of which would require the orders of ~~h~~ higher authority or (ii) serious negligence on the part of one or more Government servants that might possibly call for disciplinary action requiring the orders of a higher authority. Every sanction to a write off should be communicated at once to the Accountant-General with an explanation of the circumstances and with copies of relevant portions of the correspondence relating to the subject. (typed as annexure to the revised rule).	9. <u>Powers of officers to write off losses (see also Appendix 23 of the Madras Financial Code, Volume II.</u> The authorities specified in annexure E have been empowered to write off irrecoverable value of stationery articles lost or damaged up to the amounts specified in each case; where the value exceeds these amounts the sanction of Government is necessary. These powers are subject to the restrictions imposed by similar rules in the Madras Financial Code, viz., that the loss does not disclose (i) a defect of system or in the rules the amendment of which ~~x~~ would require the orders of higher authority or (ii) serious negligence on the part of one or more Government servants that might possibly call for disciplinary action requiring the orders of a higher authority. Every sanction to write off should be communicated at once to the Accountant-General with an explanation of the circumstances and with copies of relevant portions of the correspondence relating to the subject.	This rule deals with the powers of officers to write off losses. Appendix 23 of the Madras Financial Code, Volume II also gives a list of officers empowered to write off losses. The list in the Stationery Manual has been brought in line with the list in the Madras Financial Code. Here also, the list has been separated as an annexure and the wording of the rule suitably changed.

Annexure E.

List of authorities empowered to write off irrecoverable value of stationery articles lost or damaged. (Rule 9).

	AUTHORITY COMPETENT TO SANCTION WTIRE OFF.	Maximum limit of SANCTION IN EACH CASE.
1.	Board of Revenue (a)	Rs.5,000.
2.	Chief Conservator of Forests.	Rs.5,000.
3.	Conservator of Forests.	Rs.1,000.
4.	Chief Engineers.	Rs.500.
5.	Director of Industries and Commerce.	
6.	High Court.	
7.	Inspector-General of Police.	
8.	Inspector-General of Prisons.	
9.	Surgeon-General.	
10.	Commissioner of Labour.	Rs.300.
11.	Collectors.	
12.	Commissioner for Government Examinations.	
13.	Commissioner of Police.	
14.	Director of Agriculture.	
15,	Director of Public Health.	
16.	Director of Public Instructions.	
17.	Director of Animal Husbandry.	
18.	Registrar of Co-operative Societies.	
19.	Sanitary Engineer.	
20.	Secretaries to Government.	
21.	Secretary to the Legislature.	
22.	Superintending Engineers in the P.W.D.	
23.	Superintending Engineers in the Electrical department.	
24.	Executive Engineer, (Electrical) Vijayawada.	
25.	Chief Electrical Inspector to Government.	
26.	Superintendent of Stationery.	

27. Administrator-General and Official Trustee. 28. Advocate-General. 29. Chief Judge, Court of Small Causes. 30. Chief Presidency Magistrate. 31. District and Sessions Judges. 32. Inspector-General of Registration. 33. Judge, City Civil Court.	Rs.200.		
34. Deputy Inspectors-General of Police.	Rs.150.	...	Introduced with reference to the list in M.F.C.
35. Deputy Commissioner of Excise & Prohibition. 36. District Medical Officers. 37. Divisional Inspectors of Schools. 38. Executive Engineers. 39. Divisional Electrical Engineers. 40. Principal, School of Indian Medicine. 41. Principals, Medical Colleges. 42. Superintendent, Government Press. 43. Superintendents of Government Hospitals. 44. Director, King Institute, Guindy. 45. Electrical Inspector to Government. 46. District Forest Officers. ...	~~Rs.100~~ Rs 100.	...	.. Introduced with reference to the list in M.F,C.
47. Principal, Agricultural College, Coimbatore (b) 48. Electrical Engineer, General. ...	Rs.50.		The financial limit of write off for the Electrical Engineer General has been raised from Rs.20 to Rs. 50 in the M.F.C. Hence he has been graded under Rs.50.
49. Radio Engineer.	Rs.20.		Introduced with reference to the list in the M.F.C.
50. Superintendents of Police. 51. Principals, Police Training Schools ~~52. Secretary to the Governor.~~ 52 ~~53~~ Heads of offices of the Agricultural Department of and above the rank of Assistant Director of Agriculture (c) 53 ~~54~~ Livestock Development officer (c)	Rs.10.		Item (52) in Rs.10 group. Secretary to the Governor has been deleted in M.F.C. by means of a correction slip. Hence this has been ~~may be~~ omitted in the revised list.

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		Rs.
54.	~~Lixxxxx~~ Superintendent, Livestock Research Station, Hosur (c).	10
55.	Principal, Madras Veterinary College (c).	
56.	Assistant Superintendent of Stationdery.....	Rs.5.

NOTE.--(a) The orders of the full Board should be obtained for writing off any amount that exceeds Rs.1,000.

(b) and (c). The powers of write off are subject to the restrictions imposed in the remarks column against item 6 in Appendix 23 of the Madras Financial Code, Volume II.

(d) The total amount written off should not exceed Rs.100 in any one year.

Em(E)

The rule as revised may be accepted.

JD 15/9/50

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Original rule.	Revised rule.	Remarks.
11. Powers of an officer holding more than one office. When an officer holds more than one office, the powers given him in his principal office extend to the subsidiary ones also; for example, Revenue is also the Inam Commissioner, the Collector of Madras is also the Superintendent of Stationery and the Protector of Emigrants.	10. Powers of an officer holding more than one office. When an officer holds more than one office, the powers given him in his principal office extend to the subsidiary ones also; for example, one of the Members of the Board of Revenue is also the ~~Inam~~ Commissioner of Excise & Prohibition the Collector of Madras is also the Superintendent of Stationery.	The words "and the Protector of Emigrants" at the end of the rule is omitted in the revised rule as the Collector of Madras does not hold the post of the Protector of Emigrants. ✓
12. Reference to special chapters on the initial supply of typewriters, etc. The powers of heads of departments in respect of the first supply of typewriters and other copying machines are described in the special chapter dealing with them.	11. Reference to special chapters on the initial supply of typewriters, etc. The powers of heads of departments in respect of the first supply of rotary duplicators and cyclostyle machines are described in ~~the special~~ chapter dealing with them. The first supply of typewriters, however, requires sanction of Government.	When the rule was originally framed, certain heads of departments had the power to sanction the first supply of typewriters to their offices and offices subordinate to them. This power was withdrawn in 1944 during the war. But, the power to sanction the first supply of rotary duplicators and cyclostyle machines continues with them. Hence the rule has been recast to bring out these changes. The reference to copying machines is also omitted in rule (i) among the articles to be supplied by the Stationery office.

PTO

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Original rule.	Revised rule.	Remarks.
13. <u>How special sanctions and demands thereunder to be communicated to the Superintendent of Stationery.</u> Sanctions accorded by the authorities referred to in this chapter and in the special chapters referred to in paragraph 12 supra shall be couched in specific terms and the paragraph of the Stationery Manual under which the sanction is accorded shall be quoted. In no case shall an application from a subordinate officer be merely forwarded to the Superintendent of Stationery for compliance.	12. <u>How special sanctions and demands thereunder to be communicated to the Superintendent of Stationery.</u> Sanctions accorded by the authorities referred to in this chapter and in the special chapters referred to in rule 12 supra shall be couched in specific terms and the rule of the Stationery Manual under which the sanction is accorded shall be quoted. In no case shall an application from a subordinate officer be merely forwarded to the Superintendent of Stationery for compliance.	The word "paragraph" used in the original rule has been substituted by the word "rule" for the sake of uniformity as the rules in the stationery Manual are referred to as paragraphs in some places and as rules in other places.

Sec. E)

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Revised rules 10, 11 & 12 may be accepted

JD 15/9/50

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Chapter III

28

Original rule.	Revised rule.	Remarks.
CHAPTER III. OFFICERS AUTHORIZED TO INDENT ON THE SUPERINTENDENT OF STATIONERY.	CHAPTER III. OFFICERS AUTHORIZED TO INDENT ON THE SUPERINTENDENT OF STATIONERY.	No change except of the list of officers authorized to indent for stationery free of charge.
14(i) Officers authorized to indent free:- Appendix II of Stationery Manual Vol. II Part I contains a list of the officers who are authorized to indent on the Superintendent of Stationery and obtain supplies free of charge and shows also the officers by whom these indents shall be countersigned and transmitted to the Stationery Office. The list is furnished as Anexure to this rule.	13(i) Officers authorized to indent free. Appendix II of Stationery Manual Volume II Part I contains a list of the officers who are authorized to indent on the Superintendent of Stationery and obtain supplies free of charge and shows also the officers by whom these indents shall be countersigned and transmitted to the Stationery Office.	
(ii) Units of indents and supply with centres. Besides this, a list of officers fixed as units of indent and supply of stationery in each department and the centres together with the officers or offices grouped therein are given in the departmental appendices--vide Part II of Volume II. Indents received only from recognized centres and units, will be admitted by the Stationery Office, the rest will be returned for revision and retransmission. These units and centres are first introduced with the sanction of Government, but subsequent alterations in the group of officers or units and other modifications, are carried out by the Superintendent of Stationery himself, in consultation with the officers or heads of departments concerned, under the powers vested in him by Government, a reference being made to Government, only in such cases, in which the Superintendent of Stationery	(ii) Units of indents and supply with centres. Besides this, a list of officers fixed as units of indent and supply of stationery in each department and the centres together with the officers or offices grouped therein are given in the departmental appendices--vide Part II of Volue II. Indents received only from recognized centres and units, will be admitted by the Stationery Office, the rest will be returned for revision and retransmission. These units and centres are first introduced with the sanction of Government, but subsequent alterations in the group of officers or units and other modifications, are carried out by the Superintendent of Stationery himself, in consultation with the officers or heads of departments concerned, under the powers vested in him by Government, only in such cases, in which the Superintendent of Stationery	No change.

Original rule.	Revised rule.	Remarks.
and the officer concerned do not agree.	and the officer concerned do not agree.	
15. Indents issued on cost of payment and book adjustment. Appendix III consists of two parts. Part I contains a list of officers who are entitled to obtain supplies from the Stationery Office on payment of cash and Part II by book adjustment of value. ~~The lists are formed as Annexure A and Annexure B to this rule.~~	14. Indents issued on cost of payment and book adjustment. Appendix III consists of two parts. Part I contains a list of officers who are entitled to obtain supplied from the Stationery Office on payment of cash and Part II by book adjustment of value. ~~The lists are furnished as Anexure A and Anexure B to this rule.~~	No change. ~~except the officers authorized to indent for Stationery (1) on payment of cost, (2) By book adjustment.~~
16. Restrictions of supply imposed on payment indents. Officers specified in Appendix III, will be supplied by the Superintendent of Stationery, only with such articles, as are generally stocked in the Stationery ~~x~~ stores. But the Superintendent of Stationery is not bound to supply them to the full extent of their indents, if by so doing the supply required for officers included in Appendix II will be affected. In respect of non-compliance of any article or articles the officers shall make their own arrangements to procure them elsewhere. *NOTE.--(i) Managers of estates, their subordinates and such other full-time estate subordinates as also the guardians of wards under the Court of Wards, may be supplied with stationery on payment; the Court of Wards, Collectors, Divisional officers and other Government officials who are ex-officio* ~~xx~~	15. Restrictions of supply imposed on payment indents. Officers specified in Appendix III, will be supplied by the Superintendent of Stationery, only with such articles, as are generally stocked in the Stationery Stores. But the Superintendent of Stationery is not bound to supply them to the full extent of their indents, if by so doing the supply required for officers included in Appendix II will be affected. In respect of non-compliance of any article or articles the officers shall make their own arrangements to procure them elsewhere. NOTE.--(i)Managers of estates, their subordinates and such other full-time estage subordinates as also the guardians of wards under the Court of Wards, may be supplied with stationery on payment; the Court of Wards, Collectors, Divisional officers and	No change.

Original rule.	Revised rule.	Remarks.
Estate Collectors or managers and are entrusted with the supervision of estates or with any other duty connected with the management may, on the other hand, be supplied with stationery free of charge.	other Government officials who are ex-officio Estate Collectors or managers and are entrusted with the supervision of estates or with any other duty connected with the management may, on the other hand, be supplied with stationery free of charge.	The foot notes under rule 16 contain certain details re: the officers who may be supplied with stationery on payment of cost and also recovery of cost from them. As Appendix III contains the detailed list of officers entitled to supply of stationery from the Stationery Office on payment of cost, it is considered more appropriate that these footnotes find a place in Appendix III and will be included as foot note in appendix III also.
(ii) The Presidency Port officer shall make a consolidated indent for the requirements of the several ports and lighthouses, in the Presidency and shall himself distribute the stationery supplied on the indent.	(ii) The Presidency Port Officer shall make a consolidated indent for the requirements of the several ports and lighthouses, in the Presidency and shall himself distribute the stationery supplied on the indent.	
(iii) Town surveyors of municipalities may be supplied with stationery on the scale sanctioned for the Land Records staff, a portion of the cost(two-thirds in the case of mufassal municipalities and one-fourth in the case of Madras) being recovered from municipal funds. Supply of stationery to town surveyors, free of cost from the stock held by Collectors of districts, is prohibited.	(iii) Town surveyors of municipalities may be supplied with stationery on the scale sanctioned for the Land Records staff, a portion of the cost (two-thirds in the case of ~~Rx~~ mufassal municipalities and one-fourth in the case of Madras) being recovered from municipal funds. Supply of stationery to town surveyors, free of cost from the stock held by Collectors of districts, is prohibited.	
(iv) Union surveyors can be supplied with stationery and forms, required for their use, on indents countersigned by the Collectors of the districts--one-third of the cost of the articles supplied will be recovered from the local bodies concerned.	(iv) Union surveyors can be supplied with stationery required for their use, on indents countersigned by the Collectors of the districts--one-third of the cost of the articles supplied will be recovered from the local bodies concerned.	No change except the omission of the words ~~forms.~~ "and forms".

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Original rule.	Revised rule.	Remarks.
~~xxxx~~ (v) Supplies either of stationery or forms made to Government commercial concerns specified below should be charged for, and petty supplies costing not more than Rs.50 should be made to such concerns only on payment of cash:- (a) Kerala Soap Institute, Calicut. (b) Industrial Engineering Workshop, Madras. (c) Cinchona Plantations, Ootacamund.	(v) ~~Supplies~~ Supplies of stationery made to Government commercial concerns specified below should be charged for, and petty supplies costing not more than Rs.50 should be made to such concerns only on payment of cash.- (a) Kerala Soap Institute, Calicut. (b) Industrial Engineering Workshop, Madras. (c) Cinchona Plantations, Ootacamund.	No change except the omission of the words forms.

Revised rule 13 may be accepted.

JD 15/9/50

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Original rule.	Revised rule.	Remarks.
CHAPTER IV ~~XX~~. ESTIMATES AND INDENTS.	CHAPTER IV ~~16~~. Estimates, Indents and Supplementary indents.	
17. Forecast of extraordinary demands by indenting officers.	16. Forecast of extraordinary demands by indenting officers.	Tender notices are usually issued about the 10th of December each year. Hence it is necessary to get particulars of anticipated extra ordinary demands before that date.
Annual estimates are not required from officers, but, with a view to the accurate preparation of Home indents and for the placing of necessary contracts by the Superintendent of Stationery, the indenting officer concerned should give him timely intimation of any anticipated extraordinary demand for articles of European manufacture, so that sufficient arrangements may be made to obtain the supplies in time from the Director General of Stores. Such intimation shall therefore reach the Superintendent of Stationery not later than the 3rd January of the year, preceding the supply year during which the extraordinary demand is likely to be met. Similarly, intimation of extraordinary demand for articles of Indian manufacture shall be given at least four months before the anticipated demand is likely to arise.	Annual estimates of officers are furnished in their indents but an anticipated extraordinary demand of any article (~~,~~ in any year should be intimated to the Superintendent of Stationery by the ~~1st~~ 15th of December of the previous year, to enable him to arrange for the procurement of adquate quantity of that article.	(~~,~~ Whether of Indian or European manufacture.~~)~~
18. Indents on the Stationery Office shall ordinarily be made only once a year and the indents should always be sent to the Stationery Office on the due date, so that irregularities that may be noticed by that office may be set right in time. The indenting Officer will be held responsible for any inconvenience that may result from the belated submission of indents. The following talbe shows the latest dates by which the indents of the several departments shall reach the	17. Submission of indents to the Superintendent of Stationery. Indents on the Stationery Office shall ordinarily be made only once a year and the indents should always be sent to the Stationery Office on the due date, so that irregularities that may be noticed by that office may be set right in time. The Indenting Officer will be held responsible for any inconvenience that may result from the belated submission of indents. The following table shows the latest dates by which the indents of	There is no change in the body of the rule. But the table showing the programme of supply is revised. ~~A detailed note regarding the revision of the programme of supply is submitted separately.~~ The last sentence in the revised rule has been added to enable indenting officers to give full reason for supplementary indents.

Original rule.	Revised rule.	Remarks.
Stationery Office and the Stationery Office shall comply with them, as also the period ~~fx~~ during which the supplies shall be brought into use in the several departments. As the programme of supply by the Stationery Office covers the whole year other than the portion set apart for repairs of buildings, arrangements of stock and stock-taking, punctuality in the transmission of indents is essentia.	the several departments shall reach the Stationery Office and the Stationery Office shall comply with them as also the period during which the supplies shall be brought into use in the several departments. As the programmed of supply by the Stationery Office covers the whole year other than the portion set apart for repairs of buildings, arrangements of stock and stock-taking, punctuality in the transmission of indents is essential. Special indents should be sent as sparingly as possible and full reasons should be given justifying their submission.	

Em (E)

In the circumstances revise rules 16 & 17 may be accepted

[illegible] 15/9/50

[illegible] 27/9/50

[illegible] 100

[illegible]

Original.

PROGRAMME OF SUPPLY BY THE STATIONERY OFFICE.

No.	Departments as shown in Appendix II.	Last date for the		Period during which the supplies shall be brought into use.
		Receipt of indents in the Stationery office.	Supply by the Stationery Office.	
1.	10. Forests.	31st May.	31st July	From 1st August to 31st July.
2.	Sale Indents.	do.	do.	From 1st Oct. to 30th Sep.
3.	11. Registration.	30th June.	31st August.	
4.	25. General Administration. Agent for Government consignments.	do.	do.	do.
	38. Medical.	do.	do.	do.
	39. Public Health.	do.	do.	do.
	7. Land Revenue. (Settlement officers, Director of Survey Parties).	do.	do.	do.
	48. (By Army-Central cash payment).	31st July.	30th September.	do.

Revised.

PROGRAMME OF SUPPLY BY THE STATIONERY OFFICE.

No.	Departments as shown in Appendix II.	Last date for the		Period during which the supplies shall be brought into use.
		Receipt of indents in Stationery office.	Supply by the Stationery office.	
1.	10. Forests. 29. Police.	15th June.	15th July.	From 1st August to 31st July.
2.	Sale Indents. (Town surveyors and Panchayat surveyors) & Estate Collectors.	30th June.	20th ~~31st~~ July.	do.
3.	Sale (Miscellaneous).	15th July.	15th August.	From 1st September to 31st August.
4.	11. Registration. ~~25. General Administration.-Agent for Government Consignments.~~ Port officer.	31st July.	20th ~~31st~~ August.	do.
5.	38 Medical	15th August.	15th September.	From 1st October to 30th September.
6.	39 ~~37~~. Public Health. 41. Animal Husbandry. 7. Land Revenue (Settlement Officers, Director of Survey and Survey Parties.	31st August.	20th ~~30th~~ September.	do.

	Original.			
5.	8.Provincial Excise. 36.Scientific department. 40. Agriculture. 41. Veterinary. 42. Co-operative credit societies. 43. Industries. 47. Miscellaneous Departments.	31st August.	31st October.	From 1st January to 31st December.
6.	37. Education.	30th Sept.	30th Nov.	do.
7.	28. Jails and Convicts Settlements.	31st Oct.	31st Dec.	do.
8.	25. General Administration including Collectors. 56. Stationery and Printing(Indent for Stamp office and office of the Collector of Madras.	30th Nov.	31st Jan.	From 1st April to 31st March.
9.	27. Administration of Justice.	31st Dec.	28th Feb.	do.
10.	50. Civil Works.	31st Jan.	31st March.	do.

	Revised.			
7.	8 Provincial Excise. 36. Scientific departments. 42. Co-operative Credit Societies.	15th Sept.	15th Oct.	From 1st Nov. to 31st October.
8.	40. Agriculture.	30th Sept.	20 ~~31st~~ Oct.	do.
	47. Miscellaneous.	15th Oct.	15th Nov.	From 1st Dec. to 30th Nov.
10.	28.Jail and Convicts Settlements. 25. General Administration other than Collectors.	31st Oct.	20 ~~30th~~ Nov.	do.
11.	25.General Administration.-- Collectors.	15th Nov.	15th Dec.	From 1st January to 31st December.
12.	27.Administration of Justice.	30th Nov.	20 ~~31st~~ Dec.	do.
13.	50.Civil Works-- Public Works Department other than High-ways. 56. Stationery and Printing, Indent for Stamp Office and the Office of the Collector Of Madras.	15th Dec.	15th Jan.	From 1st Feb. to 31st January.

Revised.

Programme of supply by the Stationery Office .--cont.

(1)	(2)	(3)	(4)	(5)
14.	37. Education.	31st December.	20th ~~21st~~ January.	From 1st February to 31st January.
15.	43. Industries. 13. Commercial Taxes.	15th January.	15th February.	From 1st March to 28th February.
16.	50. Civil works. Highways. Road Traffic Board.	31st January.	20th ~~28th~~ Feb.	From 1st March to 28th February.
17.	Temporary departments not provided for in the permanent programme, such as food procurement and rationing, Textile control etc.	28th Feb.	20th ~~31st~~ March.	From 1st April to 31st March.

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Original.	Revised rule.	Remarks.
19. Form of annual indents to be used. Annual indents for stationery shall be prepared in (C.F.342)- form No.1 in Appendix IX, Part I of Volue II of the Stationery Manual. For additional indents for drawing paper and materials, common form 342(a) should be used. These forms of indent may be obtained by the officers on their annual indents for common forms. Indents for stationery need not be sent in duplicate but an office copy shall be kept by the indenting officers.	18. Form of annual indents to be used. Annual indents for stationery shall be prepared in (C.F.342) the form given in the Stationery Manual Volume II--Part I. For indents for drawing paper and materials common form 342(a) should be used. For small indents containing fewer items C.F. 342(b) should be used. These forms of indent ~~may~~ shall be obtained from the Superintendent Government Press, Madras, on their annual indents for common forms. Indents for stationery need not be sent in duplicate but an office copy shall be kept by the indenting officers.	In the original rule the source from which the form of indents should be obtained by the indenting officers is not indicated. The Stationery office was originally dealing with the supply of forms also. But, now, the Superintendent, Government Press deals with the supply of forms. Hence, the rule has been modified so as to make it clear that the indenting officers should obtain the indent forms from the Superintendent, Government Press.
20. Care in the preparation of indents necessary. Indenting officers shall see that the utmost care is exercised in the preparation and checking of indents, as it is only by exercising such care that supplementary indents can be avoided. They should personally check demands for the supply of periodical articles such as pen-knives, scissors, etc., which are very durable but nevertheless frequently replaced at short intervals, on the plea of having been worn out or used up. The Superintendent of Stationery shall bring to the notice of heads of departments concerned, cases in which, in his opinion, indents have not been properly prepared.	19. Care in the preparation of indents necessary. Indenting officers shall see that the utmost care is exercised in the preparation and checking of indents, as it is only by exercising such care that supplementary indents can be avoided. Every effort should be made to restrict indents for expensive articles to the minimum. They should personally check demands for the supply of periodical articles such as pen-knives, scissors, etc., which are very durable but nevertheless frequently replaced at short intervals, on the plea of having been worn out or used up. The Superintendent of Stationery	No change except the addition to restrict indents for expensive articles to the minimum.

Original.	Revised.	Remarks.
	shall bring to the notice of heads of departments concerned, cases in which, in his opinion, indents have not been properly prepared.	
21. Unauthorized articles shall not be indented for. Subject to the provisions of paragraph 9 in Chapter II, no article shall be indented for, the supply of which to the indenting officer is not authorized by Appendix. I to the Stationery Manual. Every effort should be made to restrict indents for expensive articles to the minimum.		Deleted as rule 19(revised) has been suitably ammended.
22. Method of indenting for articles not printed in the indent form. Where an article which is included in Appendix I but is not printed in the indent form is indented ~~mf~~ for, it shall be described by the number and nomenclature assigned to it in the Appendix, and the unit according to which the demand is made (i.e., numbers, dozens, grosses, etc.) shall be clearly stated. These precautions are necessary to secure that the precise article and quantity indented for are issued by the Stationery Office and thereby prevent subsequent applications for exchanges, return of surpluses or further supplies. Indents not fulfilling these conditions shall be returned for revision.	20: Method of indenting for articles not printed in the indent form. Where an article which is included in Appendix I but is not printed in the indent ~~fmx~~ form is indented for, it shall be described by the number and nomenclature assisgned to it in the Appendix, and the unit according to which the demand is made (i.e.) numbers, dozens, grosses, etc. shall be clearly stated. These precautions are necessary to sedure that the precise article and quantity indented for are issued by the Stationery office and thereby prevent subsequent applications for exchanges, return of surpluses or further supplies. Indents not fulfilling these conditions shall be returned for revision.	No change is needed.

Original.	Revised.	Remarks.
23. How articles supplied on a fixed scale and for stated periods to be indented for. (i) Appendix IV contains lists (a)of the articles issued on a fixed scale and (b) of those that are issued for stated periods. Where a standard allowance has been fixed, nothing in excess of that allowance, shall be indented for or passed by the Stationery Office. The Superintendent of Stationery should see that indents for articles supplied on a fixed scale are not complied with as a matter of course on the basis of that scale, irrespective of actual previous consumption; the supply should in such cases be always regulated on the basis of actual consumption, the fixed scale being adopted as the maximum admissible.	21. How articles supplied on a fixed scale and for stated periods to be indented for.- (i) Appendix IV contains lists (a) of the articles issued on a fixed scale and (b) of those that are issued for stated periods. Where a standard allowance has been fixed, nothing in excess of that allowance, shall be indented for or passed by the Stationery office. The Superintendent of Stationery should see that indents for articles supplied on a fixed scale are not complied with as a matter of course on the basis of that scale, irrespective of actual previous consumption; the supply should in such cases be always regulated on the basis of actual consumption, the fixed scale being adopted as the maximum admissible.	✓ No change is needed.
24. How articles not consumed by use should be indented. Appendix V contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No first supply or renewal of any article appearing in this appendix shall be made without a full explanation of the necessity for the demand. But rubber rollers for finger prints apparatus and for cyclostyles will be renewed on the unserviceable rollers being returned to the Stationery Office, direct.	22. How articles not consumed by use should be indented. Appendix V contains a list of articles whichxxx are not consumed by use and may ordinarily be expected to last for an indefinite period. No first supply or renewal of any article appearing in this appendix shall be made without a full explanation of the necessity for the demand. But rubber rollers for finger-print apparatus and for cyclostyles will be renewed on the unserviceable rollers being returned to the Stationery Office, direct.	No change is needed.

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Original rule.	Revised rule.	Remarks.
(ii) Articles issued for stated periods (IV-b) shall not be renewed unitl the expiry ~~xm~~ of the period prescribed for their use, and even then shall be renewed only on a certificate signed by the indenting officer to the following effect:- "I hereby certify that the included in this indent is/ are required to replace which was/were supplied in the year that I have personally ascertained that the has/have been worn out by fair usage".	(ii) Articles issued for stated periods (IV b) shall not be renewed until the expiry of the period prescribed for their use, and even then shall be renewed only on a certificate signed by the indenting officer to the following effect:- "I hereby certify that the included in this indent is/ are required to replace which was/were supplied in the year ~~which was/were supplied in the year~~ that I have personally ascertatined that the has/have been worn out by ~~afir~~ fair usage".	No change needed.
24. How articles not consumed by use should be indented. Appendix V contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefite period. No first supply or renewal of any article appearing in this appendix shall be made without a full explanation of the necessity for the demand. But rubber rollers for finger-print apparatus and for cyclostyles will be renewed on the unserviceable rollers being returned to the Stationery Office, direct.	22. <u>How articles not consumed by use should be indented</u>. Appendix V. Contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No first supply or renewal of any article appearing in this appendix shall be made without a full explanation of the necessity for the demand.	No change except the deletion of the last sentence as rubber rollers are irreparable.

Rules 18-22 as revised may be accepted. Special instructions have been issued in respect of revised rule 19.

JD 15.9.50

27/9/50

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Original rule.	Revised rule.	Remarks.
25. Method of indenting for periodical articles damaged or destroyed. Before indenting for any article mentioned in Appendices IV(b) or V, which has been lost, damaged or destroyed, a report of the facts shall be made to the head of the department, whose duty it will be to investigate into the matter and fix the responsibility for the loss or damage, recover the value of the articles or write it off the accounts, as the case may be, and forward a copy of his order to the indenting officer for transmission to the Superintendent of Stationery along with the indent.	23. Method of indenting for periodical articles damaged or destroyed. Before indenting for any article mentioned in Appendices IV(b) or V, which has been lost, damaged or destroyed, a report of the facts shall be made to the head of the department, whose duty it will be to investigate into the matter and fix the responsibility for the loss or damage, recover the value of the articles or write it off. the accounts, as the case may be, and forward a copy of his order to the indenting officer for transmission to the Superintendent of Stationery along with the indent.	No change is needed.
26. Method of indenting for articles supplied on the basis of average consumption. In respect of articles for which no standard allowance has been fixed, indents shall ordinarily be based on the average of the actuals of the three supply years preceding that in which the indent is forwarded and shall be for the quantities arrived at by applying the formula S=A+(A/12 XM)--B referred to in paragraph 5 of G.O.No. 680, Finance, dated 17th October 1933 and reproduced in paragraph 7 of the Instructions for the preparation of annual indents, and, in the absence of explanation, no demand in excess of that figure shall be admitted by the Stationery Office; where there is reason to anticipate	24. Method of indenting for articles supplied on the basis of average consumption.- In respect of articles for which no standard allowance has been fixed, indents shall ordinarily be based on the average of the actuals of the three supply years preceding that in which the indent is forwarded and shall be for the quantities arrived at by applying the formula ~~xxxixxdxatxbx~~ S=A+(A/12 x M)--B, where S represents the supply required, A, the average annual consumption of the three supply years preceding that in which the indent is forwarded, M, the number of the remaining months of the year in which the indent is forwarded , and B, the	In the original rule, the symbols used in the formula prescribed for claiming the articles for which no standard allowance is fixed, have not been explained but a reference is made to the paragraph in G.O. No. 680 Finance, dated 17th October 1933 by which the formula was introduced and also the instruction printed in the Indent form is referred to. In order that the rule may be complete in itself, the symbos have been explained in the body of the revised rule and reference to the G.O. and the instructions in the Indent form are omitted.

Original rule.	Revised rule.	Remarks.
extra demands on account of increase of work, due provision shall be made by indenting officers and full explanation furnished in transmitting the indent.	balance on date of the indent, and in the absence of explanation, no demand in excess of that figure shall be admitted by the ~~Superintendent==of~~ Stationery office; where there is reason to anticipate extra demands on account of increase of work, due provision shall be made by indenting officers and full explanation furnished in transmitting the indent.	
27. <u>Duties of the Superintendent of Stationery and indenting officers in cases of unusual expenditure.</u> The Superintendent of Stationery shall bring to the notice of Government any instances of excessive demands or unusual expenditure, which are not satisfactorily explained when the attention of the officers concerned is drawn to the matter. Co-operation and constant vigilance on the part of the heads of departments and officers are essential to keep down all unnecessary expenditute in Stationery and Printing and the Government relies on all officers to pay special attention to this matter. The Superintendent of Stationery shall in a few typical cases every year compare the indents of all similar offices with a view ~~ØŠ~~ to see that demands made by similar offices are similar and where the claim of one office is excessive, whether there are reasons for such excessive demand as compared with similar offices in other localities.	25. <u>Duties of the Superintendent of Stationery and heads of departments in cases of unusual expenditure.</u> The Superintendent of Stationery shall bring to the notice of Government any instances of excessive demands or unusual expenditure, which are not satisfactorily explained when the attention of the officers concerned ~~xx~~ is drawn to the matter. Co-operation and constant vigilance on the part of the heads of departments and offices are essential to keep down all unnecessary expenditure in Stationery and the Government relies on all officers to pay special attention to this matter. The Superintendent of Stationery may in a few typical cases every year compare the indents of all similar offices to see whether the demands made are similar and where the claim of one office is excessive, ~~xxx~~ whether there are reasons for such excessive demand as compared with similar offices in other localities.	In this rule the duties of the Superintendent of Stationery and indenting officers in regard to the control of expenditure on Stationery and Printing are given. As the printing and supply of forms are now dealt with by the Superintendent, Government Press, Madras, the reference to printing is considered unnecessary in the Stationery Manual. Hence the words and printing are omitted in the revised rule. In the heading of this sub-rule the expression "heads of departments" to whom the subject also refers is included. "Shall" substituted by "may" in the last sentance to make it discretionery to the Superintendent of Stationery to carry out the comparison.

Revised rules 23 to 25 may be accepted

JA 15.5.50

Emp(S)

MW 27.9.50

Id 11.10

Original rule.

28. Marked variations in the demand for stationery articles should be explained.

The actual consumption of all articles of stationery in the rhree previous years, whether indented for or not, shall be shown in the columns provided for the purpose in the indent form. The actual stock on hand under each item on the date of indent should also be shown in column 7, viz. "Balance on hand on date of indent". In cases where the indent includes the requirements of subordinate offices the balances shown in this column should be the consolidated balances in a specified date of all the offices comprised in the indent. These figures shall be netered with the greatest care, as they are the only means which the Stationery Office has of checking the quantities claimed. Explanation of any marked variation in the consumption of the preceding years, as indicated by the figure in columns 2 to 4 of the indent or of any marked variation between the consumption of these years and the quantity claimed in column 9 of the indent, shall be given in the remarks column of the indent.

Revised rule.

26. Marked variations in the demand for stationery articles should be explained.

The actual consumption of all articles of stationery in the three previous years, whether indented for or not, shall be shown in the columns provided for the purpose in the indent form. The actual stock on hand under each item on the date of indent should also be shown in column 7, viz., "Balance on hand on date of indent". In cases where the indent includes the requirements of subordinate offices the balances shown in this column should be the consolidated balances on a specified date of all the offices comprised in the indent. These figures shall be entered with the greatest care, as they are the only means which the Stationery office has of checking the quantities claimed. Explanation of any marked variation in the consumption of the preceding years, as indicated by the ~~xxxxx~~ figure in columns 2 to 4 of the indent or of any marked variation between the consumption of these years and the quantity claimed in column 10 of the indent, shall be given in the remarks column ~~xxxxx~~ of the indent.

In support of the claim for typewriter accessories, the number of typewriters together with their pattern (whether stand and or portable) in use in the office or offices attached to the indenting unit, shall be furnished.

Remarks.

There is no substantial change in this rule. In the original rule reference is made to column 9 of the indent form as relating to the quantity of articles claimed. The number of this column has changed to 10 after the revision of the Indent form. Hence the figure "9" in the last sentence of the rule has been substituted by the figure "10".
The addition about furnishing the number of typewriters, the has been included as most indents do not contain this information.

Enclosed

May be accepted

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Original rule.	Revised rule.	Remarks.
29. Date and value of previous indents should be entered in all indents. Indenting officers shall enter the date of the last annual indent and the number and date of any supplementary indents and the value of each indent made during the preceding supply year in the space provided for the purpose.	27. Date and value of previous indents should be entered in all indents. Indenting officers shall enter the date of the last annual indent and the number and date of any supplementary indents and the value of each indent made during the preceding supply year in the space provided for the purpose in the indent form.	No change is considered necessary.
30. All indents to be priced. All items in an indent should be serially numbered. Each item should also be priced by the indenting officer according to the most recent list of rates published under rule 155 infra. The total of each page should be carried forward to the next page. Every alteration in an indent should also be initialled by the indenting officer or other responsible officer of the office concerned. The total value of the indent shall be compared with the total values of the indent for the two previous years and of any supplementary indents made in those years and satisfactory explanation shall be furnished for any marked excess or deficiency. No indent in which these instructions are not fully observed shall be complied with by the Superintendent of Stationery. Copies of the price lists may be obtained on requisition direct from the Superintendent of Stationery.	28. All indents to be priced. All items in an indent should be serially numbered. Each item should also be priced by the indenting officer according to the most recent list of rates published under rule ~~155~~ 148 infra. The total of each page should be carried forward to the next page. Every alteration in an indent should also be initialled by the indenting officer or other responsible officer of the office concerned. The total value of the indent shall be compared with the total values of the indent for the two previous years and of any supplementary indents made in those years and satisfactory explanation shall be furnished for any marked excess or deficiency. No indent in which these instructions are not fully observed shall be complied with by the Superintendent of Stationery. Copies of the price lists may be obtained on requisition direct from the Superintendent of Stationery.	No change is considered necessary.

Original rule.	Revised rule.	Remarks.
31. <u>Sanctioned strength of the office should be shown in the distribution statement.</u> The establishment to be entered in the distribution statement attached to the indent, shall represent the sanctioned scale under each class or grade of officers as shown in the annual establishment list submitted to the Accountant-General. As these details are the only means of ~~xk~~ check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or vice versa; voucher clerks in offices of account may, however, be shown as accountants.	29. <u>Sanctioned strength of the office should be shown in the distribution statement.</u> The establishment to be entered in the distribution statement attached to the indent, shall represent the sanctioned scale under each class or grade of officers as shown in the annual establishment list submitted to the Accountant-General. As these details are the only means of check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or vice versa; voucher clerks in offices of account may, however, be shown as accountants.	No change is considered necessary.
32. <u>Duties of countersigning officers and heads of departments.</u> In the case of indents made direct on the Stationery Office, indenting officers shall fill up columns 2 to 12 of the form leaving column 13 blank; when the indent has to be sent through a countersigning officer, column 13 shall be filled up by the countersigning officer, whose duty it will be to see that the indent has been prepared with due regard to the requirements of the indenting officer, and in strict accordance with the provisions of the Stationery Manual. All further correspondence, except of a purely routine character, shall be between the Superintendent of Stationery and the countersigning officer. The various Heads of Departments should make every year a comparison of the last indent	30. <u>Duties of countersigning officers and Heads of Departments.</u> In the case of indents made direct on the Stationery office, indenting officers shall fill up columns 2 to 12 of the form leaving column 13 blank; when the indent has to be sent through a countersigning officer, column 13 shall be filled up by the countersigning officer, whose duty it will be to see that the indent has been prepared with due regard to the requirements of the indenting officer and in strict accordance with the provisions of the Stationery Manual. All further correspondence, except of a purely routine character, shall be between the Superintendent of	All the amendments issued to this rule have been incorporated and the words "Heads of Departments" have been included in the heading.

Original rule.	Revised rule.	Remarks.
submitted by 10 percent of the subordinate offices with reference to the staff employed and the business returns which will give at least some indication of the amount of correspondence. When they have done so they should issue orders to cut down waste and overindenting in offices where it can reasonably be suspected.	Stationery and the counter-signing officer. The various Heads of Departments should make every year a comparison of the last indent submitted by 10 percent of the subordinate offices with reference to the staff employed and the business returns which will give at least some indication of the amount of correspondence. When they have done so they should issue orders to cut down waste and overindenting in offices where it ~~can reasonably be~~ is suspected.	
33. Lapse of balances. Any balances of Stationery which have not been issued by the close of the supply year for which they are demanded, shall lapse.	31. Lapse of balances.- Any balances of stationery articles suppliable annually which have not been issued by the close of the supply year for which they are demanded, shall lapse.	No change is considered necessary. "articles suppliable annually" substituted for " due on indents" to be more precise.

Revised rules 27.31 may be accepted.

16/9/50

27/9/50

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Original rule.	Revised rule.	Remarks.
CHAPTER V. SUPPLEMENTARY INDENTS. 34. How supplementary indents should be sent. Supplementary indents are, as a rule, inadmissible. If, as required by paragraph 20, annual indents are carefully framed, all expenditure of stationery can, except in rare instances, be foreseen. In the rare instances where supplementary indents are found necessary, they should be made in C.F.343 (Form No.3 in Appendix IX). The officer making such an indent shall furnish full explanation of the necessity for it and of his failure to make proper provision in his annual indent. If his indents have to be countersigned by a superior officer, any supplementary indents shall also be countersigned by that officer and it shall be the duty of that officer to see (i) that the supply is absolutely necessary for use before the date fixed in paragraph 18 supra for compliance with the next annual indent, (ii) that the explanation given for the failure to make proper provision in the last annual indent is satisfactory, or if it is not, that due notice is taken of the conduct of the officer responsible and (iii) that the demand cannot be met from the stock of his own office or from that of any other office under his control.	32. How supplementary indents should be sent.- Supplementary indents are, as a rule inadmissible. If, as required by rule ~~20~~ 19 annual indents are carefully framed, all expenditure of stationery can, except in rare instances, be foreseen. In the rare instances where supplementary indents are found necessary, they should be made in ~~D~~ C.F. 343(Form No.4) in appendix ~~IX~~ VII The officer making such an indent shall furnish full explanation of the necessity for it and of his failure to make proper provision in his annual indent. If his indents have to be countersigned by a superior officer, any supplementary indents shall also be countersigned by that officer ~~to see (i)~~ and it shall be the duty of that officer to see (i) that the supply is absolutely necessary for use before the date fixed in rule 18 supra for compliance with the next annual indent, (ii) that the explanation given for the failure to make proper provision in the last annual indent is satisfactory, or if it is not, that due notice is taken of the conduct of the officer responsible and (iii) that the demand cannot be met from ~~that of any other~~ the stock of his own office or from that of any other office under his control.	There is no material change in this rule. The word "paragraph" used in the original rule has been substituted by the word "rule" for the sake of uniformity. The form No. of the supplementary indent has also been changed from 3 to 4 to suit the revised form introduced in Appendix ~~IX~~ VII (revised) Chapters IV and V have been clubbed together as it is considered unnecessary to have a separate chapter for supplementary indents.

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Em (E)

Revised rule 32 may be accepted in the circumstances stated.

16/9/50

27/9/50

145

(PTO)

48

Original.	Revised rule.	Remarks.
35. <u>Discreation of Superintendent of Stationery regarding supplementary ~~indents~~.</u> The Superintendent ofStationery shall not comply with supplementary indents unless he is satisfied with the above explanation; where he is not satisfied, he shall request the indenting or countersigning officer, as the case may be, to obtain the sanction of Government through the head ofhis department, the application for sanction being forwarded through the Superintendent.	33. <u>Discreation of Superintendent of Stationery regarding supplementary indents.</u> The Superintendent of Stationery shall not comply with supplementary indents unless he is satisfied with the above explanation; where he is not satisfied ~~with the above explanation; where he is not satisfied~~, he shall request the indenting or countersigning officer, as the case may be, to obtain the sanction of Government through the head of his department, the application for sanction being forwarded through the Superintendent.	No change is considered necessary. ✓
36. <u>When supplemental indents for special articles to be admitted.</u> It shall be the duty of officers proposing to indent on the Stationery office for any article, the first supply of which requires the sanction of superior authority, eg., typewriters, flat files, etc., to apply for and ob tain the necessary sanction in time to admit of the inclusion of the articles in their annual indents, and no supplementary indent shall be made for any such article unless authorized by the sanctioning authority for special reason which shall be ~~xxxxxxxx xxxx~~ recorded in the order of sanction. The provision of paragraph 35 supra as to the Superintendent's complying with such indents shall apply.	Deleted.	This is deleted as the special articles are not printed in the indent form C.F.342. Further these special articles are supplied on receipt of Government order of sanction. Hence the rule is not required.

Enc (E)

The deletion of ~~corresponding to~~ old rule 36 proposed may be accepted.

16/9/50

14/10 27/9/50

Original rule.	Revised rule.	Remarks.
CHAPTER XII.	CHAPTER V	
FLAT FILE CASES.	Flat file cases	
	DELETED	
133. Description of flat-file cases supplied by the Superintendent of Stationery.		
Flat-file cases supplied by the Stationery Office shall be of the kinds specified in Appendix I, items 225 to 230 only. They shall not be coloured wholly pink, yellow or bule but the flaps only shall be coloured buff for ordinary cases and pink for urgent cases. Flatfiles for "Special papers and "Legislative Council papers" shall have blue and ø yellow flaps respectively. Flat-files required for immediate cases shall be made up, in the offices concerned, by fastening special blue lables on to the flaps of urgent file boards. The special blue lables referred to above, shall be manufactured at the Government Press and stocked in the Stationery Office, for supply ø to officers on the basis of the average annual consumption.		Appendix I of Stationery Manual Vol. II Part I contains the description of the flat file cases and flaps stocked and supplied by this office. Rule 137 in the original has been suitably revised to come first in this chapter. R.133 in the original has therefore been deleted.
137. Purpose for which flat-file cases to be used.	34. Purpose for which flat-file cases to be used.	
Flat-file cases shall be used for papers under disposal and not for the maintenance of records after disposal, or for the despatch of papers, by post.	Flat-file cases refered to in appendix I of the Stationery Manual Volume II Part I shall be used for papers under disposal and not for the maintenance of records after disposal or for the despatch of papers, by post. Where papers have to be sent by railway train or post to officers on tour flaps with tape white and red included in appendix I of Stationery Manual Volume II Part I have to be used. These flaps should also be used for files of ephemeral nature under disposal.	The portion "Where papers ... under disposal" has been added under the existing rule as the supply of flaps has been recently introduced in Appendix I of Stationery Manual Volume II Part I.

Original rule.	Revised rule.	Remarks.
134. Scale of supply of flat-file cases. The scale of supply of flat-file cases to the various offices, is embodied in the departmental lists, in Part II of Volume II. No scale has been fixed for the flat-files required by the several Secretariat offices.	35. Scale of supply of flat-file cases and procedure to be followed by the indenting officers for supplies made to them. The scale of supply of flat file cases and flaps to the various offices is embodied in the departmental appendices in Part II of Vol. II. As they are not articles supplied on the basis of average annual consumption, (except for Secretariat offices) ~~the Stationery office has no means of checking the stocks in use.~~ It shall be the duty of the indenting officers to furnish in their annual indents information regarding the original supply and additional supply sanctioned to them from time to time. They shall further certify that all the flat file cases supplied to them uptill the date of submission of their annual indent are in good condition and in use.	This rule has been revised providing procedure to be followed by the indenting officers.
135. Authority empowered to amend the scale of flat-files. Any addition to or alteration in the prescribed scale of supply, requires the sanction of Government, except in the case of the High Court, the Board of Revenue, the Commissioner of Excise, the Chief Conservator of Forests, and offices subordinate to them, for which the sanction of the heads of departments specified above, as the case may be, is sufficient.	36. Responsibilities of Heads of departments in respect of additional supply of flat file cases and authorities empowered to amend the scale. The Stationery office has no means of checking the additional demand for flat file-cases and flaps. The responsibility for examining the need for additional supply therefore rests with the Heads of departments who recommend the supply. Any addition or alteration in the prescribed scale of supply requires specific sanction of Government, except in the case of the High Court, the Board of Revenue, The Commissioner of	~~This rule has been required~~ to fix responsibility on Heads of departments for examining the needs for add. supply of flat file cases besides the power delegated to them to amend the scale of supply of flat file cases.

Original rule.	Revised rule.	Remarks.
136. Repairs and renewal of flat-file cases. All ordinary repairs to flat-file cases shall be arranged for locally by the officers themselves. Wornout flat-files shall however be sent to the Superintendent, Government Press, Madras, for repairs. Cases, which are beyond economical repairs and condemned as such by the Superintendent, Government Press, shall be renewed by the Superindent of Stationery, on furnishing	Excise and Prohibition, the chief Conservator of Forest and officers subordinate to them in respect of whom sanction of these Heads of departments is sufficient. 37. Repairs and renewals of flat-file cases. All ordinary repairs to flat-file cases and flaps shall be arranged for locally, by the officers themselves. Wornout flat-files and flaps shall however be sent to the Superintendent Government Press, Madras, for repairs. Cases, which are beyond economical repairs and condemned as such by the Superintendent, Government Press, shall be renewed by the Superintendent of Stationery, on ~~furnishing~~	The word "Flaps" has been included in this rule as it has been introduced in Appendix I of Stationery Manual volume II part I. The rule has been renumbered as 37.

P.T.O

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Original rule.	Revised rule.	Remarks.
a certificate to that effect, by the officers. The provisions of rule 25 of the Manual shall apply in case of loss or damage. The Superintendent, Government Press, is authorized to return flat-file cases sent to him for repairs, if he considers that they are fit for further use, without repairs.	a certificate to that effect, being furnished by the officers. The provisions of rule 23 of the Manual shall apply in case of loss or ~~a~~ damage. The Superintendent, Government Press, is authorized to return flat-file cases and flaps sent to him for repairs, if he considers that they are fit for further use, without repairs.	~~The word~~
138. <u>Manufacture of flat-files in offices prohibited</u>. Flat-file cases shall not be got manufactured either by the office muchi or anybody else from the strawboards supplied by the Superintendent of Stationery, for other purposes.	~~12x~~ 38. <u>Manufacture of flat-files in offices prohibited</u>. Flat-file cases shall not be got manufactured either by the office muchi or anybody else from the strawboards supplied by the Superintendent of Stationery, for other purposes.	No change is considered nec-essary.

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Sec 1 (2)

Chapter XII in the existing manual relates to the supply of flat file cases. The Supt of Stg has revised Chapter XII as Chapter V which seems to be appropriate place for it. The revised rules 34.38 may be accepted.

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SD 16/9/50

11/10

DM 27/9/50

(P.T.O.)

Original rule.	Revised rule.	Remarks.
CHAPTER VI. VERIFICATION OF STORES SUPPLIED BY THE STATIONERY OFFICE. MUFASSAL INDENTS. 37. Advice of despatch of consignments and methods of securing delivery. The indenting officers should state cleraly on indents the correct address and the nearest railway station to which the stationery indented for by them shall be despatched. After the consignments have been booked, the Superintendent of Stationery shall despatch to the officers concerned the railway receipts and the invoices annuan indents or balance slip in original, relating to the supply. On their receipt, the indenting officer shall arrange to take delivery of the consignment. Should there be any error in the address to which the stationery has been despatched as mentioned on the packages and in the railway receipts or should the consignment not reach its destination in the due course, the indenting officer shall intimate the fact with the least possible delay to the Superintendent of Stationery and take such further action, as may be necessary, for securing delivery of the con signment. In cases of delay in receiving the railway receipt or non-receipt thereof, the indenting officer should, on receipt of arrival notice from the railway company, take delivery of the consignment, on production of an indemnity bond, before demurrage charge accrues.	CHAPTER VI. VERIFICATION OF STORES SUPPLIED BY THE STATIONERY OFFICE. MUFASSAL INDENTS. 39. Advice of despatch of consignments and methods of securing delivery. The indenting officers should state cleraly on indents the correct address and the nearest railway station to which the stationery indented for by them shall be despatched. After the consignments have been booked, the Superintendent of Stationery shall despatch to the officers concerned the railway redeipts and the two copies of the contents slips, which are prepared by the packers in triplicate, showing the details of articles packed in each case comprising the consignment. On their receipt, the indenting officer shall arrange to take delivery of the consignment. Should there be any error in the address to which the Stationery has been despatched as mentioned on the packages and in the railway receipts or should the consignment not reach its destination in due course, the indenting officer shall intimate the fact with the least possible delay to the Superintendent of Stationery and take such further action, as may be necessary, for securing delivery of the consignment. In cases of delay in receiving the railway receipt or non-receipt thereof, the indenting officer should,	This rule deals with the method of advice of despatch of consignments to muffassal offices and the method of securing delivery by the indenting officers in the mufassal. According to the original rule, the railway receipt relating to the consignment and the invoices (annual indents or balance slip) in original relating to the supply should be despatched together. In practice, it is found that this procedure involves delay in despatch of stationery articles or in the posting ~~in~~ of indents in the ledger and the departmental registers et. It is particularly so because of the stores being at Guindy with very limited accommodation. Sometimes the indents are lost in transit, ~~Railway receipts are despatched on the~~ very day on which they are received as any delay in their despatch to the consignees would prevent the officers from taking delivery of the consignments in time so as to avoid the possible accrual of demurrage charges. Heance, the difficulty in despatching ~~the indent or balance slip along with the railway receipt.~~ and results in protected correspondence. There are only two objects in sending t indents in original to the officers. One is for the officer to know what quantity has been passed by the Stationery office and why and secondly for obtaining the acknowledgement of the officer for the articles actually passed and supplied.

Original rule.

Revised rule.

on receipt of arrival notice from the railway, take delivery of the consignment, on production of an indemnity bond, before demurrage accrues.

Both the objects are now achieved in the present system also. As soon as the indent is passed by the Stationery Office an intimation is sent to the officer, stating also the reason why in any case the claim has not been allowed in full. The contents slip which is prepared to give the details of articles supplied to the officer. This contents slip is sent in duplicate, one kept in the package itself, and another with a draft certificate and a covering letter along with the Railway Receipt requesting the officer to certify that the articles as per the contents slip have been received and return one copy of the contents slip with the certificate. This forms the acknowledgement of the officer for the articles actually supplied. It is then possible to issue articles as soon as the indents are charged, and then to send them to Account Section for posting in ledger etc. The rule is accordingly modified.

The railway receipts are despatched the very day on which they are received as any delay in their despatch to the consignees would prevent the officers from taking delivery of the consignments in time, resulting in as to avoid the possible accrual of demurrage charges. Hence the defficulty in despatching the indent or balance slip along with the railway receipt.

In the last sentence of the original rule, reference is made to the railway as "railway company". As the South Indian and M. & S.M. Railways with which the Stationery office has dealings with regard to booking of consignments, have been taken over by the Government of India, the word " company" has been omitted in the revised rule.

addressed in this office No 17747/ dated 11-7-50 regarding this procedure is awaited. In anticipation of their approval, the rule has been suitably revised.

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Original rule.

38. Precautions to be observed in taking delivery of consignment.

On the arrival of the consignment, the indenting officer shall have the packages carefully surveyed and the actual weight of the packages, as given in the railway receipt verified before taking delivery; and on taking delivery he shall have them stored in a dry and properly protected place. If there be any discrepancy between the w eight noted in the railway receipt and that found at the time of taking delivery, open delivery must be taken and the articles checked in the presence of the railway authorities and compared with the invoices indent or balance slip and also with the content slip enclosed in each package and claim for any shortage preferred against the railway company. Where this procedure has not been followed, no claim for shortages will be admitted by the Stationery office.

Revised rule.

40. Precautions to be observed in taking delivery of consignment.

On the arrival of the consignment, the indenting officer shall have the packages carefully surveyed and and the actual weight of the pacakges, as given in the railway receipt verified before taking delivery; and on takin g delivery he shall have them stored in a dry and properly protected place. If there be any discrepancy between the weight noted in the railway receipt and that found at the time of taking delivery, open delivery must be taken and the articles checked in the presence of the railway authorities and compared with the contents slip attached to the railway receipt and also with the content slip enclosed in each package and claim for any shortage preferred against the railway. Where this procedure has not been followed, no claim for shortages will be admitted by the Stationery Office.

Remarks.

There is no material change to be made in the original rule. The comparison, prescribed when taking open delivery, with the invoices (indent or balance slip) has been modified as comparison with the contents slip attached to the railway receipt, consequent on the change made in rule 37. The word "company" used in connection with reference to railway is also omitted as railways have ceased to be company managed.

Edn(S)

The rules as revised with reference to the above remarks may be accepted.

17950

28/9/50

Fin(Exp B)

The revised rule may be accepted.

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24/10/50

11.9.50

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Original rule.	Revised rule.	Remakks.
39. How consignments to be verified. Usually consignments of stationery shall be opened within ten days of their arrival and the contents of each package counted out and compared with the entries in column 14 of the indent in the immediate presence of the indenting officer, who shall watch the process and certify that he had done so at the foot of the last page of the indent. The quantity received shall be expressed in words in column 15 of the indent form against each item indented for, specifying also the appropriate units of supply(reams, sheets, gross, dozen, pounds, ounces, etc.) The receipt shall then be signed and transmitted without delay to the Superintendent of Stationery. The transmission of the receipt shall on no account be delayed pending reference to the Statfonery Office regarding short or excess receipt, which shall form the subject of separate correspondence. A list of discrepancies found during the course of verification of the consignments should invariably be sent along with the indent, failing which, the indenting officer will be held primarily responsible for the short receipts. Special attention is invited to this rule as, where the rule has been strictly complied with, by any receiving officer, the value of short receipts reported by him is recovered from the packer deputed to pack the consignment to the Stationery Office.	41. How consignments to be verified. Usually consignments of stationery shall be opened with in 3 days of taking delivery of them and the contents of each package counted out and compared with the contents slip accompanying the railway receipt in the immediate presence of the indenting officer or an officer duly authorized in this behalf who shall watch the process and sign the certificate enclosed to the contents slip. A list of discrepancies found durig the course of the verfiication of the consignments shall immediately be sent to the stationery Office, failing which, the indenting officer will be held primarily reps/onsible for the short receipts. The transmission of the discrepancy report shall, on no account, be delayed, pending receipt of the indent or balance slip from the Stationery Office. Special attention is invited to this rule as, where the rule has been strictly complied with, by any receiving officer, the value of short receipts reported by him is recovered from the packer deputed to pack the consignment in the Stationery Office.	This rule deals with the procedure for the verification of consignments by the indenting officers. It allows them an interval of ten days before they open and verfity the contents of consignments. ~~It also provides that~~ the verfification of the articles actually received should be made with reference to the indent ~~sent to them along with the railway receipt~~ is modified to. The provision in the original rule 37 prescribing that the indent or balance slip should be sent along with the railway receipts has been proposed to be modified in revising ~~the revised~~ that rule. It has been proposed in the revised rule that the original copy of the contents slip prepared in the revised rule that the original copy of the contents slip prepared in triplicate should be attached to the railway receipt to ensure prompt verification of consignments. Hence, in the ~~revised rule 41 it is proposed~~ that the verification ~~of the consignment should be done~~ with reference to the original copy of the contents slip ~~attached to~~ the Railway receipt. linked with Further, in the original rule it is laid down that the consignments should be verified in the immediate presence of the indenting officer. Rule 40 provides for certain exceptions in which gazetted subordinates of indenting officers and head ministerial officers in certain offices are authorized to verify the consignments of stationery. Hence, the provision in rule 39 in the original has been suitably modified to bring out this aspect also.

(PTO)

Original rule.	Revised rule.	Remarks.
40. Officers authorized to verify consignments and acknowledge receipt. Officers who have gazetted subordinates at headquarters may depute them to supervise the unpacking and checking of consignments of stationery. In other offices the opening of the consignments shall not be made over to a ministerial officer, unless the indenting officer is unavoidably absent during the entire period of ten days referred to in paragraph 39 supra and in such a case the entries in column 15 of the indent shall be filled in and the receipt signed by the officer who actually checks the consignment and countersigned by the indenting officer who shall furnish a certificate as to his unavoidable absence during the period of ten days above referred to. Exceiption. (i) The unpacking and checking of consignments shall however be attended to by non-gazetted officers if they arerecognized units of supply for any approved centre. (ii) The officers noted below are authorized to verify the contents of stationery bales and cases sent from this office to mufassal offices and acknowledge their receipt, the acknowledgement being countersigned by the head of the office concerned:-	42. Officers authorized to verify consignments and acknowledge receipt. Officers who have gazetted subordinates at headquarters may depute them to supervise the unpacking and checking of consignments of stationery. In other offices the opening and checking of the consignments shall not be made over to a ministerial officer, unless the indenting officer is unavoidably absent during the entire period of three days referred to in rule ~~39~~ 41 supra and in such a case the receipt shall be signed by the officer who actually checks the consignment and countersigned by the indenting officer who shall furnish a certificate as to his unavoidable absence during the period of three days above referred to. Exception.-(i) The unpacking and chedking of consignments shall however be attended to by non-gazetted officers if they are recognized units of supply for any approved centre. (ii) The officers noted below are authorized to verify the contents of stationery bales and cases sent from the Stationery Office to mufassal offices and aknowledge their receipt, the acknowledgement being countersigned by the head of the office concerned.	There is no material change to be made in this rule. The interval of ten days referred to in the original rule has been modified to 3 days so as to be in conformity with the revised rule 39. The word "paragraph" used in the original rule has been substituted by the word "rule". No Change. In exception (ii) the Inspector-General of Prisions is mentioned as an officer in the mufassal, his headquarters having been in Ootacamund. Now, his headquarters is in Madras and he receives stationery from this office according to the procedure prescribed for Presidency indents. Hence his name is omitted from the list given under this exception.

Original rule.		Revised rule.		Remarks.
Mufassal offices.	Officers who can verify bales and cases.	Mufassal Offices.	Officers who can verify bales and cases.	
Inspector-General of Prisons, Ootacamund.	Manager.	District and Sessions Judges.	Sarishtadars.	
District and Sessions Judges.	Sarishtadars.	Superintending Engineers.	Managers.	
Superintending Engineers.	Managers.	Collectors.	Sarishtadars.	
Collectors.	Sarishtadars.	Conservator of Forests.	Manager.	
Conservator of Forests.	Manager.	Superintendent of Police.	Store Inspector.	
Superintendent of Police.	Store Inspector.			

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Eon (E)

Revised rules 41 & 42 may be accepted

JA 17/9/50

28/9/50

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41. Damage in transit and excess or deficiency in consignment to be reported immediately.

If the contents of the packages differ from those given in column 14 of the indent or if ~~it~~ they have been damaged in transit to such an extent as will cause inconvenience or extra expense, the indenting officer shall at once intimate the facts in detail to the Superintendent of Stationery, together with a report as to the outward condition of the package or packages concerned and an expression of his opinion, as to whether the package or packages appear to have been carelessly packed or badly soldered or to have been maltreated or tampered with in transit, as the case may be. Slight breakages or other defects of a trivial nature need not, however, be

43. Damage in transit and excess or deficiency in consignement to be reported immediately.

If the contents of the packages differ from those given in the contents slip accompanying the railway receipt, or if they have been damaged in transit to such an extent as to render them unfit for use the indenting officer shall at once intimate the facts in detail to the Superintendent of Stationery, together with a report as to the outward condition of the package or packages appear to have been carelessly packed or badly soldered or to have been maltreated or tampered with in transit, as the case may be. Slight breakages or other defects of a

There is no material change to be made in this rule. ~~The reference to the difference between the actual~~ contents of packages and the quantity noted as supplied in the indent, made in the original rule, has been modified as difference between the actual contents of the actual contents of the packages and the quanitty noted in the contents slip accompanying the railway receipt, as only contents slips are prescribed to be sent along with the railway receipts, in the revised rule. 37.

except that "Contents slip" has been substituted for "indents".

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Original rue.

reported. The Superintendent of Stationery shall take suitable steps to prevent a recurrence of any proved neglect on the part of his staff in packing of stationery cases which might have lead to such a damage.

42. How complaints about supplies should be made to and entertained by the Superintendent of Stationery.

Complaints as to the quality of supplies received, shall be accompanied by an average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on a specified date, particulars as to the marks on the articles or covering of the packages being also reoorted. To prevent fraudulent substitution of other than Government supplies, such complaints shall be admitted by the Superintendent of Stationery only when they are preferred within three days of the opening of the cases.

Revised rule.

trivial nature need not, however, be reported. The Superintendent of Stationery shall take suitable steps to prevent a recurrence of any proved neglect on the part of his staff in packing of stationery cases which might have led to such a damage.

44.
~~42.~~ How complaints about supplies should be made to and entertained by the Superintendent of Stationery.

Complaints as to the quality of supplies received, shall be accompanied by an average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on a specified date, particulars as to the marks on the articles or covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints shall be admitted by the Superintendent of Stationery only when they are preferred within three days of the opening of the cases.

No ~~remarks~~. change.

Exm. E)

The revised rules 43 & 44 may be accepted

JD 17950

28/9/50

(P.T.O)

Original rule.	Revised rule.	Remarks.
43. Adjustment of deficienties. Short receipts are classified under three heads and shall be embodied in a register maintained under these three heads by the Superintendent of Stationery. (a) In this statement shall be included the value of deficiencies occasioned by excusable accident or other similar circumstances. The value of such deficiencies up to a limit of Rs.300 in each case, may be written off under the orders of the Superintendent of Stationery after he has satisfied himself, that no one can be held responsible, for the loss.	45. Adjustment of deficiencies. Short receipts are classified under three heads and shall be embodied in a register maintained under these three heads by the Superintendent of Stationery. (a) In this statement shall be included the value of deficiencies occasioned by excusable accident or other similar circumstances. The value of such deficiencies up to a limit of Rs.300 in each case, may be written off under the orders of the Superintendent of Stationery after he has satisfied himself, that no one can be held personally responsible for the loss.	(a) No change is considered necessary.
(b) In this statement shall be included deficiencies in cases in which the provisions of paragraphs 38 to 40 supra have been strictly observed. In such cases the liability rests with the Superintendent of Stationery and his employees and the amount shall stand at the debit of the Superintendent until recovered by him from the party responsible.	(b) In this statement shall be included deficiencies in cases in which the provisions of rules ~~40~~ 42 to ~~42~~ 44 supra have been strictly observed. In such cases the liability rests with the Superintendent of Stationery and his employees and the amount shall stand to the debit of the Superintendent until recovered by him from the party concerned.	(b) The word "paragraphs" used in the original rule has been substituted by the word "rules" in the revised rule.
(c) In this statement shall be included the value of all deficiencies in cases in which the provisions of paragraphs 38 to 40 supra have not been strictly observed. In such cases the receiving officer shall be responsible and the amount shall stand at the debit of the receiving officer until it is recovered.	(c) In this statement shall be included the value of all deficiencies in cases in which the provisions of rule ~~38 to~~ 40 42 supra have not been strictly observed. In such cases the receiving officer shall be responsible and the amount shall stand to the debit of the receiving officer, until it is recovered.	The word "paragraph" used in the original rule has been substituted by the word "rule".
NOTE.--(1) The Superintendent of Stationery is empowered to waive recoveries for shortages, up to a limit of rupee one, in all cases, at his discretion.	NOTE.-(i) The Superintendent of	

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Original rule.	Revised rule.	Remarks.
PRESIDENCY INDENTS. 44. <u>How local indents should be complied with.</u> In the case of indents from officers at the Presidency town, the Superintendent shall appoint a day for the delivery of the articles passed thereon and the indenting officer shall depute a responsible clerk to attend at the Stationery Office on the date so appointed, take charge of the supplies, fill in column 15 of the indent form in words and sign the receipt on the reverse of the indent. Objections on the part of the indenting officers must be made before the supplies leave the Stationery Office, and unless so made shall not be entertained. It is not the duty of the Stationery office to store stationery articles which have been passed for supply to Presidency officers, and on no account shall any delay be made by such officers in takeing delivery of Stationery articles which are due to them.	Stationery is empowered to waive recoveries for shortages, up to a limit of rupee~~s~~ one in all cases, at his discreation. Stat Hdqrs ~~PRESIDENCY~~ INDENTS. 46. 46. <u>How local indents should be complied with.</u> In the case of indents from offices at the ~~Presidency town,~~ State Hdqrs the Superintendent shall appoint a day for the delivery of the articles passed thereon and the indenting officer shall depute a responsible clerk to attend at the Stationery Office on the date so appointed, take charge of the supplies, fill in column 16 of the indent form in words and sign the receipt on the reverse of the indent. Objections on the part of the indenting officer must be made by the clerk receiving the supply before taking them from the Stationery office premises and unless so made shall not be entertained. P.T.O	There is no substantial change to be made in this rule. In the original rule it is laid down that objections on the part of the indenting officers must be made before the supplies leave the Stationery Office. It is not clear, as to who is authorized to make the objections. As clerks deputed by the officers to receive~~d~~ Stationery, are the only persons who will be in a position to make the objections before taking the supplies from the Stationery Office premises it has been specifically provided in the revised rule, that the clerks receiving the supplies, should make the objections, if any. Also column No. 15 referred to in the original rule has been changed to column 16 in the revised rule so as to conform to the revised indent form. As indents are not sent to officers and ~~in~~ in order to prevent any fradulent transactios on the part of the persons deputed by the officers, a list of the articles issued to the authorised person is sent by post to the officer for getting his acknowledgement for the articles supplied. Suitable provision has been made in the revised rule.

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P.T.O

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Original rule.	Revised rule.	Remarks.
After obtaining the acknowledgement of the receiving clerk, the indents should be sent by the Stationery Office to the indenting officer who should verify the supply and certify that all the articles actually issued by the Stationery Office have been properly accounted for in the prescribed stock books and then return the indents to the Stationery Office with in seven days of their receipt by him.	It is not the duty of the Stationery Office to store stationery articles which have been passed for supply to ~~Presidency~~ officers, and on no account shall any delay be made by such officers in taking delivery of stationery articles which are due to them. After obtaining the acknowledgement of the receiving clerk, a duplicate list of articles supplied will be sent by the Stationery office to the indenting officer who shall verify the supply and certify that all the articles actually issued by the Stationery office have been properly accounted for in the prescribed stock books and then return one copy of the list to the Stationery Office within seven days of their receipt by him.	Revised rules as to indents are in accordance with the rules at present in force.

45. How packing cases, bottles, (waste papers,etc. to be dealt with. Packing cases, bottles, etc., received from the Stationery Office and waste paper accumulated in mufassal offices shall be sold and the proceeds credited to the head of account corresponding to the department or th "XLVI 'Miscellaneous' when the sales are effected by departments for which there are no corresponding rec eipt heads; the proceeds of sale of waste paper, stationery boxes, etc., in the Presidency offices sold under arrangements made by the Superintendent of Stationery shall, however be credited to "XLV.Stationery and	47. How packing cases, bottles, etc., to be dealt with. ~~Pacing~~ Packing cases, bottles, etc., received in mufassal offices from the Stationery Office, shall be sold and the proceeds credited to the head of account corresponding to the Department, or to XLVI. Miscellaneous" when the sales are effected by departments for which there are no corresponding receipt heads. Packing cases, bottles, and other articles belonging to the Stationery office shall be returned to it, by all officers at the Presidency town, and when the Superintendent of Stationery so desires, by mufassal officers also.	In the original rule the method of disposal of waste paper accumulated in mufassal offices is also prescribed along the procedure laid down to dispose of packing cases, bottles, etc., received from the Stationery office. From the year 1949-50 the Government have entrusted the duty of arranging for the disposal of waste paper in Government offices to the Director of Industries and Commerce. There is no need to have the old provision in the Stationery manual for disposal of waste paper. Hence the portion relating to waste paper in the original rule, has been omitted in the revised rule. The original note to the rule has also been modified to make clear that waste paper would be disposed of in accordance with ~~the orders of Government issued from~~

Original rule.	Revised rule.	Remarks.
printing--Stationery Receipts--Provincial" "Sale proceeds of stationery boxes, etc." Packing cases, bottles and other articles belonging to the Stationery Office shall be returned to it by all officers at the Presidency town and when the Superintendent of Stationery so desires by mufassal officers also. Note.--Waste paper, the sale of which is arranged for by the Superintendent of Stationery means paper which the officers concerned choose to treat as such and which is ordinarily torn up. It does not include clean press cutting for which separate tenders shall be invited by the Superintendent of Stationery, nor does it include old gazettes, newspaper publications not wanted, etc., for the sale of which, officers in the Presidency town shall make their own arrangements.	Note.--Waste paper accumulated in mufassal offices and in the offices at the Presidency town shall be disposed of in accordence with the orders of Government issued from time to time. For this purpose, waste paper means paper, which officers concerned choose to treat as such and which is ordinarily torn up. It does not include clean press cutting for which arrangements are made by the Superintendent Government Press not does it include old gazettes, newspapers, publications not wanted etc., for the sale of which, offices in the Presidency town shall make their own arrangements.	with the orders of Government from time to time.
46. How strawboard covers of old registers, etc. to be used. Strawboard covers of old registers, etc., set part for destruction should be preserved, and the instructions of the Superintendent, Government Press, or of the officer in charge of the nearest district or jail press taken regarding their disposal. Strawboards should be cut to waste or thrown away. Those used for pasting notices, printed charts, plans, sketches of trees, animals, maps, etc., should not be prematurely discarded as soon as these maps, etc., become unserviceable owing to their being	48. How strawboards covers of old registers, etc., to be used. Strawboard covers of old registers, etc., set apart for destruction should be preserved, and the instructions of the Superintendent, Government Press, or of the Officer in charge of the nearest district press taken regarding their disposal. Straw-boards should not be cut to waste or thrown away. Those used for pasting notices, printed charts, plans, sketches of trees, animals, maps, etc., should not be prematurely discarded as soon as these maps etc., become	There is no substantial change to be made in this rule. The reference to jail presses in the original rule has been omitted in the revised rule as jail presses have been abolished.

Original rule.

out of date or illegible. The use of these boardsfor binding purposes, will effect economy in the consumption of strawboards and the procedure laid down above in the case of strawboard covers of old registers, should be adopted. Strawboards used for buinding records, should not be thrown away, when the files for which they are used are destroyed but should be used until they become completely unserviceable.

Revised ruel.

unserviceable owing to their being out of date or illegible. The use of these boards for binding purposes, will effect economy in the consumption of strawboards and the procedure laid down above in the case of strawboard covers of old registers, should be adopted. Strawboards used for ~~bundling~~ buinding records, should not be thrown away, when the files for which they are used are destroyed but should be used until they become completely unserviceable.

Emi 27

Revised rule 48 may be accepted.

JD 17/9/50

OM 28/9/50

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Original rule.	Revised rule.	
CHAPTER VII.	CHAPTER VIA. CUSTODY AND EXAMINATION OF STOCK BY RECEIVING OFFICERS	
47. Arrangements for custody and issue of Stationery articles. Stores received from the Stationery office, shall be properly arranged and placed in the custody of a responsible officer. Supplies from stock should be made, only on indents signed by heads of sections, who should see that there is no misuse of Government Stationery.	49. Arrangements for custody and issue of Stationery articles. Stores received from the Stationery Office, shall be properly arranged and placed in the custody of a responsible officer. Supplies from stock should be made, only on indents signed by heads of sections, who should see that there is no misuse of Government stationery.	No change is needed.
48. How stock books of stationery to be kept. Two stock books shall be maintained in every office, one for articles issued very frequently and the other for articles which are only periodically or occasionally issued. The books shall be kept in C.F. 345 as given in Appendix IX , books with a fewer pages being used for the latter purpose and new books shall be opened only when the old ones have been completely used up.	50. How stock books of stationery to be kept. Two stock books shall be maintained in every office, one for articles issued every frequently and the other for articles which are only periodically or occasionally issued. The books shall be kept in C.F. 345 as given in Appendix VII books with a fewer pages being used for the latter purpose and new books shall be opened only when the old ones have been completely used up.	No change is needed.
49. Quarterly verification of stock in public offices. Every supply of stationery shall, immediately on receipt, be entered in the proper stock-book and issues therefrom regularly posted, i.e., each time an indent is complied with or a fresh supply is received, an entry of the issue or receipt, as the case may be, shall immediately be made in the stock-book concerned and the balance struck then and there. The quantity of stock on any given date will then be readily ascertainable by reference to the stock-book. All issues must be acknowledged in the appropriate column of the stock register. The stock-books	51. Quarterly verification of stock in public offices. Every supply of stationery shall, immediately on receipt, be entered in the proper stock-book and issues therefrom regularly posted, i.e., each time an indent is complied with or a fresh supply is received, an entry of the issue or receipt, as the case may be, shall immediately be made in the stock-book concerned and the balance struck then and there. The quanitity of stock on any given date will then be readily ascertainable by reference to the	This rule provided for the quarterly verification of stock of stationery in public offices. It lays down that the stock-books should be examined and initialled once a quarter by the head of the office However, it is provided that in the Government Secretariats, the Board of Revenue, the High Court and the office of the Director of Public Health the quarterly examinations and initialling of the stock-books may be done by the office managers. In the Government Secretariat there is no post of Managers. The articles required for all the Departments of the Secretariat are indental for by

Original rule.	Revised rule.	Remarks.
shall be examined and initialled once a quarter by the head of the office. In the Government Secretariats, the Board, of Revenue, the High Court and the ~~Director~~ office of the Director of Public Health, this duty may be performed by the office managers and in the case of officers who have gazetted subordinates at headquarters by a gazetted subordinate. NOTE.-(i) The Conservators of Forests have been permitted as a special case to verify the stock of stationery annually instead of quarterly. (G.O.No. 321, Financial, dated 13th June 1916). (ii) In the offices of the authorities specified under rule 8 (i) the actual checking may be done by the senior ministerial officer. Such check by a ministerial officer will not diminish the responsibility of the head of the office, and the results of the verification should be checked occasionally by the head of the office or where this can be arranged, by the Superintendent of Stationery or his Assistant and any serious neglect reported to Government.	stock-book. All issues must be aknowledged in the appropriate column of the stock register. The stock books shall be examined and initialled once a quarter by the head of the office. However, in the Board of Revenue, the High Court and the office of the Director of Public Health, this duty may be performed by the office managers, and in the case of officers who have gazetted subordinates at the headquarters by a gazetted subordinate. In the Government Secretariat (Finance C.C.B) the stock books shall be examined and initialled once a quarter by the Assistant Secretary to Government, who is in administrative charge of the C.C.B. section. NOTE(i) The Conservators of Forests have been permitted as a special case to verify the stock of stationery annually instead of quarterly. (G.O.No. 321, Financial, dated 13th June 1916). (ii) ~~In the offices of~~ the authorities specified in Annexure A to rule 7(i) must make the quarterly verification themselves. (iii) The Sarishtadars in the offices of Revenue Settlement Parties are authorized to verify the stock of stationery in their offices when no gazetted assistants to the ~~Sub~~ Settlement officers are available. (G.O.Ms.No. 697, Finance, 21st December 1932).	the Finance (C.C.B.) Department, and that section is in charge of a Superintendent. It is not clear whether a check by the Superintendent of the section would by itself suffice. It would perhaps be desirable to have the quarterly checking done by the Assistant Secretary in administrative charge of the section, as the consumption of stationery in the Secretariat is very large. Hence it is proposed in the revised rule that the stock-books of stationery in the Secretariat should be examined and initialled once a quarter by the Assistant Secretary in charge of the section. Note.(i).No change is needed. Note (ii) There is no material change made in this note, but only a slight alteration. When revising Chapter (ii) it has been proposed that the list of officers empowered to sanction petty purchases of stationery included in rule 8 (i) may be separated from the body of the original rule and incorporated separately as an Annexure. Hence the words "specified under rule 8 (i) occurring in note (ii) has been substituted by the words "specified in Annexure A to rule 7(i)". Note(iii) The words "and forms" are the original note are omitted in the revised note as the stationery office does not have anything to do with the supply of forms.

Original rule.

Revised rule.

Note (ii) In the offices of the authorities specified in Annexure A to rule 7(i) the actual checking may be done by the senor ministerial officer. Such check by a ministerial officer will not diminish the ~~eht~~ responsibility of the head of the office, and the results of the verification should be checked occasionally by the head of the office or where this can be arranged, by the Superintendent of Stationery or his Assistant, and any serious neglect reported to Government. Officers other than those specified in Annexure A to rule 7(i) must make the quarterly verification themselves.

(iii) The Sarishtadars in the offices of Revenue Settlement Parties are authorized to verify the stock of stationery in their offices when no gazetted assistants to the Settlement officers are available.

(G.O.Ms.No. 697, Finance, dated 21st December 1932).

Remarks.

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Enc (2)

Rules 49 & 50 (revised may be accepted. In the revised rule 51, the Supt. of Stg ~~suggests~~ has made an alteration to the effect that the stock books in the Sectt. (For C.C.B) shall be examined & initialled once a quarter by the Asst. Secy to Govt. who is in administrative charge of the C.C.B. as the consumption of stationery in the Sectt. is large. Hitherto, the Supt C.C.B used to check the stock books. The proposed change is for the sake of better check of the stock. The amendment may be accepted. ~~[illegible]~~

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[illegible] 17/5/50. [illegible] 28/5/50 [illegible] 1/6/50 (PTO

Original rule.

49(a) The various departments should exercise special care in the custody and issue of stationery articles as enjoined in rule 49 supra. Each head of an office should adopt the particular method best suited to the circumstances of his Office, to ensure that each section head ~~a~~ really scrutinises a demand before it is included in the indent.

49(b) The receipt and issues of stationery should be correctly brought to account. Heads of offices when acknowledging the receipt of the quantities in the indent should also in~~i~~itial the stock book against the entries for such receipts. Articles issued for an officer's use should ordinarily be through the personal clerk of the Officer concerned and if the Officer has no personal clerk, the office clerk dealing with stationery matters may be made responsible for the supply.

50. When and by whom certificates of verification of stock should be furnished.

The indenting officers specified in Appendix II of the Manual and the recognized units of indent referred to in rule 14 or in the cases of officers whose indents are countersigned by superior officers, the countersigning officers shall forward a certificate once a quarter, to the Superintendent of Stationery, to the following effect, viz. "I hereby certify that the stock of

Revised rule.

52. SPECIAL CARE IN THE CUSTODY AND ISSUE OF STATIONERY.

~~52~~. The various departments should exercise special care in the custody and issue of stationery articles as enjoined in rule 49 supra. Each head of an office should adopt the particular method best suited to the circumstances of his office, to ensure that each section head really scrutinises a demand before it is included in the indent.

53. Responsibility for receipts and issues entered in accounts.

~~53~~. The receipt and issues of stationery should be correctly brought to account. Heads of offices when acknowledging the receipt of the quanitties in the indent should also initial the stock book against the entries for such receipts. Articles issued for an officer's use should ordinarily be through the personal clerk of the Officer concerned and if the Officer has no personal clerk, the office clerk dealing with ~~the~~ stationery matters may ~~a~~ be made responsible for the supply.

54. When and by whom certificates of verification of stock should be furnished.

The indenting officers specified in Appendix II of the Manual and the recognized units of indent referred to in rule ~~14~~ 13 or in the cases of officers whose indents are countersigned by superior officers, the countersigning officers shall forward a certificate once a quarter, to the Superintendent of Stationery, to the following effect, viz.

Remarks.

✓

The rules 49(a) and 49(b). The rules 49(a) & 49(b) introduced by correction slip 36/11 of the IV list have been renumbered as rules 52 and 53.

✓

✓

This rule has been renumbered as rule 52 consequent on rules 49(a) and (b) having been renumbered as rules 52 and 53.

PTO

Original rule.

stationery articles has been examined:

(1)That each and every item of stationery received during the quarter either from the Stationery Office or from any other source finds place in the stock book;

(2) that every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance in the stock book;

(3) that no officer or other Government servant has been supplied during the quarter with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of articles that he has not been supplied in excess of actual requirements;

(4) that every issue has been acknowledged by the recipient in the stock book and has been made only on demand.

(5) that acknowledgement has been duly obtained for each and every article issued to other offices;

(6) that all balances shown in old stock books have been correctly brought forward in the new stock book;

" I hereby certify that the stock of stationery articles has been examined".

(1)That each and every item of Stationery received during the quarter either from the Stationery Office or from any other source finds place in the stock book;

(2)that every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance in the stock book;

(3) that no officer or other Government servant has been supplied during the quarter with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of all articles that he has not been supplied in excess of actual requirements;

(4)that every issue has been acknowledged by the recipient in the stock book and has been made only on demand;

(5)that acknowledgement has been duly obtained for each and every article issued to other offices;

(6)that all balances shown in old stock books have been correctly brought forward in the new stock book;

Original rule.	Revised rule.
(7)that paper is duly accounted for in the stock books, in reams of 500 sheets;	(7)that paper is duly accounted for in the stock books, in reams of 500 sheets;
(8) that no articles liable to deterioration have been kept in stock for long period without issue; and	(8)that no articles liable to deterioration have been kept in stock for long periods without issue; and
(9) that I have obtained similar certificates from my subordinate officers.	(9)that I have obtained similar certificates from my subordinate officers.
The certificate for the quarter in which the annual indent is transmitted shall be embodied in the indent itself".	The certificate for the quarter in which the annual indent is transmitted shall be embodied in the indent itself".
NOTE.-The submission of the quarterly verification certificate of stationery by the District Forest Officers to the Conservator of Forests, has been dispensed with.	NOTE.--The submission of the quarterly verification certificate of stationery by the District Forest Officers to the Conservator of Forests, has been dispensed with.
(G.O.Ms.No. 775, Education and Public Health, dated 20th May 1941).	(G.O.Ms.No. 775,Education and Public Health, dated 20th May 1941).
51,Results of verification to be reported to head of department and to Superintendent of Stationery. If any excess or deficiency in any article is discovered at the quarterly examination, a statement in the form prescribed in Appendix IX(9) shall be forwarded to the head of the department specified in paragraph 10 supra and the fact reported, in the quarterly certificate, to ~~mx~~ the Superintendent of Stationery. Excesses shall be brought to stock and deficiencies dealt with by heads of departments as prescribed in paragraph 57 infra.	55. Results of verification to be reported to head of department and to superintendent of Stationery. If any excess or deficiency in any article is discovered at the quarterly examination, a statement in the form prescribed in Appendix ~~IX (9)~~ VII shall be forwarded to the head of the department specified in annexure to the rule ~~10~~ 9 supra and the fact reported, in the quarterly certificate, to the Superintendent of Stationery. Excesses shall be

The word "paragraph" occurring in the original rule has been substituted by the words annexure to rule". The rule has been renumbered as 55 and No. 57 has been altered as 60 These changes were found necessary on account of the re-numbering of rules 49(a) and (b) as 52 and 53.

	Revised rule.	
	brought to stock and deficiencies dealt with by heads of departments as prescribed in rule 60 infra.	
52. Basis for entering average annual consumption in stock-books. The average annual consumption entered in the stock-books of any supply year shall be based on the figures furnished to the Superintendent in the indent forthat year. By reference to this entry, attention will at once be drawn to any abnormal consumption.	56. Basis for entering average annual consumption in stock-books. The average annual consumption entered in the stock-books of any supply year shall be based on the figures furnished to the Superintendent in the indent for that year. By reference to this entry, attention will at once be drawn to any abnormal consumption.	No change. Renumbered as 56.
53. How supply of stationery to subordinate officers from the head offices or from the recognized units of supply to offices comprised in a centre should be recorded in stock books. Where an indenting officer referred to in rule 14(i) or an officer constituted as a unit of indent under rule 14 (ii) has to include in his own indent the stationery required for his subordinate officers or offices for which he is a recognized unit, issue of stationery to such offices in bulk shall be entered in the stock-books of the head office or of the indenting unit's office. Separate stock-books shall be maintained in each such office receiving supply of stationery either through the head office or the unit office and the quarterly certificate referred to in paragraph 50 supra and an annual return showing receipts	57. How supply of stationery to subordinate officers from the head offices or from the recognized units of supply to officers comprised in a centre should be recorded in stock books. Where an indenting officer referred to in rule 13(i) or an officer constituted as a unit of indent under rule 13(ii) has to include in his own indent the stationery required for his subordinate officers or offices for which he is a recognized unit, issue of stationery to such offices in bulk shall be entered in the stock books of the head office or of the indenting unit's office. Separate stock-books shall be maintained in each such office receiving supply of stationery either through the head office or the unit office and the quarterly certificate referred to in rule 54 supra and an annual return showing	Rule 53. The words "paragraph 50 have been substituted by the words "rule 54 The rule has been renumbered as 57

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Original.	Revised rule.	Remarks.
issues and balances in the form given in Appendix IX (10) sent by each such office to the head office or the unit office as would be appropriate. Indenting and countersigning officer shall inspect the stockbooks of subordinate offices in the course of periodical inspections. Exception:- The Range officer in the Forest Department need not maintain the stock registers of stationery, unless he is a supplying unit for any office other than his own, in the scheme of revised unit.	receipts, issues and balances in the form given in Appendix ~~IX(10)~~ VIII) sent by each such office to the head office or the unit ~~of indent~~ office as would be appropriate. Indenting and countersigning officer shall inspect the stock-books of subordinate offices in the course of periodical inspections. Exception- The Range Officer in the Forest Department need not maintain the stock registers of stationery, unless he is a supplying unit for any office other than his own, in the scheme of revised unit.	
54. <u>Steps to be taken to include periodical articles in annual indents when replacement is required.</u> During the quarterly examination of stock prescribed in paragraph 49 supra special attention shall be given to the condition of all articles included in Appendices IV(b) and V with a view to the order referred to in paragraph 25 being obtained in time to admit of the inclusion in the annual indent of any articles required to replace lost or damaged ones.	58. <u>Steps to be taken to include periodical articles in annual indent when replacement is required.</u> During the quarterly examination of stock prescribed in rule supra special attention shall be given to the condition of all articles included in appendices IV(b) and V with a view to the order referred to in rule 23 being obtained in time to admit of the inclusion in the annual indent, of any articles required to replace lost or damaged ones.	Rule 54. The word "paragraph" has been substituted by the word "rule". The rule has been renumbered as 58.

Encl

Revise rule 5 & 56 may be accepted

VD 1795

OPM 28/9/50

PTO

Original rule.	Revised rule.	Remarks.
chapter VIII	CHAPTER VIII	
55.ARTICLES NOT REQUIRED, UNSERVICEABLE, DAMAGED OR LOST.	ARTICLES NOT REQUIRED, UNSERVICEABLE, DAMAGED OR LOST.	In view of the provisions in rules 59 and 60 in the revised rules this rule has been deleted and added as a note to rule 61. (Revised).
55. Premission of the Superintendent of Stationery is necessary to return any article.	58. ~~Permission of the Superintendent of Stationery is necessary to return any article.~~ DELETED.	
No article supplied from the Stationery Office shall be returned thereto without permission, prevøiously obtained, of the Superintendent of Stationery.	No article supplied from the Stationery office shall be returned thereto without the permission, previously obtained, of the Superintendent of Stationery.	
56. Orders of the Superintendent of Stationery to be obtained for disposal of articles not wanted or likely to deteriorate--Articles not required or likely to deteriorate.	59. Orders of the Superintendent of Stationery to be obtained for disposal of articles not wanted or likely to deteriorate.	There is no change made in the body of this rule. However, in the heading the words " articles not required or likely to deteriorate," areø omitted in revision as these words are superfluous. The rule has been renumbered as 59.
When an indenting officer finds that any article supplied by the stationery Office has not been used or is not likely tobe used for the purpose for which it was obtained or is likely to deteriorate before coming ~~xx~~ into use, ~~x~~ he shall, without delay, report to the Superintendent of Stationery the date when, and ~~xx~~ the circumstances under which, the article was indented for, and the Superintendent of Stationery shall pass such orders as he deems fit in the matter.	When an indenting officer finds that any article supplied by the Stationery Office has not been used or is not likely to be used for the purpose for which it was obtained or is likely to deteriorate before coming into use, he shall without ~~xxxx~~, delay, report to the Superintendent of Stationery the date when, and the circumstances under which the article was indented for, and the Superintendent of Stationery shall pass such orders, as he deems fit, in the matter.	

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Original rule.	Revised rule.	Remarks.
57. Cost of damaged and missing articles to be written off by the proper authority.--Damaged or missing articles. When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact, through the proper channel, to the head of the department referred to in paragraph 10 whose duty it will be to investigate the matter, recover the value of the article if the loss // or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.	60. Cost of damaged and missing articles to be written off by proper ~~tm~~ authority. When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact, through the proper channel, to the Head of the department referred to in rule ~~10~~ 9 whose duty it will be to investigate the matter, recover the value of the articles if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.	The word "paragraph" occuring in the original rule has been substituted by the word "rule". The original rule has been also renumbered as rule 60 in revision. The words "damaged or missing articles" at the end of the heading of the rule are omitted as they are superfluous.
58. Conditions for the grant of exchange of stationery articles--Exchanges. As a rule exchange of stationery once supplied is strictly forbidden and requisition from officers for such exchange shall not be considered unless (i) the articles proposed to be returned were issued from the Stationery Office for use during the year in which the application is made; (ii) they have not deteriorated since issue; and (iii) there are special grounds for the exchange which should be stated.	61. Conditions for the grant of Exchange of Stationery articles. As a rule exchange of stationery once supplied is strictly forbidden and requi~~x~~sition from officers for such exchange shall not be considered unless.- (i) the articles proposed to ~~x~~ be returned were issued from the Stationery Office for use during the year in which the application is made; (ii) they have not deteriorated since issue; and (iii) there are special grounds for the exchange which should be stated. Note. Unless the article supplied by the Superintendent of Stationery satisfies any of the conditions referred to in rules ~~5 6 and~~ it should not be returned to the Superintendent of Stationery and in any~~x~~ case it should be after prior consultation with him.	No change in the body of the rule is made. The original rule has been renumbered as 61. The word "Exchanges" at the end of the heading of the rule is omitted as it is superfluous. The provision of rule 55 in the original rule has been added as a note in this rule to enable the indenting officer to adhere to the provisions of the rules ~~5 6~~ 59 & 61 ~~and~~ before returning the articles supplied by this office.

Original rule.	Revised rule.	Remarks.
57. Cost of damaged and missing articles to be written off by the proper authority.--Damaged or missing articles. When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact, through the proper channel, to the head of the department referred to in paragraph 10 whose duty it will be to investigate the matter, recover the value of the article if the loss X/ or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.	60.Cost of damaged and missing articles to be written off by proper ~~tm~~ authority. When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact, through the proper channel, to the Head of the department referred to in rule ~~10~~ 9 whose duty it will be to investigate the matter, recover the value of the articles if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.	The word "paragraph" occuring in the original rule has been substituted by the word "rule". The original rule has been also renumbered as rule 60 in revision. The words "damaged or missing articles" at the end of the heading of the rule are omitted as they are superfluous.
58. Conditions for the grant of exchange of stationery articles--Exchanges. As a rule exchange of stationery once supplied is strictly forbidden and requisition from officers for such exchange shall not be considered unless (i) the articles proposed to be returned were issued from the Stationery Office for use during the year in which the application is made; (ii) they have not deteriorated since issue; and (iii) there are special grounds for the exchange which should be stated.	61. Conditions for the grant of Exchange of Stationery articles. As a rule exchange of stationery once supplied is strictly forbidden and requi~~x~~sition from officers for such exchange shall not be considered unless.- (i) the articles proposed to ~~x~~ be returned were issued from the Stationery Office for use during the year in which the application is made; (ii) they have not deteriorated since issue; and (iii) there are special grounds for the exchange which should be stated. Note. Unless the article supplied by the Superintendent of Stationery satisfies any of the conditions referred to in rules ~~58~~ and 59 it should not be returned to the Superintendent of Stationery and in any~~x~~ case it should be after prior consultation with him.	No change in the body of the rule is made. The original rule has been renumbered as 61. The word "Exchanges" at the end of the heading of the rule is omitted as it is superfluous. The provision of rule 55 in the original rule has been added as a note in this rule to enable the indenting officer to adhere to the provisions of the rules ~~56~~ 59 & 61 ~~and~~ before returning the articles supplied by this office.

Original rule.	Revised rule.	Remarks.
59. Method of disposal of articles issued to temporary establishments and offices. When articles have been supplied from the Stationery Office to temporary establishments, the officer to whom they were supplied shall, before the completion of his work, forward proposals to the Superintendent of Stationery for the disposal of the articles, and the Superintendent shall issue such instructions as may be necessary. Special attention shall, in this connection, be given to articles appearing in Appendices IV-B and V of the Manual and also to cyclostyle machines, duplicators, typewriters and flat file cases, for the disposal of which the instructions of the Superintendent of Stationery shall be obtained.	62. Method of disposal of articles issued to temporary establishments and offices. When articles have been supplied from the Stationery Office to temporary establishments, the officer to whom they were supplied shall, before the completion of the period intimate to the Heads of Departments for whom the temporary establishments were sanctioned so as to enable them to take prompt action for the disposal of the stationery articles including typweriters and clothing. Heads of Departments concerned will be responsible for the prompt intimation to the Superintendent of Stationery about the expiry of the period of employment of the temporary staff and obtain instructions from him for their disposal. Special attention shall in this connexion be given to articles appearing in Appendices IV-B and V of the Manual and also to cyclostyle machines, duplicators, typewriters and flat file cases, for the disposal of which the instructions of the Superintendent of Stationery, shall be obtained.	This rule has been slightly altered as the indenting officers of the temporary offices do not comply with the provision in this rule. Hence Heads of Departments have been made responsible for the disposal of the articles issued to temporary establishments and officers. The rule has been renumbered as 62.

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Revised rules 59-62 may be accepted.

Original rule	Revised rule	Remarks
Chapter IX Typewriters,copying and other machines.	CHAPTER. IX. Typewriters, and other machines.	In the title of the chapter the word "copying" has been omitted in revision as copying machines have been omitted from rule (1) in Chapter I from the classes of articles to be supplied by the Stationery office, when revising rule (1), for the reasons explained in the remarks column against that rule and the heading has been altered with reference to sections relating to them in this chapter.
(i) Typewriters.	(i) Typewriters.	
60. Pattern of typewriting machines to be supplied to Government offices:-- The following patterns of typewriters have been prescribed for use in Government offices:--	63.Pattern of typewriting machines to be supplied to Government offices:-- The following patterns of typewriters have been prescribed for use in Government offices:--	In the approved list of typewriters the number of the models of the typewriters is also specified. Number of the models is a changing factor. The model numbers are changed by the manufacturers when they put into the field improved machines; for example the current model of Remington Standard is number 17 whereas the current model in 1931 when the manual was revised was No. 12. Hence the number is omitted in the revised list.
(a) Standard typewriters:-- L.C.Smith No.8. Olympia. Ideal (Tamil) Nauman Ideal. Remington No.12. Remington No. 30. Remington Accounting. Chinnamamba Andhra Mudra Lekhini (Telugu typewriter) Royal No. 10. Underwood No. 5. Woodstock No. 5(Tamil and English).	(a) Standard typewriters. (i) English. L.C.Smith Remington. Underwood Woodstock. (ii) Tamil. Woodstock. Ideal. (iii)Telugu. Chinnamamba Andhra Mudra Lekhini	In the case of typewriters with key boards other than English the language of the key board is mentioned in brack after the name of the machine. In the case of machines with the English key board no mention is made of the langua Now that there are Tamil and Telugu typewriters in the approved list it appear desirable to indicate the language of key board of all the approved typewriters. Hence the list has been revised as to indicate the language of the key board of each pattern of the machine i the list. The list of typewriters to b supplied has also been revised with reference to the patterns usually supplied.
(b) Portables:-- Bijou portables (English and Tamil) Corona 3 and 4 Remington portable. Royal portable. Underwood portable. Erika (Tamil and English)	(b) Portables. (i)English (ii) Tamil Remington Bijou. Royal Underwood Corona —	

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Original rule	Revised rule	Remarks
61. Method of supply of typewriting machines etc. Typewriters, copying machines, rotary and other types of duplicators, adding and calculating machines, are not kept in stock but the local agents will be instructed to supply the machines to officers requiring them, in accordance with the rules set forth in paragraphs 63 to 74. A charge of 1% towards the cost of administration should be levied on the value of typewriters, duplicators, etc. so supplied. The centage charge will be recovered in cash, in the case of machines supplied to Government servants for their personal use and to quasi-government officers. In the case of supply to free officers, this charge will be added in the statement appended to the administration report.	**64. Method of supply of typewriting machines.** Typewriters are purchased from local agents in accordance with the procedure prescribed in rule 65 infra and supplied to officers requiring them as per rules 66 to 74. A departmental charge of 5% should be levied on the value of the typewriters besides Sales tax sold to government servants for their personal use and to officers authorised to obtain them either on payment of cost or by book adjustment of value"	This rule deals with the method of supply of typewriting machines, duplicators and calculating machines. In the original rule it is stated that they are not kept in stock, but that supplies are arranged to the officers direct through the local agent. The present system is to get the typewriter through the Controller of Stationery and Printing, New Delhi, stock them in stationery store and supply them to the officers as and when occasion arises. Hence the rule has been modified so as to bring it into line with the existing practice. In the original rule reference is made to duplicators and calculating machines also. As there are separate sections relating to these machines there is no need to mention them in the rule relating to typewriters. Hence reference to these machines is omitted from the revised rule. In view of the altered procedure now prevailing in the matter of purchase and supply of typewriters a departmental charge of more than 1% seems justifiable. Further they are stocked and supplied in intact cases as received from the suppliers. Levy of 21% as in case of other articles of stationery sold by this department would be unreasonable. Hence a departmental charge of 5% has been recommended for sanction in the revised rule.

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(P.T.O.)

76(a)

Eng. E)

During the year 1950-51. Govt. have order the purchase of L.C. Smith (Corona) portables. We may include this machine also under 'Portables'

p 47 ef

(T) p 865 Est
15.2.50

JD
17 E 50

BM
30/10/50

204

Original rule.	Revised rule	Remarks
62. Arrangements for the purchase of typewriters etc., Before 31st March of each year, the Superintendent of Stationery shall call for tenders for the supply of standard (foolscap, brief and policy) and portable typewriters of recognised patterns except for typewriting machines with Tamil keyboard from the local agents and submit the rates to Government who will select the pattern or patterns of the machines to bt purchased during the year as also the number of machines to be purchased from each agent. The Superintendent of Stationery shall thereupon enter into contract with the agents, on the terma set forth in the tender and order the supply of machines on receipt of indents from officers. Any additional terms imposed by the Government shall also be inserted in the contract. (ii) For purposes of casual purchases, the Superintendent of Stationery shall ascertain the prices of all approved patterns of typewriters of all sizes from their local agents and report to Government not later than 10th April each year the prices to be ascertained for the approval of government. After the rates are approved, he cannot allow a supplier to deviate by more than 10 percent in the direction of increase except with the sanction of Government.	65. Arrangements for the purchase of typewriters:-- (i) By 31st September of each year the Superintendent of Stationery shall estimate the number of standard (foolscap, brief and policy) and portable typewriters of recognised patterns except typewriting machines with key boards other than English, required during the ~~ensuing~~ next official year. He shall ascertain from the local agents the number of typewriters which they would be able to supply. He shall submit to the Government, the information collected by him and seek orders for purchasing the number of machines required by him. On receipt of orders from the Government, the Superintendent of Stationery shall place an indent on the Controller of of Printing and Stationery (India) New Delhi for the required number of typewriters and also the number desired in each pattern. (ii) Typewriters with key boards other than English shall be purchased by the Superintendent of Stationery, whenever need arises, after obtaining specific sanction of government in each case.	. Prior to world war II typewriters w purchased on the open tender system su- ject to confirmation by government. An agreement was entered with the success- ful firms for a definite number of machines in each size. However, the machines were not actually taken deliv of from the firm or firms for stocking the Stationery Stores, but the firms w instructed to supply the machines to t individual officers direct as and when need arose until the total number agre to be purchased was exhausted. Since the outbreak of World War II the impor of articles from foreign countries bec more and more difficult as years went by. The typewriters were not imported in sufficient numbers to meet the de- mands. In 1943 the Government of Indi took up the control of distribution of typewriters for essential users of the public and also for government. Since then the requirements of this governme are met by the Controller of Printing and Stationery, New Delhi with whom an indent is placed for the estimated re- quirements of each year. Though this system was introduced as a temporary measure on account of conditions crea- -as a result of the war the supply po tions of typewriters does not seem to have improved to such an extent as to warrant any relaxation by the Govern- ment of India ~~of control over the typewriter trade.~~ The system of pur- chase through the Controller has been in force for the past six years. It cannot be anticipated with certainity when the control will be completely removed so as to enable this office to revive the open tender system. ~~It is therefore considered that the origina rule prescribing the open tender syst~~

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Remarks of 64 continued.

It is therefore, considered that the original rule prescribing the open tender system for the purchase of typewriters may be recast so as to accord with the system now actually in force. The rule has therefore been completely revised.

In original rule 62 (ii) it is prescribed that for purpose of casual purchase the Superintendent of Stationery shall ascertain the prices of all approved patterns of typewriters of all sizes from the local agents and report to Government not later than 10th April each year for approval. After the rates are approved he cannot allow a supplier to deviate by more than 10% in the direction of increase except with the sanction of Government. This rule is unnecessary as the purchase of typewriters is made through the Controller of Printing and Stationery, India, New Delhi at the prices approved by him. Hence this rule is recommended to be omitted. The date for drawing up the estimates of the next year has been advanced to bring it in line with those of the other stationery articles which are got ready about 1st September.

Fin (Accts)

Draft Rules 64 + 65 as revised on pp 77-78 above may be accepted.

Rules 64 & 65 as revised represent the present practice of obtaining typewriters. May be accepted.

Rs 16 x 50 PW 17.X.50

24/10/50

AS 1

17.9.50

28/9/50

PTO

80

Original rule.	Revised rule.	Remarks.
63. Purposes for which typewriters are supplied. Typewriters are supplied (i) for the use of public offices, (ii) for Government schools and colleges to impart instructions in typewriting, iii for the personal use of Gazetted officers of the Madras Government for Government work, (iv) for Gazetted officers of the Central departments, and (v) to approved quasi-government offices.	66. Purpose for which typewriters are supplied. ~~66. Same as the original rule. (except IV and V).~~ Typewriters are supplied (i) for the use of public offices, (ii) for government schools and colleges to impart instructions in typewriting, (iii) for the personal use of Gazetted officers of Madras government ~~for government work~~ and the supts. of Sect (including Legislative Sect) for Govt. work.	No change is considered necessary. except the omission of 63 Iv and v in the original as typewriters are supplied ~~against them~~ ⊛ on specific sanction of government. ⊛ to the officers
64. Officers authorized to sanction first supply of typewriters:-- The first supply of typewriters for use in public offices, requires the sanction of the Government.	67. Authority to sanction first supply of typewriters. The initial supply of typewriters for use in any public office (newly created or supply of additional typewriter for new post sanctioned requires the sanction of government Note:-- The District Judges are empowered to correspondend direct with the Government in regard to first supply of typewriters. (G.O.Ms.3348 Home dated 22-8-49).	No change in the original rule except the introduction of note under the existing rule. As power to correspond direct with the government in regard to the first supply of typewriters has been delegated to District judges in G.O.Ms.No.3348 Home dated 22-8-49 the note under the existing rule has been introduced.
65. (i) Typewriters for the personal use of gazetted officers to be supplied at the officers ~~in~~ ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ expense. No supply of typewriters, should be made at +Government expense, for the personal use of Gazetted officers of the Madras Government for Government work, but an advance not exceeding Rs.300/- may be made to such gazetted officers on pay not exceeding Rs.500 (whether on probation or holding temporary posts), as are desirous of purchasing a typewriter. In the case of Government servants who are not in permanent government employ such advances may be sanctioned by the Administrative departments of the government concerned with the concurrence of the finance department. Before granting the advance to such a government servant, a personal security bond in M.F.C. form no 11 should also	68 (i) Typewriters for the personal use of gazetted officers to be supplied at the officers' expense. No supply of typewriters should be made at government expense, for the personal use of gazetted officers of the Madras government. An advance ⊛ to meet the cost of the typewriter, departmental charges and sales tax may be made to such gazetted officers as are desirous of purchasing a typewriter provided their pay does not exceed Rs.500/-. The advance may also be made to gazetted government servants on probation or holding temporary posts. In the case of Government servants who are not in permanent government employ such advances may be sanctioned by the administrative departments of the	This rule has been slightly altered to bring out the full significance of the rule that the typewriters for the personal use of gazetted officers to be supplied at offices expense. The limit ~~amount~~ of Rs.300/- was fixed when the cost of typewriter was about Rs.300/- ~~An advance to meet~~ The cost of typewriter including ~~and~~ the incidental charges ~~has been recommended in the revised rule~~ is Rs.400/- now and hence the limit of advance has been raised accordingly. ⊛ of about Rs.400/- Portable.

Original rule.	Revised rule.	Remarks
be obtained from the permanent government servant of not less than equal standing and forwarded to the Head of offices concerned for safe custody,till the advance is fully repaid.	government concerned with the concurrence of the finance department.Before granting the advance to such a government servant, a personal security bond in M.F.C. Form No. 11 should also be obtained from then permanent government servant of not less than an equal standing and forwarded to the Head of offices concerned for safe custody,till the advance,is fully repaired.	This rule has been amended as to be in confirmity with the present system of purchasing typewriters in bulk and stocking them in Stationery Stores. Changes in regard to the rate of interest to be charged has also been made so as to conform to article 227 (iii) of the Madras financial code volume I.
(ii) Advances to be granted for the supply of typewriters to gazetted officers for personal use:--	(ii)Advances to be granted to gazetted officers for the purchase of typewriters for personal use:--	
This advance can be sanctioned only once, and is not payable in cash. But an officer who wishes to equip himself with a typewriter, will apply to the Superintendent of Stationery direct,for the supply of the required machine,stating that the cost of the machines may be treated as an advance.The Superintendent of Stationery, will thereafter arrnage for the supply of the typewriter through the firm concerned, and advise the Accountant-General for the payment of the cost to the firm,after obtaining the acknowledgement of the officer. The payment will be made to the company at the office of the Accountant General who will debit the cost of the machine to "Loans and advances by provincial government" and arrange for its recovery from the officer to whom the machine is supplied, in not more than 12 monthly instalments.Interest shall be charged on these advances at the rate applicable to advances for housebuilding and purchase of conveyance vide fule 278 (2) of the Madras financial code. volume I. The typewriter purchased, with the advance sanctioned by government will be considered to be the property of government, until the advance is fully repaid.	This advance can be sanctioned only once and is not payable in cash. But an officer who wishes to equip himself with a typewriter will apply to the Superintendent of Stationery direct for the supply of the required machine stating that the cost of the machine may be treated as an advance. The Superintendent of Stationery will supply the typewriter from his stock and advise the Accountant-General for the payment of the cost by credit to XLV Stationery--receipts--provincial after obtaining the acknowledgement of the officer. The amount will be credited to the Stationery office by the Accountant General who will debit the cost of the machine to loans and advances by provincial government and arrange for its recovery from the officer to whom the machine is supplied in not more than 12 monthly instalments.Simple interest shall be charged on these advances at the rate fixed by the government from time to time vide articles 227 (iii) of the Madras Financial code.Volume I. The typewriter purchased with the advance sanctioned by government will be the property of the government until the advance has been fully repaid togetherwith the interest due on it.	Stationary and printing.

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Original rule.	Revised rule.	Remarks
65.(The ...e case of gazetted officers on a pay of ...ding Rs.500 a month, they will be h...wed to purchase typewriters through the ...uperintendent of Stationery at the rate at which they are supplied to government. The Superintendent of Stationery will, on receipt, of a requisition from an officer, arrange with the dealers for the supply of a machine to the officer at that rate. The bill of cost will be sent by the suppliers direct to the officer concerned for payment.	Note:-- Gazetted government servants on a pay exceeding Rs.500/- a month are allowed to buy typewriters through the Superintendent of Stationery at the price at which they are purchased by the government. On receipt of a requisition from any such government servant, the superintendent of Stationery will arrange for the supply of the machine from his stock and recover the cost from the government, surant concerned in lump sum.	✓

(To gether with departmental 5% charges and sales tax.)

(PTO)

Em (E)

Revised rules 66-68 may be accepted

Fin (Exp A)

P.P. 80-81 above may be perused. The following remarks are called for:-

Revised Rule 66:- purpose for which typewriters are supplied.

Under Art 235 of MFC Vol I advance for the purchase of typewriters may be sanctioned not only to gazetted govt. servants on a pay not exceeding Rs500 a month but also to the supdts of the secretariat including the secretariat of the Legislature. Hence this dept may suggest that item (iii) included in the proposed Rule 66 may be recast as below:-

"(iii) for the personal use of gazetted officers of Madras Govt and the supdts of the sectt (including Legislature Sectt), for Govt work."

P.T.O.

JD 17/5/50

P147 of BK No (24)

OM 28/9/50

1/10

215

(P.T.O)

Revised Rule 68 :-

Under Art 235 of the MFC Vol I an advance of Rs 300 may be sanctioned for the purchase of typewriters for the gazetted Govt. officers and the Supdts of the Secretariat. Under the proposed revised rule of the Stationery Manual, the Supdt, Stationery has suggested that the advance may be revised to Rs 400 in view of the present increase in the price of typewriters. It is also stated that the price is not likely to fall ~~with~~in the near future. ~~As Advances are not paid to the individuals in cash but only by debit to~~ Under Art 235(b), the advances will not be paid in cash, but only typewriters supplied and its actual ~~and as only the actual~~ price ~~of the typewriter supplied to the officer will be~~ debited to the "loans head" and recovered from the officer in monthly instalments, this dept. may agree to the proposal to raise the limit of advance from Rs 300 to Rs 400.

Subject to the above remarks, the revised rules 66-68 may be accepted.

Edn. may be requested to send to this dept relevant extracts from this file, ~~after~~ after orders are passed, for amending Art 235 of MFC, Vol I.

22-10-50

22-10-50

P.147 of Bk No 34

P.147 of Bk No 34

22-10-50

22-10-50

82(a)

AS1

Original rule.	Revised rule.	Remarks.
65.(iii)To whom advances not permissible:-- The advance cannot be sanctioned to a gazetted officer of the Madras government,whose services have been lent to local bodies,Native states etc. or to an officer of the Central department, under the administrative control of the Government of Madras.	(iii)To whom advances not permissible:- The advance cannot be sanctioned to a gazetted officer of the Madras government, whose services have been lent to local bodies, native states etc. or to an officer of the Central department, under the administrative control of the Government of Madras.	No change is considered necessary.
65.(iv) Fixing the instalments of recovery of advance in certain cases:-- The instalments of recovery of advances for the purchase of typewriters made to officers, who are likely to retire before the period of 12 months referred to in rule 65 (ii), shall be so fixed by the Superintendent of Stationery, in consultation with the officer,that the full amount is realized before the officer retires.	(iv) Fixing the instalments or recovery of advance in certain cases:-- The instalments of recovery of advances for the purchase of typewriters made to officers, who are likely to retire before the period of 12 months referred to in rule 68 (ii) shall be so fixed by the Superintendent of Stationery, in consultation with the officer, that the full amount is realized before the officer retires.	There is no substantial change in the rule. But the period of 24 months has been modified to 12 months so as to accord with the change in the revised rule 68(ii) fixing the maximum No. of instalments for recovery of advance for purchase of typewriters as 12. The figure 65 (ii) has been changed to 68 (ii) on account of the renumbering of the rule.
65(v)Cases of death of officers to whom advances are granted to be reported to Government. If an officer dies before repaying in full the advance granted to him, the case may be referred to government for orders.	(v)Cases of death of officers to whom advance are granted to be reported to government. If an officer dies before repaying in full the advance granted to him, the case may be referred to government for orders	No change is considered necessary. The rule has been renumbered as 68 (v).
65.vi.Period of recovery of advances from officers having no substantive posts. In the case of officers who have no substantive posts, the monthly instalments for the recovery of the advance,should be so fixed that the full amount is realized before the termination of the period of their employment, and the personal security bonds prescribed in rule 65(i) should be obtained from them, before the supply of the machines.	(vi) Period of recovery of advances from officers having no substantive posts. In the case of officers who have no substantive posts, the monthly instalments for the recovery of the advance, should be so fixed that the full amount is realized before the termination of the period of their employment and the personal security bonds prescribed in rule 68(i) should be obtained from them, before the supply of the machines.	There is no substantial change in the rule. But the reference to the G.O. is made in the rule for the personal security bond to be executed (G.O.283 Finance dated 25-4-31) has been substituted by ~~the authority~~ of the rule in the Manual ~~viz., revised rule 67 (i)~~. relating to it.
66(i)Sale of second hand typewriters to gazetted officers. The Superintendent of Stationery is authorised to sell to gazetted officers, eligible	69. (i) Sale of second hand typewriters to Gazetted officers. The Superintendent of Stationery is authorised to sell to gazetted officers,	No change is considered necessary. except the substitution of advance f for supply of in the original rule and also addition of the last senten

Original rule.	Revised rule	Remarks
for supply of typewriters, under the foregoing rules, such second hand typewriters as may be available for sale, at a valuation to be fixed by him.	eligible for advance for typewriters under the foregoing rules, such second hand typewriters as may be available for sale, at a valuation to be fixed by him. No second hand typewriters will be sold to officers of central government	in revised rule consequent on the non-admissibility of advance in rule 68 (iii) Revised.
66(ii) Grant of advances for the purchase of second hand machines. An advance can be granted to gazetted officers, for the purchase of second hand typewriters also which belong to the Government of Madras. No advance is permissible for purchase of second-hand typewriters from private individuals or companies.	~~66~~(ii) Grant of advances for the purchase of second hand machines. ~~An~~ advance is permissible for purchase of second hand machines from private individuals or companies. An advance can be granted to gazetted officers for the purchase of second hand typewriters belonging to the Madras Government. But no	No change is considered except necessary deletion of 1st sentence in the original rule.
67. Conditions under which advances may be granted to Superintendents in Secretariat offices and Legislative council office. Superintendents in Secretariat departments and the Superintendent of the Madras legislative Council office whether permanent or temporary can be granted advances for the purchase of typewriters, on conditions applicable to gazetted officers. The procedure for recovery of such advances made to Superintendents, who have no substantive posts, will be the same as that for gazetted officers with no substantive posts. The Superintendents should send their applications for advance through the officers concerned.	70 Conditions under which advances may be granted to Superintendents in Secretariat offices and Legislative council office. Superintendents in Secretariat departments including the Madras legislature whether permanent or temporary can be granted advances for the purchase of typewriters, on condition applicable to gazetted officers. The procedure for recovery of such advances made to Superintendents, who have no substantive posts, will be the same as that for gazetted officers with no substantive posts. The Superintendents should send their applications for advance through the heads of office, concerned.	The words 'and legislative council office' occurring at the end of the heading of the rule' and the Superintendent of the Legislative council office occurring in the first sentence of the rule have been substituted by the words 'Madras Legislature' so as to accord with the change in the nomenclature of the department.
68. Second hand machines should not be sold to officers of the Central government. No second hand typewriter, belonging to the Madras government, shall be sold to any officer of the Central government, whether gazetted or non-gazetted.	Deleted.	As the officers of the central government are not entitled for the advance, the question of selling second hand machines to officers of the central government does not arise. ~~Rules 69 and 70 in the original have been clubbed together.~~ The number of typewriters should be restricted to one as the clause ~~for~~ provided the machines are used for government work' in rule 69 original affords no strict test. Hence the rule 68 ~~has been omitted~~ in the original has been deleted.

Original rule	Revised rule	Remarks
72. Decision of selecting pattern of typewriters left to Superintendent of Stationery in certain cases:-- The decision as to pattern of typewritmxing machine to be supplied to any office shall rest with the Superintendent of Stationery, except in the following cases, when the machine indented for should be supplied:-- a. When the machine iw required for the personal use of a gazetted officer at his own expense, and b. when the cost of the machine is paid for by local bodies.	72. Decision of selecting pattern of typewriters left to Superintendent of stationery in certain cases. The decision as to pattern of typewriting machine to be supplied to any office shall rest with the Superintendent of Stationery except when the machine is required for the personal use of the gazetted officer at his own expense.	This rule has been slightly changed as no typewriters are supplied to local bodies and even if supplied with the sanction of Government the discreation to supply xx a particular pattern will rest with the Superintendent of Stationery.
73. Costly typewriters to be supplied only with the specific sanction of government. Typewriting machines of any pattern costing more than Rs.450/- should not be supplied to any officer under the control of the Madras government except with the specific sanction of government.	omitted.	This rule can be omitted. The orig rule requires that specific sancti sanction of government is necessary for supply of typewri - ters costing more than Rs.450/ ~~should not~~ The prices of typewriters have far exceeded this limit and purchases are made only after taining sanction of government at controlled rates. This rule is ~~superfluous in the present set up. Her the recommendation for omission awaited~~. Rule slightly altered to conform with the practice.
74. When renewals of typewriters can be sanctioned by Superintendent of Stationery:-- The Superintendent of Stationery may at his discretion, supply a new typewriter in place of an existing one, on the request of the Head of the department. In such cases, the old machine should be returned to the Stationery office.	74. When renewals of typewriters can be sanctioned by Superintendent of Stationery. The supply of a new typewriter in place of an existing one to any office is left to the discretion of the Superintendent of Stationery. It will be generally ~~done~~ made when the existing machine has outlived the period of service prescribed for that pattern, or it comes frequently for repairs or its condition is such that further repairs are considered uneconomical. The Superintendent of Stationery may also consider the request of the Head of the department in taking such a decision. In all cases of renewals, the	

Only record (non copying)typewriter ribbons of any colour except green should be used in all public offices. But the Govet. Solicitor has been authorized as a special case to use copying ribbons.

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Original rule	Revised rule	Remarks
75.When second hand machines can be lent to officers.		
The Superintendent of Stationery is authorized to lend second hand typewriters to officers who have to do special work or who are placed on special duty for short periods, for use in connexion with such special work or duty, provided that the machines lent are placed in the hands of qualified typists and are returned to the Stationery office at the end of the special work or duty. He canm also lend second hand machines to offices of central department, free of hire charge.	the old machine should be returned to the stationery office. 75. When second hand machines can be lent to officers. The Superintendent of Stationery is authorized to lend second hand typewriters to officers who have to do special work or who are placed on special duty for short periods, for use in connextion with such special work or duty, provided that the machines lent are placed in the hands of qualified typists and are returned to the Stationery office at the end of the special work or duty. He can also lend second hand machines to offices of central department, free of hire charge. The Superintendent of Stationery should satisfy himself that in all such cases there is a sanctioned post of typist.	✓ As supply of typewriters wher there is no specific sanction of government, not even sanction of a typist's post would ~~be irregular this addition is proposed~~. be irregular hence the addition of the last sentence is proposed.
76.Conditions of supply of typewriter accessories to private machines:--	76. Conditions of supply of typewriter accessories to private machines.	✓
Typewriting accessories,including ~~Record~~ Ink ribbons and erasers,may be supplied at government expense to private machines used in public offices subject to the conditions (i) that the accessories are not removed from the office and (ii) that the machines are not utilized for private work in the office in which the copyists are employed. But ribbons and other accessories required by gazetted officers for official use, with typewriters which are their private property,should be supplied on payment only and not at government expense.	Typewriter accessories,including record ribbons and erasers,may be supplied at government expense to private machines used in public offices subject to the conditions (i) that the accessores are not removed from the office and (ii) that the machines are not utilized for private work in the office in which the copyists are employed. But ribbons and other accessories required by gazetted officers for official use,with typewriters which are their private property, should be supplied on payment only and not at government expense.	No change is considered necessary except the mention of record ~~of~~ instead of ink.
77.Colour of the ribbons to be used in government offices:--	77. Colour of ribbons to be used in Government offices. Typewriter ribbons of any colour except green shall be used in all public offices.	For remarks please see next page.

P.T.O.

S.Sty.66. (Contd.)

Book No. Cheque No.

Office of the .....
.....
Dated..... of.....
Reserve Bank of India
on the Imperial Bank of India ....
Treasury Officer
Pay to.....
.....
Rupees.....
on account of.....
Initials of the Drawing Officer.....
Initials of the Cheque Writer.....

Government Press, Madras.

Under Rs.....

Cheque.

CIVIL DEPARTMENT.
(other than Forest and Public Works).
Book No. Government of Madras.
Office of the Cheque No.
.....
.....
Reserve Bank of India Dated.....19.
To The Imperial Bank of India
Treasury or Sub Treasury Officer.
Pay to.....
Rupees..... or order
and charge the same against the account of.....
Rs.....
.....
N.B. This cheque is current for three months only from the date of issue.

Requisition form for cheque books.
(To be included next to the 95th cheque in each book).

Book No.
A requisition for a fresh book containing..... forms has been sent today to the ~~Treasury Officer~~ Superintendent of Stationery.....
Initials of Drawing Officer.....
Date.....

Book No.
The ~~Treasury Officer~~ Superintendent of Stationery.....
Date.....

Sir,

I have the honour to request that a book containing ..... cheques may kindly be supplied to me at an early date.

I have the hounour to be,
Sir,
Your most obedient servant,
.....
(Designation of the Drawing Officer).....

MACHINE CARD.

(To be kept with each typewriter, copying machine, etc.)
(To be pasted on a straw board.)

C.F. 472.

[The attention of the Head Ministerial Officer and typist is drawn to rules 78 and 79 of the Stationery Manual, Volume I, which should be strictly enforced.]

DEPARTMENT.

Pattern and Serial No. of the machine

Date of purchase or supply

Date on which condemned

Dates of fixing ribbons

Size

Price

To whom issued. (1)	Date of receipt. (2)	Date on which charge was made over. (3)	Signature of person taking over charge. (4)	Date on which defect was noticed. (5)	Nature of defect. (6)	Date of report. (7)	Action (if any), under rule 57 of Stationery Manual, Volume I. (8)	Date of repairs. (9)	Nature of repairs. (10)	Cost of repairs. (11)	Remarks and date of inspection of inspecting officer. (12)

[P.T.O.

Only record (non copying) typewriter ribbons of any colur except green should be used in all public offices. But the Govt. Solicitor has been authorized as a special case to use copying ribbons.

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Original rule.

Revised rule

Remarks

This rule has been revised as the government solicitor has discontinued the use of copying ribbons.

78. Officers responsible for the efficient maintenance of typewriters, copying machines etc.

In order to ensure the efficient maintenance of typewriters, cyclostyle machines, duplicators and calculating machines supplied for the use of public offices, particulars of each machine should be recorded from time to time, in a card in the form as under and the head ministerial officer should inspect the machine monthly and note the fact of his inspection in the card. Each form will be pasted on to a straw board and kept with the machine to which it relates.

78. Officers responsible for the efficient maintenance of typewriters, ~~copy~~ duplicators etc.

In order to ensure the efficient maintenance of typewriters, ~~cyclostyle machines~~, duplicators and calculating machines supplied for the use of public offices, particulars of each machine should be recorded from time to time, in a card in the form ~~as under the head ministerial~~ below and head ministerial. officer should inspect the machine monthly and note the fact of his inspection in the card. Each form will be pasted on to a straw board and kept with the machine to which it relates.

No change except the specific mention of "typewriters & duplicators only ~~xxxx only~~ both in the heading and the body of the rule revised. Specimen form to be printed under this rule is enclosed.

79. Tyiists responsible for the upkeep of the machines:--

~~Typewriting accessories, inclu-~~ Each typist or stenographer or any other person to whom a machine is issued, will be held to be in charge of the machine and responsible for its care and upkeep. He will clean the machine daily before commencing work and carryout the instructions issued by the makers for cleaning and oiling the machine. He will maintain correctly and upto date, a typewriter-card in the form prescribed in rule 78 supra. He will lock the cover of the machine every day before leaving office and will be held responsible for damage to the machine, caused by careless-[illegible] neglect, while the machine is in his [illegible] the Superintendent of Stationery, shall

79 ~~80~~. **Typists responsible for the upeep of the typewriters :--** Each typist or stenographer or any other person to whom a typewriter is issued will be held to be in charge of the typewriter and responsible for its care and upkeep. He will clean the typewriter daily before commencing work and carryout the instructions issued by the makers for cleaning and oiling the typewriter. A list of general instructions for the proper maintenance of typewriters and duplicators in the public offices approved in G.O.No.3168 Edn. dated 14-10-49, which should be strictly followed by every person in charge of the machine is given in

A list of general instructions for the proper maintinance of typewriters and duplicators in Government offices have been issued in G.O.No. 3168, Education, dated 14-10-1949. They have been embodied as annexure under this rule.

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Original rule.	Revised rule.	Remarks.
bring to the notice of heads of departments any case in which a typewriting machine appears to have been damaged by a typist, wilfully or thorough avoidable negligence.	annexure to this. The typist will maintain correctly and upto date a ~~type writer~~ card in the form prescribed in revised rule No.79 supra. He will lock the cover of the typewriter every day, before leaving office and will be held responsible for any damage to the typewriter caused by carelessness or neglect while the typewriter is in his charge. The Superintendent of Stationery, shall bring to the notice of heads of departments, any case, in which a typewriter appears to have been damaged by the person in charge, wilfully or through avoidable negligence.	

ANNEXURE A.

LIST OF INSTRUCTIONS TO TYPISTS FOR THE PROPER MAINTENANCE OF TYPEWITERS IN GOVERNMENT OFFICES.

1. The typewriter should be covered when not in use by a metal cover or oil cloth cover.
2. The machine should be kept clean and handled carefully.
3. Inexperienced ~~& should~~ and unqualified persons should not be permitted to handle the machines and responsibility for permitting such handling will rest on the ministerial head of the office.
4. A general cleaning and dusting of the machine should be done every day before the machine is taken up for work.
5. The typist should not lean on the machine or put any heavy thing over the carriage of the machine.
6. It is necessary that at least once in a month a thorough cleaning should be done to the machine and all moving parts should be oiled with light oil. No heavy oil should be used. While oiling the parts, care should be taken that no excess oil is left on any of the parts.
7. Oil should not be used when cleaning the rubber portions.
8. The roller should be removed and the particles of dirt brushed out.
9. Avoid using eraser. If absolutely necessary, keep particles from falling into machine by moving carriage to extreme ends when erasing.
10. The machine should not be operated upon empty cylinder. Backing sheet should be used over and over to conserve paper.
11. A screw if it works loose should be tightened, but unscrewing any may result in throwing some part out of adjustment. No adjustment should be made by a person who is not quite conversant with the machanism of the particular patern of the machine.

Original rule	Revised rule	Remarks.
	12.Ribbons should be changed correctly. Never force the ribbons on shaft.	
	13.Paper slipping should be prevented by cleaning rubber rollers with cloth slightly moistened with fluid.	
	14.The types should be cleaned with cloth or brush slightly moistened with cleaning fluid.	
	15.At the end of the day's work the carriage of the machine should be brought to the centre and locked with the marginal stops and the feed roller release lever should be kept in the release portion.	
	16.In the event of any defects being noticed in any typewriter it is better that the service of a qualified mechanic are requisitioned to set them rivht and as far as possible typists should not be asked to meddle with the mechanism, of the typewriter.	
	17.When cleaning the carriage rails,the carriage should be moved to the extreme right and the machine should not be operation upon.	
	18.Sheets of paper with pin or clips should not be inserted into the cylinder resulting in the break down of proper feeding of paper.	
	19. Instructions contained in the booklet which is supplied along with the typewriter should be strictly adhered to.	
	20.Finally rules 78 and 79 of Stationery manual volume I should be strictly followed.	

T.S.Ramachandra

(P.T.O.)

Annexure

~~APPENDIX~~ B.

INSTRUCTIONS FOR THE PROPER MAINTENANCE OF DUPLICATORS IN GOVERNMENT OFFICES.

1. The machine should be cleaned and oiled atleast once a month.

2. Each duplicator should be kept in charge of one permanent operator and he should keep the machine neat and clean. He should be got trained by the respective company to operate the machine that will automatically improve the work of the duplicator and extend its life.

3. The operators should clean the machines and remove the paper fluff of the previous day's work from the machine by means of a long typewriter brush every morning before commencing work.

~~3.=The=operators=should=clean=the=machines=and=remove=the~~

4. To get improved results on the machine, the impression roller should be kept quite clean and if it gets inked due to oversight, the roller should be removed immediately, from the machine cleaned and refixed.

5. Silk carriers and waver rollers should be removed once a week from the machine, cleaned thoroughly anf refixed.

6. Pressure lever should always be put down after finishing work.

7. Too much ink should not be used.

8. The inking cloth should be changed when existing one on the duplicator is clogged too much with ink.

9. The duplicator should always be kept covered after use.

10. Ruel 78 of Stationery Manual, Volume I should be strictly adhered to.

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(PTO)

Original rule.	Revised rule.	Remarks.
81.Method of repairs to be adopted for typewriters:-- All typewriters,belonging to public offices in the Madras city, which are in need of repairs should be sent to the Superintendent of Stationery, who will arrange for their repair and pay the cost from his budget allotment.No instrument shall be rejected as worn out or unfir for use, until it has been examined by the local representative of the makers and recommended for replacement. If, however, the general condition of a machine is such as to render further repair unprofitable, the machine shall be condemned by the Superintendent of Stationery, who will issue a new typewriter in its place. In the case of typewriters belonging to public offices in the mufassal, which are in need of repairs and which could not be repaired locally, a reference should be made to the Superintendent of Stationery,stating in detail the nature of the defects and the repairs that are necessary for the machone. The Superintendent of Stationery shall thereupon examine the previous records relating to the machine and instruct the officer concerned, to send the machine to him or to the respective agents if he thinks that fuether repairs will be profitable. If the Superintendent is however satisfied on the basis of detailed information concerning the machine,that further repairs would be uneconomical he shall instruct the officer to dispose of the machine locally to the highest bidder,subject to the bid being ratified by the Superintendent. He shall then arrange to supply a new typewriter.	81 Instructions regarding the ~~Method of repairs to be adopted for~~ of typewriters. The maintenance of typewriters in proper condit on, to get the repairs in time either by sending for the mechanics to the offices, or by sending out the machines to the mechanics is primarily the responsibility of the concerned offices. The following procedure shall be followed by them:-- into dis- New typewriters falling ~~to~~ repairs within a period of one year from the date of supply should be attended by the respective typewriter agents free of cost. The officers in the city and in the muffasal will therefore contact them direct to get the repairs done. ~~In the~~ mechanics and agents for typewriters executing repairs to old typewriters are responsible for the good working of the typewriters for a period one year from the date on which the machine is returned after repairs. Hence when such typewriters fall into disrepair within the guarantee period the officers in the city and in the mufassal should address the mechanic or the company direct and get the machine repaired free of cost. After satisfying the above conditions when the typewriters are in need of minor repair of major repair the following procedure shall be adopted:-- 1. ~~Minor repairs:--All~~ Typewriters requiring minor repairs involving to an extent of Rs.25/- should be got repaired by the officers themselves and the bill in duplicate sent to the Superintendent of Stationery for payment with a certificate regarding the good working condition of the machine after repairs endorsed on the original and the duplicate copies of the bill.	This rule authorises the city officers to send their typewriters which are in need of repair to this office to arrange for repair and also mufassal offices to make reference to this office mentioning to the nature of the defects provided such typewriters could not be repaired locally. Under the present arrangement however the city officers and mufassal officers are being requested to contact the respective agents in the city and the local mechanics who are generally the representatives in or near the districts in the mufassal for repairs. The rule has therefore been suitably amended, ~~The rule is renumbered~~ as 82. detailing the procedure to be followed.

Original rule.	Revised rule	Remarks

(ii) ~~for Major repairs:--~~
For major repairs exceeding Rs.25/- in cost, the officers in the mufassal shall have the machine examined by the local mechanic or the representative of the particular pattern of the typewriter requiring repair in or near the district and obtain an estimate of repair and forward it to the Superintendent of Stationery for approval. Similarly the officers in the city should get the typewriter examined ~~afent~~ and forward the estimate of repairs to the Superintendent of Stationery for approval. The officers shall report the serial number of the typewriter the F.No. allotted to it or the current no. of the Stationery office in which it was originally supplied or subsequently repaired, whichever is available, while sending estimate.

Officers in the city and in the mufassal shall obtain a written undertaking for major and minor repairs from mechanics or companies other than the concerned typewriter agents when work is entrusted to them to the effect:--
(i) That the typewriter will give satisfactory service atleast for one year after the repairs as proposed are carried out;
(ii) that in the event of its falling into disrepairs within tthat period it will be attended to free of [illegible]
Thhe Superintendent of Stationery shall communicate his approval upon to the estimates to the concerned officers, who will there~~fore~~ proceed to get the repairs carried out by the company or mechanic. And after satisfying himself ~~themselves~~, that the repairs have been carried out according to the approved estimates, he shallendorse on this repair bills of the mechanic a certificate that the repairs have been carried out satisfactorily and according to estimate and the machine is in working condition. The officers should get the machine expeditiously repaired by the company by constantly reminding them. ~~They shall~~ They shall also see that the repair bills of the company are not unnecessarily held up in the ~~their~~ office. Cases of ~~gross~~ indifference or neglect on the part of the company may be brought to the notice of the Superintendent of Stationery. The officers may also apply to Superintendent of stationery for relief machines if ~~machine~~ on account of their typewriters having been sent to repairs, their office work is likely to suffer.

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Original rule.	Revised rule.	Remarks
82. Secondhand machines to be supplied during repairs to machines of public offices:--	~~82.~~ Deleted.	Deleted ~~in view of the additions made in R 82~~ The typewriters of Union government and those sold to sale department of state government are not treated as proportion of state government. Hence their repair bills are to be paid by the officer direct. Hence rule suitably amended.
If an officer, who finds it necessary to send his t pewriter for repairs, requires a machine in its stead, while it is under repairs, he should before or after despatching his typewriter address the Superintendent of Stationery, who will arrange if possible, to supply a machine for temporary use ir will inform the officer when that can be done.		
~~Sri Madha~~ 83. Repairs to typewriting and other machines of Imperialofficers and recovery of cost:--	~~83.~~ 82 Repairs to typewriting and other machines, of Union government or other state departments.	This rule provides that the Superintenden of Stationery may arrange for the repairs typewriters and duplicators belonging to the officers of the central government an supply second hand machines for the temporary use during the period their origir machine is under repair. The typewriters union government and those sold to sale departments and state government are not treated as ~~proportion~~ proportion of state government Hence their repair bills are to be paid by the officers direct. Hence rule suitably amended.
The Superintendent of Stationery may arrange for the repairs to typewriters and duplicators, sent tot to him by officers of the Central department, and for the supply of second hand machines for their temporary use. These officers need not be charged anything in addition to the cost of repairs and conveyance charges for such machines.	In the case of repairs to be carried out to typewriters belonging to Union government or to sales ~~state~~ departments of the State government~~s~~, similar procedure as laid down in rule 81 ~~82~~ shall be followed with this difference that the repair bill shall be paid by the concerned officers direct instead of being sent to the Superintendent of Stationery ~~S.S.~~. No hire shall be levied by the Superintendent of Stationery for any relief machines sent to these officers during the period their own machines are repaired.	

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Original rule.	Revised rule.	Remarks.
84.Method of transort of typewriter from place to place:--	83. ~~84~~. Method of transport of typewriters and duplicators from place to place:--	There is no material change made in this rule. The words 'and such other costly machines' have been omitted as the section in which this rule appears relates to typewriters., and duplicators.
Typewriters and such other costly machines, shall not be sent from one place to another, by goods train. They shallinvariably be sent by passenger train. The instructions to be observed in packing,unpacking and transport of typewriting machines,as furnished by the agents, are printed in Appendix VI to the Stationery Manual.	Typewriters snd duplicator shall not be sent from one place to another by goods train. They shall invariably be sent by passenger train. The instructions to be observed in packing unpacking and transport of typewriters and duplicators as furnished by the agents, are printed in Appendix VI to the Stationery Manual (Volume II Part I)	
25.To whom cyclostyle machines can be supplied.	84. To whom cyclostyle machines can be supplied.	No change.
Cyclostyle (flat) machines will only be supplied to small offices for which expensive duplicators should not be sanctioned.	(ii) Cyclostyle (flat duplicators) Cyclostyles (flat)machines will only be supplied to small officesxfor which expensive duplicators should not be sanctioned.	
86.Sanction of government necessary for first supply of cyslostyles. Except as provided for paragraph 87 infra the sanction of government is necessary for the first supply of cyclost le machines-	85. ~~86~~. Sanction of Government necessary for the first supply of cyclostyles: Except as provided for in rule infra the sanction of government is necessary for the first supply of cyslostyle machines.	The portion 'paragraph 87' has been substituted by rule 87. 86.
87.(a) Officers empowered to sanction first supply of cyclost les:-- The officers specified below can nction the first supply of cyclostyles for use of subordinate offices. 1. Board of Revenue (all departments) 11.Commissioner of Excise. 111.The High court. iv. Surgeon general.(For District Medical officers only) (v) Chief Engineers for Sub-divisional officers only.	86. ~~87.a~~. Officers empowered to sanction the first supply of cyclostyle:- ~~The officers specified below can sanction the first supply of cyclostyle for use of subordinate offices.~~ P.T.O	No change is considered necessary

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P.T.O 243

Original rule.	Revised rule.	Remarks.
(vi)Director of Public Instruction, Madras.	The officers specified below can sanction the first supply of cyclostyles for use of subordinate offices. (i) Board of Revenue(all departments). (ii) Commissioner of excise, and Prohibition. (iii)The High Court. (iv) Surgeon-General (for District Medical Officers only). (v)Chief Engineer (for Sub-divisional officers only). (vi).Director of Public Instruction, Madras.	
(b)The following officers can sanction the first supply of cyclostyles for use in their own offices:- (i)Chief Engineers. (ii)Superintending Engineers. (iii)Exectuive Engineers.	(b) The following officers can ~~xxx~~ sanction the first supply of cyclostyles for use in their own offices. (i) Chief Engineers. (ii)Superintending Engineers, (iii)Exec~~/~~utive ~~Xx~~ Engineers.	
(c)The first supply of cyclostyles can be sanctioned by the following officers both for the use of their offices and offices subordinate to them. Collectos of districts and Director of Agriculture.	(c) The first supply of cyclostyles can be sanctioned by the following officers both for the use of their offices and offices subordinate to them. Collectors of Districts and Director of Agriculture	
88. Repairs and renewals of cyclostyle machines etc. Cyclostyle machines, rubber rollers punch players and postalscales requiring repair, shall be forwarded to the Superintendent of Stationery, Madras, who will arrange to repair them if such a course is found to be profitable; otherwise he will condemn and replace them by fresh ones. Styles shall not be so sent as they cannot be repaired.But they can be renewed, on the production of a	87. ~~88.~~ Repairs and renewals of cyclostyle machines. etc. Cyclostyle machines, ~~/rubber rollers/punch players and postalscales re~~quiring repair, shall be forwarded to the Superintendent of Stationery Madras, who will arrange to repair them if such a course is found to be profitable; otherwise he will condemn and p replace them by fresh ones. Styles shall not be so sent as they cannot be repaired. But	

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original rule.	Revised rule.	Remarks.
~~Extxthey~~ certificate, to the effect that they are worn out and unfit for further use.	But they can be renewed, on the production of a certificate, to the effect that they are worn out and unfit for further use.	No change is considered necessary., except the delition of rubber roller, punch player and postal scales as they are articles expected to last for indefinite period and are beyond economical repairs afterwads.
(iii) Rotary duplicators. 89. Pattern of rotary duplicators prescribed for use in Government offices. The following patterns of rottary duplicators have been prescribed for use in Government offices. 1. RR.R. Duplicator No. 14. Hand feed. 2. Reneo Duplicator No. 2--Hand feed. 3. Multor Duplicator--Hand feed. 4. Ellams Rotary Duplicator No.D-1-Hand feed. 5. D. Gestetner Duplicator No.3.Hand fed. 6. Roneo Duplicator No.100-Self feeding.* 7. Ellams K. Model--Self feeding* 8. Roto Rotary Duplicator No. 8.Self-feeding*. 9. D.Gestetner Duplicator No. 6-self feedn 10. Gestetner No.66-Automatic Duplicator (New Model) without cabinet. 11. Standard Model 7 Duplicator. 12. Duplegraph Rotary-Duplicator hand feeding. foolscap size complete with metal hood and base. 13. Dupligraph Rotary Duplicator-self feeding automatic F8Cap sizee- complete with met hood and base. 14. Ravati Rotary Duplicator. 15. Mysore Cyclostyle machines. 161 Speed-O-Print Duplicator. *The first supply of these costly duplicators should be restricted to very special case. / The specific sanction of Government is necessary for specific supply.	88 (iii)Rotary duplicators. ~~89~~.Pattern of rotary duplicators prescribed for use in Government offices. *. 1. Ravathi Duplicator. 2. R.R.R. Duplicator-Hand feed. 3. Gestetner Duplicator -Hand feed.No.14. 4. do. No.3. Self feed. 5. do. 6. do. 6. do. 66.Automatic duplicator. New Model. Note(1) Supply of items 4 to 6 should be restricted to Secretariat, Board of Revenue and other Heads of departments (2) Supply of items 5 and 6 require the specific sanction of Government.	The list of duplicators has been revised with reference to ~~xx~~ the patterns usually supplied.

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Original rule.	Revised rule.	
~~20~~. Officers empowered to sanction the first supply of duplicators. The first supply of Rotary duplicators requires the sanction of Government. But the Hon'ble the Judges of the High Court, the Board of Revenue, the Commissioner of Excise and Prohibition, the Chief Conservator of Forests, ~~Director of Resettlement~~ and Employment and the Director of Public Instruction, are empowered to sanction the first supply of these machines, to their own offices and the offices subordinate to them, subject to the conditions (a) that the office has been supplied with a typewriter and (b) that the office is one in which a large number of copies have frequently to be made at a time. Note. Secretaries to Government may sanction the supply of these machines to their offices only.	Officers empowered to sanction the first supply of duplicators. The first supply of Rotary duplicators requires the sanction of Government. But the Hon'ble the Judges of the High Court, the Board of Revenue, the Commissioner of +Excise and Prohibition, the Chief Conservator of Forests, the Director of Public Instruction and the Director of Re-settlement and employment are empowered to sanction the first supply of these machines, to their own offices and the offices subordinate to them, subject to the conditions (a) that the office has been supplied with a typewriter and (b) that the office is one in which a large number of copies have frequantly to be made at a time. Note. Secretaries to Government may sanction the supply of these machines to their offices only.	No change, except the inclusion of Dorector of Resettlement and Employment ordered to be treated as head of the Dept. vide. Government Memo No. 3298/47-2, Public. Ressettlement, dated 1st August 1947.
21. Discreation as to the pattern of duplicator to be supplied, rests with the Superintendent of Stationery. The decision, as regards the pattern of Rotary duplicator to be supplied to any office under the control of te the Madras Government, shall rest with the Superintendent of Stationery.	Discreation as to the pattern of duplicator to be supplied, rests with the Superintendent of Stationery. The decision, as regards the pattern of Rotary duplicator to be supplied to any office under the control of the ~~Madras~~ Government, shall rest with the Superintendent of Stationery.	No change.

Original rule.	Revised rule.	Remarks
92. Superintendent's discreation for renewal of duplicators. The discreation vested in the Superintendent of Stationery under rules 74 and 81 supra, applies also to Rotary duplicators.	~~92~~. Upkeep, repairs, renewal and transport of duplicators. The rules ~~75~~ to 79 dealing with the up-keep, repairs, renewal and transport of typewriters apply to rotary duplicators also. A list of instructions for the efficient maintinance of duplicators is given in ~~Appendix 3~~ to ~~Stationery Manual Volume II. Part I~~.	No material change except alterations in the number of the rules referred to in the original rule. The rule has also been amplified to make it eclear that the rules regarding the maintinance, repairs renewal and transport of typewriters apply to +Rotary duplicators also.

Original.	Revised rule.	Remarks.
93. Rates at which duplicators to be purchased. Rotary duplicators required for supply to public offices, shall be purchased by the Superintendent of Stationery, at the rates sanctioned by Government or at a rate not exceeding 10 percent thereof. Note.--Rule 62(ii) applies to Rotary Duplicators also.	92. Purchase of duplicators. Rotary duplicators required for supply to public offices, shall be purchased stocked and supplied by the Superintendent of Stationery after obtaining sanction of Government.	The original rule states that the purchase of duplicators should be at the rates sanctioned by Government or at a rate not exceeding 10% thereof. As the prices of duplicators are now controlled there is no need for providing for any change in rate ~~in the upward direction~~. In the original rule 62(ii) there was a provision that the prices of all approved patterns of typewriters should be ascertained from the local agents and reported to Government for approval. This rate will be in force for each financial year. ~~Purchases can be made at the rates not exceeding 10% of the approved rates.~~ As purchases of duplicators are now made in bulk at controlled rates after specifid approval of Government this note is unnecessary. Hence it is deleted in the revised rule.
94. Patterns of calculating machines prescribed for supply to public offices. The following patterns of calculating machines, are approved for use in public offices, supply in every case being subject to specific sanction of Government in the Finance Department:- (a) ~~Comptometer~~ The Brittanic calculating machine of the Remington Typewriter Company. (b) Comptometer, Indian currency, models 10 and 12--Columns of the Felt and Tarrent Manufacturing Company. The rates at which these machines will be purchases shall be those reported by him to Government and approved by them under Rule 95 unless a modified current rate is reported at the time of sanctioning the purchase of a machine.	(iv) Calculating machines. 93.Patterns of calculating machines prescribed for supply to public offices. The following patterns of calculating machines, are approved for use in public offices, supply in every case being subject to specific sanction of Government at the rates ascertained and reported to Government at the time of each purchase. (a) The Brittanic calculating machine of the Remington Typewriter Company. (b)Comptometer, Indian currency, models 10 and 12--columns of the Felt and Tarrent Manufacturing Company.	In the original rule 94 it is stated that the calculating machines shall be purchases at rates ~~fr~~ reported by the Superintendent of Stationery to Government and approved by them under rule 95 unless a modified current rate is reported at the time of sanctioning the purchase of a machine. Rule 95 is proposed to be deleted for the reason stated against it. Hence the rule has been so modified that purchase shall be at rates ascertained and reported to Government at the time of each purchase. The rule is renumbered as 93.

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Original rule.	Revised rule.	Remarks.
95. Current prices of Rotary duplicators, etc., to be reported to Government annually.		
The Superintendent of Stationery shall report to Government annually, not later than 10th April of each year, the prices approved by him for each pattern of Rotary duplicators and calculating machines.	deleted.	According to this rule the Superintendent of Stationery shall report to Government annually not later than 10th April of each year the prices approved by him for each pattern of Rotary duplicators and calculating machines. On account of the fluctuation in prices in the course of an official year as a result of the war the system of reporting to Government the prices of these machines annually has been discontinued. It has already been proposed in the revised rules relating to purchase of duplicators and calculating machines that the purchase should be at the rates reported and sanctioned by Government at the time of each purchase. Hence rule 95 is unnecessary and may be deleted.
	94. <u>Upkeep, repairs, renewal and transport of calculating machines.</u>	As there is no specific provision in the Manual regarding the upkeep, repairs, and renewals of calculating machines this rule is introduced making the relevant rules relating to typewriters and duplicators, applicable.
	The rules relating to the upkeep, repairs, renewal and transport of typewriters and duplicators apply to Calculating machines.	

Revised rules 73-94 may be accepted.

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Original rule.	Revised rule.	Remarks.
CHAPTER X. CLOTHING, LIVERIES AND UNIFORMS.	CHAPTER X. CLOTHING, LIVERIES AND UNIFORMS.	
96. Method of obtaining clothing for menials.- Warm clothing and liveries, for menial establishments in all Government offices, shall be obtained by indent, in form (C.F.353), on the Superintendent of Stationery. Officers authorized to obtain clothing should send their indents through such officers who are empowered to counte sign their indents for stationery, vide rule 14(i).	95 ~~96~~. Method of obtaining clothing for menials. Warm clothing and liveries (excluding badges) for menials shall be obtained by indent in form(CF 353) on the Superintendent of Stationery. Officers specified in the Stationery Manual Volume II Part III should send their indents through such officers who are empowered to countersign their indents for stationery vide rule 13 ~~14~~(i).	No change, except for the inclusion of the words in brackets "(excluding badges)"; In the first sentence badges have ben excluded to be ~~in~~ consistent with rule I. In the second sentance reference to S.M. Volume II Part III relaing to the scale of supply of clothing to the various officers mentioned in it has been included to make the rule more specific.
97. To whom clothing is to be supplied by the Superintendent of Stationery. Clothing for the executive menial staff in the Excise, Forest, Jail and Police departments, should be arranged for by the departments concerned, in accordance with the rules obtaining in those departments. The Superintendent of Stationery is, however, authorized to arrange for the supply of ordinary and warm clothing to the following staff; The menials in the offices of the Commissioner of Excise, the Chief Conservator of Forests, the Inspector-General of Prision, and the District Superintendent of Police, the Nilgris.	96 ~~97~~. To whom clothing is to be supplied by the Superintendent of Stationery. Clothing for the executive menial staff in the Excise, ~~and prohibition~~ Forest Jail and Police departments, should be arranged for by the departments concerned, in accordance with the rules obtaining in those departments. The Superintendent of Stationery is, however, authorized to arrange for the supply of ordinary and warm clothing to the following staff as in the case of menials of other heads of departments. The menials in the offices of the Commissioner of Excise, the Chief Conservator of Forests, the Inspector-General of Prisions, and the District Superintendent of Police, the Nilgris.	and prohibition Same as the original rule except the addition of "And prohibition" after Excise in the first sentance and slight addition to be more explicite.

Original.	Revised rule.	Remarks.
98. Authority competent to make alterations or additions in the prescribed scale of supply of clothing.	~~98.~~ 97 ~~(1)~~ Authority competent to make alterations or additions in the prescribed scale of supply of clothing.	~~The words "Part II of Volume II" appearing in rule 98 (i) may be deleted and the following words inserted in its place~~ " A separate volume called the departmental scales of supply of clothing (Volume II Part III). ~~This rule has been modified as~~ the scale of supply of clothing is now appended to each department in Part II of Volume II which has made the volume voluminous. As the supply of Stationery and the supply of clothing are dealt with separately, it is proposed to separate the scale of supply of clothing from the scale of supply ~~of stationery articles~~. The rule has therefore been suitably amended.
(i) Existing sanctions for warm clothing, liveries and uniforms to be supplied by the Stationery Office are embodied in the departmental scales--set forth in Part II of Volume II. Any additions thereto or alterations therein require the sanction of Government, to which such powers may be or have been delegated by the Government.	(i) Existing sanctions for warm clothing, liveries and uniforms excluding badges to be supplied by the Stationery Office are embodied in the departmental scales--set forth in Part III of Volume II. Any additions thereto or alterations therein require the sanction of Government, or of the authority subordinate to Government, to which such powers may be or have been delegated by the Government.	
(ii) Powers of the Surgeon-General to sanction supply of clothing. The Surgeon-General is empowered to sanction free supply of ordinary clothing to all male and female menials employed in Government Hospitals in the city and mufassal on the ~~xxx~~ scales prescribed for similar class of menials on the institutions in the districts concerned.	(ii) Powers of the Surgeon-General to sanction supply of clothing. The Surgeon-General is empowered to sanction free supply of ~~xxxx~~ ordinary clothing to all male and female menials employed in Government Hospitals in the city and mufassal on the scales prescribed for similar classes of menials on the institutions in the ~~xx~~ districts concerned.	No change is considered necessary. The rule has been renumbered as ~~99~~ 97 (ii).

Original rule.	Revised rule	Remarks.
(iii) Authorities to whom powers to sanction warm clothing have been delegated and the restrictions imposed thereon.	(iii) Authorities to whom powers to sanction warm clothing have been delegated and the restrictions imposed thereon.	No change except for the substitutions of "Government" for the words Finance department and for the addition of the following heads of departments to the existing list. (1) Director of Fisheries. (2) Chief Engineer for High Ways.
The officers specified below, are empowered to sanction, after previous consultation with the Superintendent of Stationery, the supply of warm clothing to additional menials in the departments under their control, who are permanently stationed in the Agency or other hill-tracts or are required to tour occassionally in the Agency, provided the Government have already sanctioned such supply to all the menials of the same class in the departments and locality concerned and that the scale of clothing and the period of wear already fixed by Government, for such class of menials in such localities, are not altered. All doubtful cases should be referred to the Finance Department, for fm orders;- (i) Director of Survey. (ii) Inspector-General of Registration. (iii) Secretaries to Government. (iV) The High Court. (vi) The Director of Public Instructions. (vii) The Surgeon-General. (viii) The Director of Public Health. (ix) The Director of Industries. (x) The Director of Agriculture. (xi) The Director of Veterinary Services. (xii) Registrar of Co-operative Societies. (xiii) Commissioner of Labour. (xiv) Chief Engineers, Public Works, Irrigation and Hydro-Electrict Development.	The officers specified below, are empowered to sanction, after prevous consultation with the Superintendent of Stationery, the supply of warm clothing to additional menials in the departments under their control who are permanently stationed in the Agency or other hill-tracts or are required to tour occasionally in the Agency, provided the Government have already sanctioned such supply to all the menials of the same class in the departments and locality concerned and that the scale of clothing and the period of wear already fixed by Government, for such class of menials in such localities, are not altered. All doubtful cases should be referred to ~~the Finance Department~~ Government for orders:- (i) Director of Survey. (ii) Inspector-General of Registration. (iii) Secretaries to Government. (iv) The Board of Revenue. (v) The High Court. (vi) The Director of Public Instructions. (vii) The Surgeon-General. (viii) The Director of Public Health. (ix) The Director of Industries. (xi) The Director of Veterinary Services. (xii) Registrar of Co-operative Credit Societies. (xiii) Commissioner of Labour. (xiv) Chief Engineers, Public Works, Irrigation and Hydro-Electric Development.	

Original rule.

NOTE.--The Chief Engineer for Electricty, in exercise of the powers delegated to him in paragraph 2 of G.O.No. 141, Public Works, dated 17th January 1941, is authorized to sanction the supply of waterproof clothing to the daily paid and work charged staff of Electricty Department.

(xv) Director of Fisheries and
(xvi) Chief Engineer for High Ways.

NOTE.--The Chief Engineer for Electricty, in exercise of the powers delegated to him in paragraph 2 of G.O.No. 141, Public Works, dated 17th January 1941, is authorized to sanction the supply of waterproof clothing to the daily paid and work charged staff of Electricty Department.

✓ No change is considered necessay

99. Conditions for renewal of clothing.

Clothing shall be renewed only when the necessity for the renewal actually arises and indents shall not be made, merely because the period of wear prescribed in the appendix, has expired. A certificate to this effect shall be appended to each indent. The indent for warm clothing for the servants who accompany the Government to the hills, shall reach the Stationery office not later than six weeks before the date on which the clothing is required.

~~99~~ 98. Conditions for renewal of clothing.

Clothing shall be renewed only when the necessity for the renewal actually arises and indents shall not be made, merely because the period of wear prescribed in the appendix, has expired. A certificate to this effect shall be appended to each indent. The indent for warm clothing for the servants who accompany the Government to the hills, shall reach the Stationery Office not later than six weeks before the date on which the clothing is required.

100. Instructions for preserving clothing during the periof of non-use.

In the case of warm clothing supplied to peons attached to officers, who tour only occassionally on the hills and whose headquarters are on the plains, the warm clothing shall be returned to the office stores on return to headquarters from a tour and when in stores, shall be kept in boxes or almirahs, precautions being taken to prevent damage by insects or moths. The clothing shall be washed and repaired when necessary

~~99~~ 100. Instructions for ~~preparing~~ preserving clothing during the period of non-use. ~~In the case of~~ The warm clothing supplied to peons attached to officers, who tour only occassionally on the hills and whose head quarters are on the plains, ~~the plains, the warm clothing~~ shall be returned to the office stores on return to headquarters from a tour and when in stores, shall be kept in boxes or almirahs, precautions being taken to prevent damange by insects or moths. The clothing shall be washed and repaired when necessary and shall be aired frequently.

✓ No change is considered necessary.

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Original rule.	Revised rule.	Remarks.
101. Clothing remains Government Property until renewal. All clothing supplied under these rules shall remain the property of Government while in use. When renewed, the old clothing may be made over to the servants concerned, as their private property to be disposed off as they think fit. The clothing supplied to any servant who dies, resigns or is dismissed, ~~while~~ it is in use, shall be returned to the office stores.	100 ~~101~~. Clothing remains Government property until renewal. All clothing supplied under these rules shall remain the property of Government while in use. When renewed, the old clothing may be made over to the servants concerned, as their private property to be disposed off as they think fit. The clothing supplied to any servant wo dies, resigns or is dismissed, while it is in use, shall be returned to the office stores.	✓ No change is considered necessary.
102. Method of payment of bills relating to supply of clothing. All payments to contractors and others in connexion with supplies of clothing shall be made by the Accountant-General.	101 ~~102~~. Method of payment of bills relating to supply of clothing. The method of payment ~~presented~~ recited in rule infra will apply for all payments relating to supply of clothing.	✓ The rule has been modified with reference to the existing practice.
102 ~~103~~. The Superintendent of Stationery is authorized to supply the clothing required for the menial staff of the Income-tax department or of any other department desirous of obtaining its supply on payment in accordance with rule 155 C infra.	102 Supply of clothing to Income-tax Department. ~~103~~. The Superintendent of Stationery is authorized to supply the clothing required for the menials/ staff of the Income-tax department or of any other department desirous of obtaining its supply on payment in accordance with the rule 148 C. infra.	✓ Same as the original rule. No change is considered necessary.

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Original rule.	Revised rule.	Remarks.
	103. SUPPLY OF KHADI CLOTH TO GOVERNMENT DEPARTMENTS & LOCAL BODIES FOR MISCELLANEOUS PURPOSES.	
	~~[illegible]~~. The Superintendent of Stationery is authorised to procure and supply certain varieties of Khadi other than those required for uniforms of menials in Government offices, and other specified varieties of Khadi to Local Bodies. In ~~other~~ order that the Superintendent of Stationery may be in a position to formulate his indent for these varieties, the concerned officers will intimate their annual requirements to the Superintendent of Stationery by 15th March of every year.	A new rule has been added for the procurement of requisite khadi cloth for purposes other than for uniforms for menials in Government offices, and also for local bodies.

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Revised rules 95 to 103 may be accepted.

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Original rule.	Revised rule.	
CHAPTER XI	Deleted.	This relates to supply of forms. Deleted with ref.to Fin.Memo12169-P.-2 dated 15-6-1983. Revised as chapter V.
CHAPTER XII		
CHAPTER XIII.	CHAPTER XI.	
MISCELLANEOUS.	MISCELLANEOUS.	
139. All representations to Government, in regard to stationery, to be sent through the Superintendent of Stationery.	104 ~~139~~. All representations to Government, in regard to stationery, to be sent through the Superintendent of Stationery.	No change is considered necessary.
All representations to Government regarding additions or alternations in the scale of supply of stationery or in the rules of the Stationery Manual shall be submitted throgugh the Superintendent of Stationery.	All representations to Government regarding additions or alterations in the scale of supply of stationery or in the rules of the Stationery Manual shall be submitted through the Superintendent of Stationery.	
140. Correspondence with the supplying firms and contractors, by officers prohibited.	105 ~~140~~. Correspondence with the supplying firms and contractors, by officers prohibited.	The officer may address the firm direct for any discrepency in quantity or ~~of quality~~. Hence the words and shall on no....firms have been deleted.
In cases, where indenting officers are not satisfied with the quality or quantity of articles supplied to them direct by private firms under instructions from the Superintendent of Stationery, they shall bring the matter to the notice of the Superintendent of Stationery, and shall on no account correspond direct with the supplying firms.	In cases, where indenting officers are not satisfied with the quality or quantity of articles supplied to them direct by private firms under instructions from the Superintendent of Stationery, they shall ~~bring~~ report direct to the firm bringing the matter to the notice of the Superintendent of Stationery.	
141. Heads of departments should report to Superintendent of Stationery regarding abolition or creation of offices.	106 ~~141~~. Heads of departments should report to Superintendent of Stationery regarding abolition or creation of offices.	This rule has been revised to enable this office to take immediate action regarding typewriters and other machines belonging to offices that are abolished.
When new offices are created or the existing ones abolished, the Superintendent of Stationery who supplies them with clothing and stationery shall be informed immediately of the fact, by the head of the department concerned and furnished with a copy of the orders of Government in either case. When offices possessing typewriters or other machines are abolished, the machine should, instead of being sent to the Stationery Office,	When new offices are created of the existing ones abolished, the Superintendent of Stationery who supplies them with clothing and stationery shall be informed immediately of the fact, by the head of the department concerned and furnished with a copy of the orders of Government, in either case. ~~When offices possessing typewriters or~~	

... to the nearest Government-
... instructions to obtain the
... the Superintendent of Station-
... their disposal.

Original rule.

be handed over to the nearest Government office with instructions to obtain the orders of the Superintendent of Stationery for their disposal.

142. Amendments to Stationery Manual to be issued once a year.

TheSuperintendent of Stationery shall see that necessary list of amendments to the Stationery Manual are issued, once a year, and are sent to the Superintendent, Government Press, for printing by 1st April.

142. ------

other machines are abolished, the machines should instead of being sent to the Stationery Office

When offices possessing typewriters of other machines are abolished, the machines should, instead of being sent to the Stationery Office, be handed over to the nearest Government office with instructions to obtain the orders of the Superintendent of Stationery for their disposal. The officer handing over such machines should immediately send a report to the Superintendent of Stationery as follows:-

(i) the pattern and the serial number of the machine handed over;
(ii) the officer to whom they were handed over;
(iii) the Government order number and date with which they were originally supplied to him;
(iv) Stationery office correspondence number and date or F.number assigned to such machine if already intimated.

107 ~~108~~. Amendments to Stationery Manual to be issued once a year.

The Superintendent of Stationery shall see that necessary lists of amendemnts to the Stationery Manual are issued, once a year, and are sent to the Superintendent, Government Press, for printing by 1st April.

No change.

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Original rule.	Revised rule.	Remarks.
. Economy in the use of Stationery. The following instructions and those contained in paragraph 150 of the District Office Manual, for effecting economy and avoiding wastage in the use of stationery, shall invariably be observed by all officers:- (i) The use of double sheets for official correspondence shall be avoided where single sheets should suffice. Letter forms of quarto size (~~6~~ 6¾" x 4¼") shall be used for short communications except for those addressed to Government, the Board of Revenue and the High Court; (ii) Buff printing paper shall be used instead of white printing, whenever possible; (iii) Country-made manifold paper shall be used where the number of copies required is not large; (iv) Drafts may wherever possible be written wholly or in part on a blank side of the communication under disposal, instead of on a fresh sheet.	108. Economy in the use of Stationery. The following instructions and those contained in paragraph 150 of the District Office Manual for effecting economy and avoiding wastage in the use of stationery, shall invariably be observed by all officers;- (i) Indigenous paper and pulp-boards manufactured by Indian Mills and hand -made paper should be used as far as possible. (ii) The use of double sheets for official correspondence shall be avoided when single sheets should suffice. Letter forms of quarto size (6¾" x 4½") shall be used for short communications. (iii) Drafts may wherever possible be written wholly or in part on a blank side of the communication under disposal, instead of on a fresh sheet. (iv) Unbleached or badami printing paper should be used instead of white printing wherever possible. (v) Carbon paper and record ribbons should be used till they become absolutely unserviceable. (vi) All Government offices except His Excellency the Governor, Hon'ble the Ministers, Hon'ble the Chief Justice and Judges of the High Court and Secretaries to Government should use common covers of brown paper 7" x 3⅛" (c.c.8.7) for demi official correspondence. White paper supplied to them on their annual indent should be cut to the size of the D.O. note paper	Instructions have been revised retaining original ~~xxxxxx~~ instructions (i) and (iv).

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required and used. Economy label will be supplied by the Stationery office on their annual indents. The officers should obtain their requirements of brown covers 7" x 3⅛"(c.c.8.7) direct from the Superintendent, Government Press on their annual indent for Common covers.

109

144. Powers of Superintendent of Stationery regarding substitution of cheaper articles on indents, disallwance of supply and reduction of sanctioned scales.

The Superintendent of Stationery reserves the right to substitute articles, when the article intended for is out of stock or when cheaper article would obviously suffice. He can also disallow the supply of any item of stationery, that may appear to be unnecessary or extravagant, or to curtail the sanctioned scale, if there is sufficient justification for doing so.

~~110~~. Powers of Superintendent of Stationery regarding substitution of cheaper articles on indents, disallowance of supply and reduction of sanctioned scales.

The Superintendent of Stationery reserves the right to substitute articles, when the article indented for is out of stock or when cheaper article would boviously suffice. He can also disallow the supply of any item of stationery, that may appear to be unnecessary or extravagant, or to curtail the sanctioned scale, if there is sufficient justification for doing so.

No change.

113

Original rule.

4.A. Powers of the Superintendent of Stationery regarding amendments in the Stationery Manual.

It is unnecessary to submit proposals for the amendments to the Stationery Manual caused by the abolition of offices or by changes in the designation of officers. These changes as well as the reduced scales of supply which have been accepted by the Heads of Departments concerned may be given effect to by the Superintendent of Stationery himself, a list of the changes made being submitted to Government every quarter for their information. Sanction of Government need be obtained only for new supplies and for reductions in the scales of supply which the Heads of Departments do not accept.

Revised rule.

~~111~~ 119. Powers of the Superintendent of Stationery regarding amendments in the Stationery Manual.

It is unnecessary to submit proposals forthe amendments to the Stationery Manual caused by the abolition of offices or by changes in the designation of officers. These changes as well as the reduced scales of supply which have been accepted by the Heads of Departments concerned may be given effedt to by the Superintendent of Stationery himself, ~~a list of the changes made being submitted to Government every quarter for their information~~. Sanction of Government need be obtained only for new supplies and for reductions in the scales of supply which the heads of Departments do no accept.

Portion

No change, except the deletion of the protion relating to the submission of the list of amendments to Government every quarter. As the list will be printed every year, a printed copy would be submitted to Government for their information.

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Revised rules 104 to 110 may be accepted

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ORIGINAL RULE	REVISED RULE	REMARKS
Chapter XIV Rules for the guidance of the Stationery office.	Chapter XII Rules for the guidance of the Stationery Office.	
145. The main sections comprising the Stationery office:-	111 ~~XXXX~~. The main sections comprising the Stationery Office:-	In the original rule there were only two main sections viz. the Accounts (General) and Stores sections. In ~~practice~~ practice there are actually three sections which are in charge of the three different sections heads. Hence the rule has been revised.
The Stationery Office comprises of two main sections:-	The Stationery Office comprises of three main sections:-	
(i) The Account (General) section which is in charge of the Manager.	1. The correspondence section which is in charge of the ~~Manager~~ Office Assistant.	The designations office Assistant and Accountant for Manager and Head Accountant~~xx~~ have been adopted according to Government Memo. No. 4718-C.2/50-1, dated 10-2-1950.
(ii) The Stores section which is in charge of the Store-keeper, who ~~furn~~ furnishes a security of Rs.3,000, which may be ~~t~~ either in cash or in any of the shapes referred to in rule 76 of the Madras Financial and Account Code, Volume I.	2. The Accounts section which is in charge of the ~~Head~~ Accountant. 3. The Stores section which is in charge of the Storekeeper who furnishes a security of Rs.3,000, in cash or in any of the ways referred to in article 279 of the Madras Financial Code, Volume I. The storekeeper shall be assisted by (i) Stock clerks who furnish a personal security of Rs.250 each (ii) by Indent section for checking and passing all indents received from officers (iii) Assistant Storekeeper who attends to the charging of indents, their distribution to packers, their transmission to Accounts Section for posting in the ledger and stationery stock departmental registers, etc., and for the compliance of local indents, and (iv) packers who receive stationery articles from stock sections as per ~~inn~~ indents, pack them in convenient packages to be consigned by railway to muffasil stations.	

115

Original rule.	Revised rule.	Remarks.
146. Duties performed by the Accounts Section: It will be the duty of the Accounts Section (a) to prepare forecasts of and indents for stores from England to deal generally with all correspondence relating to the receipt and issue of stores; (b) to prepare the budget estimates of the Stationery department, applications for additional allotments, and replies to audit reports and annual reports or statements due to Government or the Accountant-General and other offices; (c) to verify whether all articles received in the Stationery Office, whether from England, from local contractors, or from public officers are duly brought to account; and (d) to price such articles. 147. Duties of the Stores Section. The Store section shall be responsible for the receiving and stocking of stores, for promptly issuing stores on indents and for properly accounting for the stores so received and issued. In doing this, the Store-keeper shall be assisted by (i) Stoc-clerks who furnish a personal secutity of Rs.250/- each and (ii) by the Indent section, in checking all indents received from officers, watch advances of Stationery made, and see that balances of stationery due are supplied, as expeditiously as possible.	112 ~~113.~~ Duties performed by the Correspondence section: It will be the duty of the correspondence section (a) to procure all articles of stationery enumerated in Appendix I to Stationery Manual Volume II part I including typewriters, duplicators, clothing and stores from England; (b) to comply with the indents for liveries, clothing and clothing materials; (c) to arrange for the supply and repairs to typewriters, duplicators and calculating machines; NOTE: i. The maximum period for the withdrawal of different kinds of typewriters and duplicators will be as follows:- 1. Remington and Underwood standard typewriters — 18 years 2. Royal, Woodstock and Barlock typewriters — 15 years 3. L.C.Smith typewriters — 12 years 4. All patterns of portable typewriters — 8 years 5. All patterns of duplicators — 18 years (ii) Whenever major repairs are reported by the officers in machines which have served the periods referred to in note i above they may be withdrawn under specific orders of the Supdt. of Stationery and new ones supplied in their places. The machines so withdrawn should either be condemned or repaired if found economical and added to loan stock in consultation with the respective servicing agents for each pattern in Madras.	The duties mentioned in the original rules 146 and 147 are not specific. Hence rules 112 has have been framed specifying the duties performed in the three sections referred to in rule ~~118~~ 111 of the revised rules

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Original rule | Revised rule | remarks.

(d) to arrange for the distribution of tappals and to maintain distribution register fair copy register and stamp account;

(e) to deal with general correspondence etc. relating to building and other matters of general interest.

Duties performed by the Accounts Section:

It will be the duty of the Account Section
(a) to maintain an upto-date ledger for the receipt and issue of stores either imported or purchased locally;

(b) to prepare budget estimates of the stationery Department, applications for additional allotments and replies to audit reports and annual administration reports or statements due to Government or the Accountant-General and other offices;

(c) to verify whether all articles received in the Stationery Office, whether from England, from local contractors, or from supplying departments are duly brought to account;

(d) to prepare price list for all articles stocked whether ~~either~~ imported or purchased locally;

(e) to pass and prepare all contingent bills including the bills received from the Jail and other supplying departments;

(f) to watch the debits raised by other Governments in respect of supplies arranged for by them; and

(g) to maintain service registers and service rolls for the entire establishment of the office and prepare salary bills and contingent bills in respect of those paid from contingencies and to deal with all matters relating to the establishment including the preparation of pension papers.

DUTIES OF THE STORES SECTION:

It will be the duty of the Stores section (a) to receive and stock all articles of stationery including clothing, clothing materials, typewriters, duplicators, etc. in proper condition and for the proper accounting of the stores so received;

(b) for prompt issue of stores on indents and for proper accounting of the stores so issued;

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Original rule

Revised rule

(c) for the expeditious supply of balances of stationery due on indents;

(d) to see that the progress of work in the indent section and that in the packing section keep pace with each other and to maintain proper accounts for packing materials such as gunnies, hoop iron, nails and planks;

(e) to supervise daily progress of the work of carpenters and tinker;

(f) to maintain a correct account of the daily progress of ~~xxx~~ work done by the lorry and lorry staff and to maintain trip sheet showing the full particulars regarding the mileage, consumption of petrol and the work turned out; and

(g) to maintain muster roll for daily rated coolies and carpenters and for the prompt preparation of their wages bill and disbursement of wages.

148 Deleted.

149. Forms and registers used in the Stationery Office:

A list of forms used and registers maintained in the Stationery Office is given in the departmental Appendix XLIV ~~xfxthe~~ of the Stationery Manual, Volume II, Part II.

~~114. Forms and registers used in the Stationery Office:~~

~~A list of forms used and registers maintained in the Stationery Office is given in Chapter XIII~~

DELETED.

The list has been separated from the departmental appendix, as it would be appropriate to have it in Volume I where a mention is made about it.

and included in Chapter XIII.

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ORIGINAL RULE	REVISED RULE.	REMARKS.
150. Correspondence relating to supplies (Forecasts and Home Indents) -- (a) Forecasts: A ~~REVISED~~ forecast of the stores required shall be prepared and submitted to Government by the 15th August of each year preceding that for which the stores are required. After its approval by Government it shall be transmitted to the Director-General of Stores. (b) Home Indents: An indent shall be prepared with reference to the requirements of indenting officers in the case of special articles and with reference to the average issues of three previous years in the case of articles of general supply and submitted to the Director-General of Stores on the 10th February of each year. A copy of it (whether formal indent, letters or telegrams) shall also be transmitted to the Chief Controller of Stores, India Stores Department, Delhi. Three months' reserve stock shall be generally maintained. No article of Indian manufacture, which is available in India, shall be included in the indent on the Director.General of Stores, without assigning reasons therefor. If any articles included in the indent have been demanded as advance, such items shall be shown on the first page of the indent, and the letter or telegram on which the advance was made, shall be quoted. Complaints from officers regarding the quality of articles supplied shall be brought to the notice of the Director-General of Stores, when submitting the indent.	113. Correspondence relating to imported articles: The correspondence section shall prepare a list of articles to be imported through the Director-General of Stores and submit it to Government by the 15th ~~August~~ September of each year preceding ~~XXX~~ that for which the stores are required. After approval by Government it shall be transmitted to the Director-General of Stores. This list should contain only such of those imported articles that ~~could~~ can not be procured in India ~~and that can not be procured in India~~ and that ~~could~~ can not be substituted by other articles manufactured in India.	This rule has been completel revised as imported articles are being obtained through the Director-General of Stor as and when necessity arises Further, no regular indents are being sent to the Direct General of Stores as on pre-war days. Hence the paragra (b) and sub paragraph under relating to Home Indents x have been omitted in the revised rule. ~~The rule has been renumbered as 121~~ No date has been altered to 15th September Consistant with practice.

(P.T.O)

- original rule.

151. Arrangements for supplies of articles of country manufacture.

In the first week of November each year, the Manager shall obtain the Superintendent's orders, as to the steps to be taken to ascertain the current local rates of such articles of country manufacture as the Jail department in the first week of December each year, supply department, such as the Jail department are furnished with a list of such articles and asked to send samples and quotations of all articles they undertake to supply during the ensuing official year and not later than the 15th November to see that notices calling for tenders are published in the Fort Saint George Gazette and in the Trade Journal, in respect of such articles as public departments cannot undertake to supply at market rates. Printed copies of such tender notices, required for distribution to persons who wish or are likely to tender, shall be obtained from the Superintendent, Government Press, who should be told clearly in a covering letter, when the notices are sent to the Press for publication, how many copies of them will be required for this purpose. The date fixed for the receipt of tenders shall not be later than the 10th January of each year.

Blank books and other articles of stationery specified below, which are required to be stocked for supply in accordance with Appendix I of Stationery Manual, shall be manufactured by the Government Press which shall also undertake the necessary cutting, ruling, embosing and similar work which is incidental to the manufacture of such articles. When blank books file books, etc., are ordered, specimen copies should invariably be sent with clear instructions as to (a) the number of leaves,

Revised Rule.

114. Arrangements for supplies of articles of Indian Manufacture.

Before the end of ~~October~~ August each year a forecast of all stationery articles required for the next official year shall be prepared in the form below.(⊗). (Procurement Register). Orders for the quantities required will be placed with the Superintendent, Government Press and Inspector General of Prisons for the articles supplied by the Press and the jails respectively. In respect of others, after obtaining sanction of Government in the required cases, tenders will be invited from the suppliers and contractors, whose standing list shall be maintained in office. Printed copies of such tender notices shall be obtained from Superintendent, Government Press, Madras who should be told clearly in a covering letter when the notices are sent to the Press for printing , how many copies of them will be required for this purpose.

The notices calling for tenders should also be published in the Fort Saint George Gazette, The Trade Journal and the leading local news papers approved by Government.

Remarks.

This rule has been modified in accordance with practice and also abridged by simply refering to jail made and Press made and other articles, instead of giving a lenghty list of those articles. Form of procurement register is enclosed. ⊗

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PROCUREMENT REGISTER.

Serial Number.	Item No. in application.	Description of the article.	Issued during the previous year. 19--	19--	19--	Total of issued in column 4.	Average of the highest issues when issues have not been uniform in these three years.	Stock on 1st September. +August.	Due from suppliers on 1st August.	Total. (column 7 & 8).
1	2	3	4			5	6	7	8	9

Actual issues from 1st April to 31st July.	Quantity required for 8 months from 1st August to 31st March.	Probable opening balance on 1st April (Columns 9--11).	Quantity required for the next year. Columns (6--12).	Three months reserve. p Columns 12 plus 13 divided by 4.	Quantity fixed. Columns 13 plus 14.	Remarks.
10	11.	12.	13.	14.	15.	16.

Original rule	Revised rule	Remarks.
leaves or number of butts that they should contain or be provided with, (b) the description of materials to be used, (c) style of binding, etc.:		
1. Blank books foolscap folio 1 quite, foolscap, quarto, 1/2 quite, and foolscap octavo 1/4 quite.	---	Delete as it is entered in the Appendix I separately.
ii)Bound foolscap books 4 quites.		
iii)~~Bound-foolscap-boo~~ Note books, large and small.		
iv) Survey books, large and small		
v) Carbon paper note books, octavo.		
vi) Half bound file books, foolscap size.		
vii) Filing slips, foolscap size.		
viii) Hinged file boards of royal, foolscap and quarto sizes.		
ix) Flat file cases.		
x) Flat cases.		
xi) Special cases for preservation of mended records.		
xii) Prescription boooks, 4 quires.		
xiii) Prescription books, 200 pages.		
xiv) Section note books.		
xv) Sketch books.		
xvi) Rules note books with cloth back.		
xvii) Linen lined covers (whenever expedient)		
xviii Tear off blocks, large and small.		
xix) Service registers of elephants.		
xx) Continuation sheets for notes and drafts.		
xxi) Ruled sheets ~~x~~ included in Appendix I.		
xxii) Shorthand note books with and without margin.		
xxiii) Press copy book.		
xxiv) Special blue labels.		
xxv) Council slips.		
xxvi) Cut slips foolscap quarto and octavo.		
xxvii) Note books, special for excise department.		
xxviii) Fly sheets for note and current files.		
xxix) Envelopes, (Drawing cartridge paper). of sizes, referred to in Appendix I.		
xxx) Economy labels large and small.		

Note: (i) The Superintendent, Government Press, may at his discretion use any kind of paper as covers for note books provided it is an economical and durable quality.

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Original rule	Regised rule	Remarks.
A list of the following articles manufactured by the Jail department should be sent to the Inspector General of Prisons, Madras who will arrange to distribute the requirements of the stationery department to the various jails according to their manufacturing capacity with a request to furnish the rate per unit of such articles ordered from the jail department for incorporation in the price list.		Delete as it is entered separately in the Appendix I. The sub para of rule 151 original and the lists of press made articles and jail made articles have been omitted as they are entered separately in Appendix I of the Stationery Manual Vol.II part I
List of articles manufactured by the Jail department: i) Flat file cases 2nd sort ordinary (manufactured from hand-made paper and boards). ii)Flat file cases 2nd sort urgent 2 (- do -) iii) Ink stands wooden flat. iv) Ink stands wooden box. v) Rulers round large. vi) Rulers round small. vii) Rulers flat. viii) Wooden flats with lead. ix. Sealing wax country. x) Salampore cloth blue. xi) Salampore cloth white. xii) Wax cloth white. xiii) Wax cloth yellow. xiv) Tape country narrow. xv) Tape country ½" xvi) Tape gx tags ordinary. xvii) tape tags special for index slips folders. xwiii) White record laces. xix) White tags long for files. xx) Cotton thread twisted white country. xxi) Cotton thread twisted white thabalak. xxii) W Twine country. xxiii) Khaki putties. xxiv) Cumblies. xxv) Leather bootw.		

REGISTER OF AGREEMENT.

Rule 116

S. No.	Description of the article.	Name of the approved contractor.	Quantity.	Rate.	Value.	Date of acceptance of tender.	Period of contract.	Amount of Secutiry Deposit.	Date of receipt of the Security deposit.	Item No in the security register.	Date of execution of the agreement.	Remarks with the connected file No.
1	2	3	4	5	6	7	8	9	10	11	12	13.

Enclosure to this office letter No. F.31400/50, dated 21-9-50.

for Superintendent of Stationery.

to see that supplies are received by the date fixed for their delivery and any delay, on the part of a contractor or supplying department, shall at once be brought to the notice of the Superintendent.

in the check register referred to as serial No. ~~in the list of registers mentioned in the departmental appendix~~ 59 in Chapter XIII and also Agreement Register in the following form. ⊗ Special care must be taken to see that the supplies are received by

Original rule	Revised rule	Remarks.
--	115 SETTLEMENT OF TENDERS. ~~117~~. The Superintendent of Stationery is the final authority for the settlement of all tenders. The tenders will be settled in accordance with the Rule laid down in Madras Financial and Accounts Code. The tenders should be required to send atleast four samples for each article, unless it involves a cost of more than Rs.10/- in which case one sample may be accepted. The samples of the successful tenderers will be kept in the personal custody of the Assistant Superintendent of Stationery for comparison with supplies when received.	Newly introduced rule. ~~Form of register of agreement is enclosed.~~
152. Instructions to regulate supplies of articles country manufacture:- As soon as a contract is settled, it will be the duty of the Manager to obtain the orders of the Superintendent, as to the dates by which and the instalments in which the year's requirements should be supplied. The instalements and the dates shall be so fixed as to provide for the probable requirements of the departments to be supplied, in accordance with the scheme of distribution embodied in paragraph 18 of the Manual and for ~~the~~ a three months' reserve. Details of the ordess so placed, shall be entered in the check register referred to as item No.9 in the list of registers mentioned in the departmental appendix. Special care must be taken to see that supplies are received by the date fixed for their delivery and any delay, on the part of a contractor or supplying department, shall at once be brought to the notice of the Superintendent.	116 ~~118~~. Instructions to regulate supplies of articles of ~~country~~ indigenous manufacture:- As soon as a contract is settled, the selected contractor should be informed of ~~by~~ the acceptance of his tender and he should be ~~x~~ ordered to send the supplies on or after 1st April. He should, in the meanwhile, remit the Security Deposit, before the end of February and execute the agreement for due fulfilment of contract. (before the 15th M of March) In case of default of either of these conditions his tender deposit will be forfeited to Government and order placed with any one of the tenderers or other local dealers as ~~x~~ considered expedient. Details of the orders so placed, shall be entered in the check register referred to as serial No. ~~in the list of registers mentioned in the departmental appendix~~ 59 in Chapter XIII and also Agreement Register in the following form. Special care must be taken to see that the supplies are received by	This rule has been revised according to the existing practice. Form of register of agreement is enclosed.

Original rule	Revised rule	
	~~118 continued.~~ received by the date fixed for their delivery and any delay, on the part of a contractor or supplying department, shall at once be brought to the notice of the Superintendent. The supplies made should be carefully checked with the approved samples by the Committee before taking the supplies to account.	
153. Preparation of Budget estimates:- The Head Accountant shall be responsible for the preparation and punctual submission to Government of the budget and revised estimates for receipts and charges under "Stationery and Printing" in the preparation of which, he shall be guided by the general instructions contained in the Budget Manual.	Deleted.	Deleted as reference is made in Rule ~~113~~ 112 (Revised)
154. Reports and Returns due to and from the Stationery Office:- Appendix XLIV contains a list of the reports and returns due to and from the Stationery Office.	~~Chapter XIII contains a list of the reports and returns due to and from the Stationery Office.~~ DELETED.	Separated from the Departmental Appendix and included in a new chapter XIII.

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The revised register of agreement powered by the Supt. of Stg. in lieu of the existing one may be accepted.

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Original rule.	Revised rule	Remarks.
156. Arrangement of stores. It will be the duty of the Storekeeper to see that all the stores in the loose and unopened stocks are methodically arranged, and that necessary precautions are taken to protect them from theft, as also from damp, heat, exposure and the ravages of insects. He will be responsible to the Superintendent of Stationery, who in turn, will be responsible to Government for any loss, which are attributable to neglect of their duties, in these respects.	117 ~~101~~. Arrangement of stores. It will be the duty of the Storekeeper to see that all the stores in the loose and bulk stocks are methodically arranged; and that necessary precautions are taken to protect them from theft, as also from damp, heat, exposure and the ravages of insects. He will be responsible to the Superintendent of Stationery, who in turn, will be responsible to Government for any loss, which are attributable to neglect of their duties, in these respects.	There is no change in the rule except for the substitution of the word " bulk" for the word "unopened".
157. Unopened stock. The unopened stock consisting of bales and cases will be under the immediate supervision of the Storekeeper. The unopened stores will be divided into blocks, e.g. A, B, C, etc., as described in the unopened stock book, each block containing the entire stock of certain specified articles. In arranging bales and cases, in the unopened stock, the following instructions shall be observed. (i) They shall be piled and arranged methodically, so as to admit of the bales and cases being easily examined, with the help of the superscriptions over them. (ii) As far as possible, they shall be arranged so as to admit of issues being made in the order of receipt. To the stock of each article shall be attached a label, showing the number it bears in Appendix I to the Stationery Manual.	118 ~~102~~. Bulk stock. The bulk stock consisting of bales of paper and cases of other stationery articles will be under the immediate charge of a Godown clerk but under the direct supervision of the Storekeeper. The bulk stores will be kept in separate block for each article. In arranging bales and cases, in the bulk stock, the following instructions shall be observed. (i) They shall be piled and arranged methodically, so as to admit of the bales and cases being easily examined, with the help of the superscriptions over them and also by going round each block. (ii) As far as possible, they shall be arranged so as to admit of issues being made in the order of receipt. To the stock of each article shall be attached an index card S.Sty.58..."showing the description of the article, the quantity and also the number it bears in Appendix I to the Stationery Manual." The dates of transactions made in respect of the block	The work and responsibility of the Godown clerk are now fixed and referred to which were not done before There is no material change in the rule except in the last sentence of the rule in which provision has been made to enter in the ~~label~~ attached to each lot the full description of the article and the quantity in each lot and to note transactions carried out therein.

158. Loose stock.

The loose stock store room shall be divided into sections numbered A, B, C, and D. Sections A, B and C each, shall be in charge of a stock clerk who shall be responsible for the stores in his charge and section D shall be in charge of the Store Keeper. The loose stock shall be arranged on racks or in almirahs, the latter being reserved for articles which are costly or which might easily be stolen. The entire stock of any particular article, shall be kept in one and the same place and shall bear a label indicating the number which the article bears in Appendix I to the Stationery Manual.

159. Stock registers.

Separate stock books shall be maintained for unopened stock and for loose stock. The books relating to unopened stock of sections A, B and C and loose stock section D (clothing) shall be maintained by the Storekeeper and those relating to loose stock by the section stock clerk concerned. Transfers from unopened to loose stock shall be shown as issues in the stock books relating to unopened stock and as receipts in those relating to loose stock.

160 Deleted.

small ... that index
should be entered in that index card as soon as the transaction is over, so that the balance at any time, will be ascertainable from the index card irrespective of the stock register.

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~~160~~. Loose stock.

The loose stock store room shall be divided into sections numbered A, B, C and D and each shall be in charge of stock clerk who shall be responsible for the Stores in his charge. The loose stock shall be arranged in racks or in almirahs, the latter being reserved for articles which being costly or small might easily be stolen. The entire stock of any particular article, shall be kept in one and the same place and shall bear index card indicating the full description of the article and the number which the article bears in Appendix I to the Stationery Manual, Volume II, Part I.

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~~161~~. Stock registers.

Separate stock books shall be maintained for bulk stock and for loose stock. The books relating to bulk stock shall be maintained by the Godown Clerk under the supervision of the Store-Keeper and those relating to loose stocks shall be maintained by the concerned stock clerks. Transfers from bulk to loose stock shall be shown as issues in the stock books relating to bulk stock and as receipts in those relating to loose stock. This will be made by a godown order in the form in S.Sty. No. 54 to be signed by the Store-Keeper.

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There is no material alteration in the rule except the addition of the description of the articles in index card attached to each item.

In rule 158 (original) D section which was hitherto in charge of the Store-keeper has been separated and placed in charge of a clerk who will furnish the necessary security as in the case of other stock clerks and hence the revisio

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Original rule	Revised rule	Remarks.
161. Imported stores. On the arrival of imported stores, the Storekeeper shall carefully check them with the packing account received from the Director General of Stores and see that they are entered in the Appropriate stock register. Care must be taken to see that all entries relating to the receipts both in the open and unopened stock books are made on the same day.	121 ~~126~~. Imported stores. On the arrival of imported stores, the Storekeeper shall carefully check them with the packing account received from the Director General of Stores and see that they are entered in the Appropriate stock register. Care must be taken to see that all entries relating to the receipts both in the bulk and loose stock books are made on the same day.	✓ No change is considered necessary
162. How imported stores are added to unopened stock. Except as provided for in rules 163 and 164 infra cases received from England need not be opened before being added to stock. The details, as entered in the packing accounts, shall be accepted as correct, for the time being. Discrepancies between the actual contents of the cases and the packing account may be adjusted, when the package is opened and its contents transferred to ~~loose~~ O/S stock.	122 ~~126~~. How imported stores are added to the bulk stock. Except as provided for in rule ~~129~~ 123+124 infra cases received from England need not be opened before being added to stock. The details, as entered in the packing accounts, shall be accepted as correct, for the time being. Discrepancies between the actual contents of the cases and the packing account may be adjusted, when the package is opened and its contents transferred to loose stock.	✓ No change is considered necessary.
163. When cases of imported stores to be opened and examined. Cases which when received show traces of having been tampered with or otherwise damaged or the superscriptions in the packing account with the entries there are no superscriptions at all, shall unless they have already been surveyed, be opened and examined by a committee consisting of the Assistant Superintendent, the Manager and the Storekeeper, before the contents are taken into stock, and the orders of the	123 ~~127~~. When cases of imported stores to be opened and examined. Cases which have been tampered with of damaged, shall be taken charge of after survey with Presidency Port Officer. The shortage or the damage noticed shall be reported to both the Presidency Port Office and the Director General of Stores.	✓ Revised with reference to the present practice.

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obtained as to any discrepancy between the actual contents and the packing account.

superintendent shall, if necessary, be obtained as to any discrepancy between the actual contens and the packing account.

164. **Cases of imported stores containing more articles than one, should be opened and contents verified.**

Cases containing more articles than one, shall at once be opened and the contents shall, afterverification, be added to loose stock and posted in the appropriate stock register. If any excess or deficiency be found, the fact shall at once be brought to the notice of the Superintendent of Stationery.

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~~128~~. **Cases of imported stores containing more articles than one, should be opened and contents verified.**

Cases containing more ~~stciles~~ articles than one, shall at once be opened and the contents shall, after verification, be added to loose stock and posted in the appropriate stock register. If any excess or deficiency be found, the fact shall at once be reported to the Director General of Stores, London.

Slightly altered with reference to practical ~~applica~~tion.

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Original rule	Revised rule	Remarks.
166. <u>Checking of invoices with the packing account and acknowledgment of stores received</u>.	125 ~~129~~. <u>Checking of invoices with the packing account and acknowledgment of stores received from the Director General of Stores, London</u>.	
The copy of the invoice received from the Agent for Government Consignments shall be checked with the packing account by the Head Accountant, who shall certify on the copy of the invoice, that he has done so and that the entries in the copy of the invoice and packing account agree and shall thereupon post the receipts from the copy of the invoice into the ledger. If any discrepancy is found to exist between the packing account and the copy of the invoice, he shall note the discrepancy in the copy of the invoice, and the committee referred to in rule 163 supra shall thereupon open and examine any case as to which a discrepancy exists between the two accounts, note the result in the committee book and forward a copy of it to the Accountant Gneral. The entries to be made in the ledger, shall follow the result of the committee's examination and any adjustment slip, which may be necessary for the correction of the stock book, shall be at once prepared. The copy of the invoice and the packing accounts in duplicate, shall then be submitted through the Manager to the Superintendent, who shall endorse the accounts in token of the receipt of the stores and return the duplicate packing account to the Agent for Government Consignments, for transmission to The Director General of Stores. The original packing account and the copy of the invoice, together with any adjustment slips prepared in connexion therewith, shall be filed chronologically.	The invoice received from the Presidency Port Officer shall be checked with the packing account by the ~~Head~~ Accountant ~~by~~ and any discrepancy should be promptly reported to the Presidency Port Officer, Accountant General and the Director General of Stores. The stock actually received shall be examined by the Committee and taken to account.	The rule has been revised with reference to existing practice.

PTO

Original rule	Revised rule.	Remarks.
167. Articles of Indian manufacture. With the exception of printing papers obtained on contracts approved by Government, articles purchased in India or obtained from other departments, shall not be brought to stock by the Storekeeper until they have been inspected and passed by a committee consisting of the Assistant Superintendent of Stationerry, the Manager, and the Store-keeper who shall initial the committee book on the same date in token of the fact. The stock clerks shall then enter the receipt of the stores from the committee book in the appropriate stock register and the entries shall be checked by the Store-keeper. The committee book shall then be sent to the Accounts section where the necessary entries shall be made in the ledger and a receipt be prepared and forwarded to the contractor. The receipt entries both in the stock-books and the ledger shall be made on the same date on which they are entered in the committee book.	126 ~~166~~. How articles purchased in India are added to stock. No article purchased in India or obtained from other departments, shall be brought to stock by the Store-keeper until it has been inspected, compared with accepted samples, wherever available, and passed by the committee, who shall initial the committee book on the same date in proof thereof. The stock clerks shall then enter the receipt of the stores from the committee book in the appropriate stock register and the entries shall be checked by the Store-keeper. The committee book shall then be sent to the Accounts section, where the necessary entries shall be made in the ledger. The receipt entries both in the stock-books and the ledger shall be made on the same date on which they are entered in the committee book.	There is no change in the rule except the words "on contracts approved by Government" have been ~~kxxtkm~~ omitted.

consisting of the Assistant Superintendent of Stationery, the Office Assistant and the Store Keeper

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Original rule	Revised rule	Remarks.
165. <u>All receipt entries in stock books to be attested by Storekeeper.</u> All entries relating to receipts whether in the unopened or loose stock registers shall be checked and initialled by the Storekeeper.	127 ~~181~~. <u>All receipt entries in stock books to be attested by Storekeeper.</u> All entries relating to receipts whether in the unopened or loose stock registers shall be checked and initialled by the Storekeeper.	No change.
168. <u>How printing and other papers to be brought into account.</u> As regards printing and other pap papers referred to in paragraph 167 supra, as soon as any paper is delivered at the Stationery Office, 10 per cent of the bales shall be examined by the Assistant Superintendent and the quality of the paper compared with the samples. A few ream packets of each kind of paper should also be opened and the sheets should be counted in detail to see if each ream packet contains the full 500 sheets stipulated. Papers accepted shall be entered in the committee book and the same procedure followed as in the case of articles of Indian manufacture.	128 ~~188~~. <u>How printing and other papers to be examined by Committee.</u> As soon as any paper is delivered at the Stationery Stores, the Storekeeper shall open one side of each and every bale to verify whether the stipulated number of reams is contained in each. The committee shall also examine 10 per cent of the bales for this purpose.' A few ream packets of each kind of paper should also be opened and the sheets shall be counted in detail to see if each ream packet contains the full 500 sheets stipulated. Papers accepted shall be entered in the committee book and the same procedure as enunciated in rule ~~127~~ 129 will be followed.	In this rule there is no change except the deletion of the words "compared with the samples" as the quality of the paper to be supplied by the various mills are now approved by the Paper Directorate, New Delhi.

Original rule	Revised rule	Remarks.
169. How supplies received in excess of orders to be treated. Articles which are not approved by the committee and, all supplies in excess of orders shall be rejected and the fact intimated to the suppliers who shall be required to remove at once such articles. Note:-In the case of supply of paper, straw boards and other boards, overmakes should not exceed or fall below the quantity ordered by more than a margin either way of (a) 15 per cent for quantities of less than one ton. (b) 10 per cent for quantities of one ton or more and not exceeding 5 tons. (c) 10 per cent for quantities of above 5 tons and not exceeding 10 tons for coloured papers. (d) 7.5 per cent for quantities of above 5 tons and not exceeding 10 tons for other than coloured paper. (e) 5 per cent for quantities of above ten tons and not exceeding 50 tons. (f) 3 per cent for quantities of above 50 tons in reels and in sheets in one substance.	139 not approved or ~~169~~. How supplies received in excess of orders to be treated. Articles which are not approved by the committee and, all supplies in excess of ~~xx~~ orders shall be rejected and the fact intimated to the suppliers who shall be required to remove at once such articles. The committee may also consider accepting the supplies at a reduced rate, subject to approval of the Superintendent of Stationery. Note:- In the case of supply of paper straw boards and other boards, overmakes should not exceed or fall below the quanitity ordered by more than a margin either way of (a) 15 per cent for quantities of less than 1 ton. (b) 10 per cent for quantities for quantities of one ton or more and not exceeding 5 tons. (c) 10 per cent for quantities of above 5 tons and not exceeding 10 tons for coloured papers. (d) 7.5 per cent for quantities of above 5 tons and not exceeding 10 tons for other than coloured paper. (e) 5 per cent for quantities of above ten tons and not exceeding 50 tons. (f) 3 per cent for quantities of above 50 tons in reels and in sheets in one substance.	~~No change.~~ Changed slightly to provide for the discretion to accept at reduced rates according to the existing practice.

171. Indents to be complied with in the order of receipt.

In an office like the Stationery Office where indents have to pass through several stages before being finally disposed of, it is essential that the several branches of the office should keep pace with each other. Individual indents must, therefore, be transferred to the Stores as soon as they are passed and not allowed to accumulate in the Indent section. Indents transferred to the Stores must be taken up promptly for compliance in the order of their receipt, and the packing and despatch of consignments must be attended to without delay. It will be the duty of the Assistant Superintendent to keep himself in constantly informed of the progress of work in the several branches and to take timely action should any branch show a tendency to fall into arrears.

pen. Correspondence arising out of an
ndent between this office and third parties,
g. contractors, shall form a separate file
nd shall be registered in the section register.

130. ~~124~~. Issue of stores.

In an office like the Stationery Office where indents have to pass through several stages before being finally disposed of, it is essential that the several branches of the office should keep pace with each other. Individual indents, must, therefore, be transferred to the Stores as soon as they are passed and not allowed to accumulate in the Indent section. Indents transferred to the Stores must be taken up promptly for compliance in the order of their receipt, and the packing and despatch of consignments must be attended to without delay. It will be the duty of the Assistant Superintendent to keep himself in constantly informed of the progress of work in the several branches and to take timely action should any branch show a tendency to fall into arrears.

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No change.

any particular current in the indent register so that the entries in the indent register and the personal register may be easily traced.
The ~~xx~~ subsequent tappals and supplementary indents which pertain to any disposed of indent and which are current numbered shall be allotted to the concerned clerk who originally dealt with the the indent ~~xx~~ or where

Original rule	Revised rule	Remarks.
172. How indents and correspondence relating to the supply of stationery to be dealt with. On receipt of an indent in the Stationery Office, it shall be entered in the indent register and numbered, and until the indent is finally disposed of, all correspondence between the Stationery Office and the indenting or countersigning officer shall bear this number. Where application is made for stationery as an advance on an annual indent, the application shall be entered in the indent register of the year in which the annual indent will fall for compliance, and shall form part of the file relating to that indent. The number of original entries in the indent register of any one year will, therefore, be no more than the total of the annual indents and of the supplementary indents made in that year. Space should be left between the original entries so as to admit of the entry of all subsequent correspondence, between the Stationery Office and the indenting or the countersigning officer, relating to the indent. The indent and all correspondence relating thereto, between the Stationery Office and the indenting or countersigning officer, shall be arranged chronogically in a single file and until an indent has been fully complied with, the indent file shall remain open. Correspondence arising out of an indent between this office and third parties, eg. contractors, shall form a separate file and shall be registered in the section register.	131 135. How indents and correspondence relating to the supply of stationery to be dealt with. On receipt of an indent in the Stationery Office, it shall be numbered in the Distribution Register like other tappals and entered in the Indent register noting on the indent the serial number of the register. Thus each indent will bear two numbers one of which is the distribution register number which will hereafter be called the current number and another which is the indent register number which will hereafter be called the I. No. The Head clerk in the indent section will maintain the indent register and assign the I. No. for annual indents and distribute them evenly amongst the various clerks in the indent section. The indents so distributed shall be attended to by each clerk on the same day after acknowledging receipt of the indent in the indent register and registering it in his personal register noting therein the current number and below it the I. No. He shall also note the serial number of his personal register assigned to any particular current in the indent register so that the entries in the indent register and the personal register may be easily traced. The xx subsequent tappals and supplementary indents which pertain to any disposed of indent and which are current numbered shall be allotted to the concerned clerk who originally dealt with the the indent xx or where	The rule has been revised to bring out in detail the actual process involved, so that the responsibility can be easily fixed for any defaults.

where the current number is a new one to any clerk who, he thinks, has not adequate pending work. Thus the indent section head clerk shall be responsible for distributing the work among his clerks to see that the work is evenly distributed and attended to promptly and properly. The concerned clerk shall close a file in his personal register as soon as he receives acknowledgment for all the items issued, as F.Dis. I. No. Any correspondence that is received subsequently shall be dealt with in a new current number and later on filed with the connected I. No. Thus there shall be one file for all correspondence relating to the supply of stationery articles to one particular officer in a year.

When balance slips are prepared by the stock clerks they shall be given new current numbers in the distribution register and then registered in the Personal Register by the concerned clerks in the indent section who originally dealt with the annual indent. When the acknowledgment is received for the balances of articles supplied this current shall also be closed and the papers filed with the original I. No. Care should be taken to make a note in the indent register against the original I. NO. about the current number in which the balance of articles are supplied. An entry shall also be made in the original indent, about the issue on balance slip to prevent double supply.

When the currents are closed by the indent section clerks the files shall be returned to the record through the distribution register clerk as in the case of other disposed of files. The record keeper shall arrange all the indent section files relating to a year

end the previous years in separate racks so that he can easily deliver any file if required by the indent section clerks on proper requisition slips.

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Original Rule

173. Insturctions for checking indents for Stationery:-

In checking indents made on the Stationery Office the indent clerk shall see---
(1) that no article is passed for supply to which the indenting officer is not entitled according to Appendix I to the Stationery Manual;
(ii) that where the descriptions of any articles indented for are not permitted in the indent form, the articles indented for are numbered and described exactly as they are numbered and described in Appendix I to the Stationery Manual;
(iii) that in the case of articles issued on a fixed scale or for stated periods, the requirements of Appendix Iv to the Stationery Manual are complied with; (iv) that where no scale has been sanctioned, the quantities indented for do not exceed the avarage consumption of the three preceeding supply years or where they exceed this average that the explanation given is satisfactory; ~~xxxxthengxthexxcessxtoxbexallowedxshall notxexceedx25%xofxthexaveragexofx3xyearx~~.
(v) that no article is indented for special purposes, e.g. ledger paper is passed for supply without a clear statement of the purposes for which the article is required; and (vi) that when any article indented for and not objected to, is out of stock, the words "out of stock" are impressed with a rubber stamp in column 14 by the stock clerks concerned, and the item is brought to the balance register. When indents are made by officer for articles cheaper than those prescribed in the Stationery Manual, he may comply with such indents provided that in all cases the need for the articles adked for is satisfactorily explained.

Revised rule

132 ~~136~~. Instructions for checking indents for ~~xxxxxxxxx~~ stationery:-

In checking indents made on the stationery office the indent clerk shall see:-
(i) that no article is passed for supply to which the indenting officer is not entitled according to appendix I to the Stationery Manual; Volume II part I
(ii) that where the descriptions of any articles indented for are not permitted in the indent form, the articles indented for are numbered and described exactly as they are numbered as described in Appendix I to the Stationery Manual;
(iii) that in the case of articles issued on a fixed scale or for stated periods, the requirements of Appendix iv to the stationery Manual are complied with; (iv) that there where no scale has been sanctioned, the quantities indented for do not exceed the average consumption of the three preceeding supply years or where they exceed this average that the explanation given is satisfactory even then the excess to be allowed shall not exceed 25% of the average of the 3years.
(v) that no article is indented for special purposes e.g. ledger paper is passed for supply without a clear statement of the purposes for which the article is required; and (vi) that when any article indented for and not objected to, is out of stock, the words "out of stock are impressed with a rubber stamp in column 15 by the stock clerks concerned, and the item is brought to the balance register. When indents are made by officer for articles cheaper than those prescribed in the Stationery Manual, he may comply with such indents provided that in all cases the need for the articles asked for is satisfactorily explained.

Remarks.

Same as the orginal rule except "even then the excess to be allowed shall not exceed 25% of the average of the 3 years have been added to show the limit of supply in such cases.

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(PTO)

Original Rule	Revised rule	Ramarks.
174. Indents to be passed by Assitant Superintendent:-	133 ~~137~~. Indents to be passed by Assistant Superintendent:-	Same as the original rule except the addition of (the portion (As soon as... date") at the previous rule.
Indents for stationery shall ordinarily be passed by the Asst.Superintendent. Requisition in contravention of Appendice I to Iv shall be disallowed; objections under item (ii) shall be referred to the officer concerned and objections under items (iv) and (v) shall be disposed of by Asst Superintendent, doubtful cases being referred to the Superintendent of Stationery for orders. The Assistant Superintendent shall at the same time satisfy himself, that the balance register has been correctly posted in respect of all items passed for supply but not in stock.	Indents for stationery shall ordinarily be passed ~~by the~~ by the Assistant Superintendent. Requisition in contravention of Appendices I to IV shall be disallowed; objections under item II ~~shall be referred to the~~ officer concerned and objections under item (iv) and (v) shall be disposed of by the Assitant Superintendent, doubtful cases being referred to the Superintendent of Stationery for orders. ~~The Assistant Superintendent of Shall at the same time~~ (As soon as the indent is passed by the Assistant Superintendent an intimation shall be sent to the indenting officer that the indent has been passed and also giving reasons if any article has not been passed in full as per claim. In the case of local officer, they would be requested to depute a person for taking delivery of the articles on a specified date.)	
175. Transfer of indents to Stores for compliance:-	134 ~~138~~. Transfer of indents to stores for compliance:-	This rule has been slightly modified fixing responsibility on the concerned clerks in the indent section for watching the ~~indents~~ prompt compliance of indents. The rule has been renumbered as ~~145.~~ 134
Indents passed shall be entered in the transit register and transferred for compliance to the Stores section, where their receipt shall be acknowledged. The responsibility of the Indent section shall not cease on the transfer of an indent to the Stores and it will be the duty of the Indent section to watch that all indents so tranferred are complied with and returned to the Indent section without delay. Any serious shall be brought to the notice of the Assistant Superintendent.	Indents passed shall be entered in the transit register by the concerned indent section clerks and transferred to Stores for compliance where their receipt shall be acknowledged by the Assistant Store Keeper. The responsibilty of the Indent section clerks shall not cease on the transfer of indents to Stores and it shall be their duty to watch that all indents so transferred are complied with promptly and returned to the indent section without delay. Any serious delay shall be brought to the notice of the Assistant Superintendent by the concerned indent clerks.	

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Original rule	Revised rule.	Remarks.
176. Instructions for supply of balances on indents:- It will be the duty of the stock clerks concerned to give intimation to the Indent section as soon as the stock of any article is replinished. The indent clerk shall thereupon prepare balance slips in respect of all indents on which the item is due, transfer them to the Stores for compliance and expunge the entry in the balance register.	135 ~~189~~. Instructions for supply of balances on indents. It will be the duty of the stock clerks concerned to maintain balance register S.Sty. 56 when an article indented for is objected to is out of stock the words "out of stock" should be impressed with the rubber stamp in the column quantity actually issued by stores and the item should at the same time be entered in the balance register. As soon as the stock of any of the items marked "out of stock" is replenished it will be the duty of the stock clerks concerned to prepare balance slips promptly and submit it through the indent section for the approval of the Assistant Superintendant after ringing off the entries in the balance register, to enable the concerned clerks in the indent section to make necessary entries in the indent register and in the original indent regarding the balances supplied on them.	137 As soon as any item is replenished the stock clerk concerned can prepare the balance slips promptly with refere nce to the stock received. Hence provision has been made for the maintenance of balance register by the stock clerks. The rule has been renumberd as ~~176.~~ 135

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(PT)

Original rule	Revised rule	Remarks.
177. Sale indents- Procedure to be adopted in respect of:-	136 ~~140.~~ Sale-indents- Procedure to be adopted in respect of:-	140
In the case of indents which are to be complied with on payment of value, the detailed checks prescribed for free indents need not be exercised. The indent clerk shall scrutinize the indent with a view to seeing whether the articles indented for are available in the Stores and can be supplied without affection the supply of the requirements of the officers entitled for free supply of stationery. On these conditions being satisfied, the indent clerks shall transfer the indent to the Head Accountant, who shall enter it in the demand, Collection and balance register, and not the fact of such entry in the indent itself and submit the indent as well as the demand, collection and balance register, to the Assistant Superintendent, who will them pass the indent and initial the entry in the demand collection and balance register. The subsequent procedure will be the same as that prescribed for ordinary indents. After the indents have been complied with by the stores and returned by the officers duly receipted, the Head Accountant shall see that bills of cost, indluding packing and all othercharges, are promptly sent to the officers and that the necessary recoveries are made without delay.	In the case of indents which are to be complied with onpayment of value, the detailed checks prescribed for free indents need not be exercised. The indent clerk shall scrutinize the indent with a view to seeing whether the articles indented for are available in the Stores and can be supplied without affecting the supply of the requirements of the officers entitled to ~~xxx~~ free supply of stationery. On these conditions being satisfied, the indent clerks shall transfer the indent to the ~~sct/Stores~~ Stores for compliance thereafter posting in the ledger and departmental register. After the indent is received back he will transfer to the Accounant, who shall enter it in the demand collection and balance register ~~x~~and note the fact of such entry in the indent itself and submit the indent as well as the demand collection and balance register with a bill for the articles supplied to the Assistant Superintendent, who will then approve the bill and initial the entry in the demand, collection and balance register. On receipt of the acknowledgements from the officers the file would be closed by the indent section clerk. The Collection of the cost of the articles supplied being watched in the Demand Collection Balance register by the Accountant Section clerk.	There is no material change in the rule except the words "Returned by the officers duly receipted" have been substituted by the words "on receipt of the acknowledgements from the officers for the articles supplied. The rule has been renumbered as ~~xxx~~ ~~140~~/136 The rule has been revised to effect prompt recovery of cost for articles supplied on sale or by book adjustment of value.

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Original rule

178. How supplied are made on indents from stores.

On receipt of an indent or balance slip from the Indent section, the Store keeper shall, after initialing the entry relating thereto in the indents transit register, atonce enter the indent or balance slips shall ordinarily be taken up for compliance in the order in which they appear in this register, and each indent shall be dealt with on one and the same day, by the several sections of the Stores. The store keeper shall note in the remarks column of the indent, issues to be made from the unopened stock against any item in the indent, pass on the indent to the stock clerks They will take out the articles to be issued from their sections, as far as their stock permits, note the quantities actually taken out in column 14 of the indent and post the issues in the stock booked concerned and impress the words "out of stock" by means of a rubber stamp against those items which have been issued for want of stock. For this purpose the indent shall be passed on from stock clerk to stock clerk, until all the demands have been complied with. The indent or balance slips shall them be sent to the Accountant section for posting the issues in the departmental registers.

Revised rule

137.

How supplies are made on indents from Stores:-

On receipt of indents/ or balance slips or supplimentary indents from the indent section the Assistant Store keeper shall see that all them of them are charged and issued on the very same day. If all of them could not be packed on the same day he should see that the packing is completed in as short a period as possible depending upon the size of the indents. As the indents, balance slips and supplementary indents taken up for compliance have to pass through the several sections of the stors the Store keeper shall see that the isues to be made from the bulk ~~stock~~ stock against any item in the indent and from loose stock against all the items in the indent are attended to with the least possible delay. As soon as the packing is over it will be the duty of the packers concerned to return with the packed consignments (1) the indent)2) credit note for the Railway (iii) contents slips in duplicate to the Asst.Store keeper who in his turn will give them (ii) to the lorry staff in charge of booking of consignments. The Assistant Store Keeper will transfer items (i) and (iii) to the concerned clerk in the indent section who will compare both the indent and contents slips in order to see that all articles issued by the stock sections have been correctly and properly entered in the contents slips, and transmit the indent to the Accounts section through the Assistant Store Keeper, certifing thereon that he has compare it with the contents slip. On receipt of the railway receipt the concerned clerk in the indent section will transmit it along with the contents ~~slip~~ slip to it to the officer concerned for acknowledging the articles as ~~for~~ per the contents slip. It will be the duty of the Assistant Store keeper to see that the indents transferred by the ~~transferred by the indent section are promptly transmitted to the accounts section after compliance for pos-~~

Remarks.

141

This rule has been recasted to avoid inordinate delay in posting and reconciliation work in the Accounts section. The rule has been renumbered as 137.

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transferred by the Indent section are promptly transmitted to the Accounts Section, after compliance for posting the issues in the departmental ~~xxx~~ registers and ledgers.

Original Rule.	Revised Rule	Remarks.
181. Issue of articles from open stock to packers and precautions to be taken by them in accepting articles. The Store-Keeper shall enter the name of the packer deputed to pack and despatch the consignment, who will then check the issues with the indent and initial the entries in the stock register. As the responsibility of the stock clerk will cease after the packer has accepted the issues and initialled the stock-book the packer shall under no circumstances accept an article without first ckecking the quantity and description with the indent. Packets of articles received from the Director-General of Stores, which have been opened or are not intact as received, or which show signs of having been tampered with, shall be counted in detail by packers before taking delivery. Unopened packets of articles received from the Director-General of Stores need not be opened and counted by packers before or after taking delivery.	138. Issue of articles from open stock to packers and precautions to be taken by them in accepting articles. ~~112~~. The Asst. Store-Keeper shall enter in the Store Register the name of the packer deputed to pack and despatch the consignment who will then receive the articles with reference to the quantities passed in the indent and initial the entries in the stock register. As the responsibility of the ~~stock~~ clerk will cease after the packer has accepted the issues and initialled the stock-book, the packer shall under no circumstances accept an article without first checking the quantity and description with the indent. Packets of articles received from the Director-General of Stores, which have been opned or are not intact when received, or which show signs of having been tampered with, shall be counted in detail by packers before taking delivery. Unopened packets of articles received from the Director-General of Stores and Paper Mills need not be opened and counted by packers before or after taking delivery.	No material ~~change~~ change in the rule is considered necessary.
182. Issues from unopened stock to packers. The packer deputed to pack a consignment shall pack the articles issued from the open stock in dealwood cases and shall then take the indent to the Store-Keeper who shall issue from the unopened stock any full bales or cases, in accordance with the entries in the remarks column of the indent. The procedure prescribed in rule 178 supra for loose stock, shall be followed in the case of issues from the opened stock.	139 ~~113~~. ISSUES FROM BULK STOCK TO PACKERS. The packer deputed to pack a consignment shall pack the articles issued from the open stock in dealwood cases , baskets or gunnies as is necessary for the safe transport of the articles to their destination. He shall then take the indent to the Store-Keeper who shall issue from the bulk stock any full bales or reams or cases, in accordance with the entries in the remarks column of the indent. The procedure prescribed in rule ~~113~~ supra for loose stock, shall be followed in the case of issues from the ~~unopened~~ stock.	There is no change in the rule.

Original Rule	Revised Rule	Remarks.
183. Preparation of credit notes for consignments of stationery. The packer shall have the cases and bales addressed with reference to the direction given in the indent and shall then prepare the necessary credit and forwarding notes and send them with the indent to the Accounts Section where the Manager will sign the credit and forwarding notes and grant a gate-pass for the number of packages entered in the forwarding note. The indents shall then be returned to the Store-Keeper who will transfer them to the Indent section, which shall despatch such indents to officers for verification of consignments.	Delete ~~(as it is already embodied in R.P.R. 118)~~	The provisions contained in the rule is embodied in Rule ~~141~~ 137 (Revised)
184. Booking of cosngnments and despatch of railway receipts. The packer shall then deliver the articles with the credit and forwarding notes to the carting contractor of the office for booking and on receiving the railwa y receipt from the carting contractor, shall send it to the Indent Section which will at once despatch the Railway receipt to the consignee along with the indent or the balance slips, after noting the articles that are out of stock in the balance register maintained in the section, for the purpose.	DELETED.	The provisions contained in the rule is embodied in Rule ~~141~~ 137 (Revised)
185. Return of indents and acknowledgments of supplies made. It will be the duty of the Indent section to watch the return of the indent with the acknowledgment of the indenting officer and to call for it if there is any delay on his part and, if there is any complaint as to deficiencies or breakages, to transfer such files to the Account (General)section for necessary action.	140 **~~141~~. Return of indents and acknowledgments of supplies made.** It ~~will~~ shall be the duty of the concerned clerk of the indent section to watch the return of the contents slip with the acknowledgment of the indenting officer and to call for it if there is any delay on the part of the indenting officer and to take prompt action if there is any complaint of excess, deficiencies or breakages.	~~This rule has been revised in order to have the indents in the office itself to expedite accounting and reconciliation work. The rule has been renumbered as. 156.~~ This rule has been revised with reference to the existing practice of the indent section dealing with complaints.

Original Rule	Revised Rule	Remarks.
186. Presidency Indents.	141 ~~146.~~ Madras City ~~Presidency~~ **Indents.**	
The procedure to be observied in the issue of articles on indents from officers at the presidency shall be the same as that prescribed for district indents in rules 178 to 182 supra with this modification, that when an indent is sent to the stores for compliance the Store-keeper shall request the indenting officer to depute a responsible cler to take delivery of the articles on a date to be fixed by him: the articles shall be delivered by the Store-keeper direct, to the person deputed to take delivery of them and his acknowledgment shall, then and there, be taken in the indent.	In the cases of ~~local~~ officers, whose offices are in the Madras City, the indents shall not be transferred to Stores until the representative of the officer arrives, The indents will be charged on that day itself and instead of the packer, the authorised agent of the officer will receive the articles from the Stock section. He will collect and bring them to Asst. Store-Keeper for a final check of the articles with reference to indent and for preparation of a list of articles supplied. The articles will be made over to the authorised agent after obtaining his acknowledment in the indent.	This rule has been revised in order ~~to~~ retain ~~have~~ the indents in the office itself to expedite accounting and reconciliation work, as in the case of mofussil indents.
186.(a). The Superintendent, Government Press, is authorised to get his supplied from the Stationery Stores, of all kinds of paper, etc., required for printing standarized form and other work relating to all Government Departments, and local bodies, either daily or as frequently as he needs. On each such occasion, he should send his requisition in triplicate to the Superintendent [illegible] in the form prescribed [illegible] the [illegible] Press,	142 ~~146.~~ **Issue of paper etc., to Government Press.** The Superintendent, Government Press, is authorised to get his supplies from the Stationery Stores, of all kinds of paper etc., required for printing standardized forms and other work relating to all Government Departments, and local bodies. For this purpose he will send an annula indent in the prescribed form. As there are no facilities in the Press for Storing the paper consumed by the Press, [illegible] is permitted to indent [illegible] But	The rule has been a little amplified. In the revised rule provisi had been made insisting upon the Superintendent, Government Press, to give timely intimation to arrange for the supply of paper from the Stationery Stores.

Original Rule	Revised Rule	Remarks.
	issued by the Stationery Stores. If an article asked for is not supplied or if a less quantity is supplied than is indented for, necessary entries should be made by the Stationery Office in all the three copies of the requisition. The original (copy) with the acknowledgment of the press representative for the articles supplied, will be kept by the Stationery Office as an acquittance. The remaining two copies will be returned to the Superintendent, Government Press, who will keep one copy for himself and send the other to the Brannh Press for which the consignment of stationery is intended.	
187. Periodical checks on stores and accounts. Nothing causes greater dislocation in the working of the Stationery Office, or greater inconvenience to indenting officers than that the Stationery Office should be out of stock of any article which it is expected to supply. It will be the duty of the Accounts Section to see, that an adequate stock of all articles supplied, is maintained. The Asst. Superintendent shall by the fifth day of the last month of each quarter, satisfy himself by personal investigation first, that the stocks of all articles supplied by the Stationery Office are sufficient for the probable requirements of the departments to be supplied in the following quarter and for a three month's reserve, and secondly, that no articles in the Stores are likely to become a dead stock for want of demand, and he shall furnish a certificate to the Superintendent to that effect. The Superintendent, shall then take such action as may be necessary, to bring the stock of any article up to the level of requirements, and to dispose off articles which are likely to become a	143. Periodical checks on stores and accounts. Nothing causes greater dislocation in the working of the Stationery Office, or greater inconvenience to indenting officers than that any article should be out of stock. It will be the duty of the stock clerks to report to Assistant Superintendent through Store-Keeper as soon as the stock of any article dwindles down to the minimum stock noted at the top of the stock registers. The Assistant Supndt. shall by the fifth day of the last month of each quarter, satisfy himself by personal investigation, first, that the stocks of all articles supplied by the Stationery Office are sufficient for the probable requirements of the departments to be supplied in the following quarter and for a three months' reserve, and secondly, that no articles in the Stores are likely to become a dead stock for want of demand, and shall furnish a certificate to the Superintendent to that effect. The Superintendent shall then take such action as may be necessary, to bring the stock of any article up to the level of requirements, and to dispose of articles which are likely to become a dead stock for want of demand.	This rule has been amplified to facilitate the Stores section to guard against articles becoming out of stock and dead stock. The rule has been renumbered as 143.

Original Rule	Revised Rule	Remarks.
189. Quarterly verification of stores by the Store-Keeper. During the issue season the Store-Keeper shall, at least once a quarter, verify a reasonable proportion to be fixed by the Superintendent of the stock of articles with the unopened and loose stock registers. By the 10th day of October, January and April he shall submit a certificate of his verification together with (1) a list of excesses or deficiencies found by him and (ii) a list of articles which have become damaged or unserviceable or are likely to become damaged or unserviceable. The Superintendent shall carefully investigate the facts and where any deficiency or damage is attibutable to carelessness, shall recover the cost from the officer responsible. Excessess so reported may be adjusted and deficiencies written off within the sanctioning powers of the Superintendent, as defined in paragraph 43 of the Manual.	144 ~~148.~~ Quarterly verification of stores by the Store-Keeper. The Store-Keeper shall, once a quarter verify 25 percent of the stores with the ~~unopened~~ bulk and loose stock registers. By the First day of April July, October and January he shall submit a certificate of his verification together with (i) a list of excesses or deficiencies found by him and (ii) a list of articles which have become damaged or unserviceable or are likely to become damaged or unserviceable. The Superintendent shall carefully investigate the facts and where any deficiency or damage is attributable to carelessness, shall recover the cost from the officer responsible. Excessess so reported may be adjusted and deficiencies written off within the sanctioning powers of the Superintendent, as defined in ~~paragraph~~ rule 45 of the Manual.	Stationery is being issued throughout the year and so physical for verification for every quarter is prescribed for the Store-Keeper 25% of the Stores is required to be done in each quarter so that all items are verified in the course of a year.
179. Postings of issues of stationery in the departmental registers. As soon as an indent is received in the Accounts section under rule 178 supra, the posting clerk shall post the issues in the departmental register concerned, and return the indent to the Stores for packing and despatch of the articles to the indenting officers.	145 ~~149.~~ Postings of issues of Stationery in the departmental registers. As soon as indents etc., are received in the Accounts section under ~~148~~ supra the posting clerk shall post the issues in the departmental registers concerned and return them to the Indent Section through the Assistant Store-Keeper to enable the Indent Section to watch for the acknowledgment from the indenting officers. It will be the duty of the Accountant to see that there is no delay in posting and retransmission of indents to the indent section. (137)	This rule has been recasted to avoid inordinate delay in posting and reconciliation work in the Accounts Section. The rule has been renumbered as 149.

Original rule	Revised Rule	Remarks.
180. Posting of issues in the daily totals and in the ledger. When the issues for the day in the several departments have been posted and the total for each department struck, the posting clerk shall post the daily totals register; the entries therein shall then be totalled, compared with the issues in the stock books and the register handed to the ledger clerk for posting the ledger.	146 ~~180~~. Posting of issues in the daily totals and in the ledger. When the issues for the day in the several departments have been posted and the total for each department struck, the posting clerk shallpost the daily totals register; the entries therein shall then be totalled, compared with the issues in the stock-books and the register handed over to the ledger clerk for posting the ledger. It will be the duty of the Accountant to see that there is no delay on the part of the posting and ledger clerks and report to the Assistant Superintendent any slackness on their part.	At present there is no provision in the manual fixing the responsibility for delay. A line has been added fixing the responsibility on the Accountant. The rule has been renumbered as ~~180~~.146
188. Monthly reconciliation of day books and stock books. At the begiining of each month, the balance appearing in the ledger on the last day of ,the preceding month, shall be compared with the totals of the balances appearing against the same date in the unopened and loose stock regisets, maintained in the Store Section. The Head Accountant shall be resposnsible for the correctness of the verification and shall, by the 10th of each month, submit a certificate of his verification together with a memorandum of any adjustment, if any, to be made in consequency of wrong postings in the accounts, for the sanction of the Superintendent, The Memorandum should specify clearly in what accounts the adjustment is to be made. After an adjustment is sanctioned by the Superintendent, it will be the duty of the Head Accountant and the Store-Keeper to see personally that it is carried out in the registers under their charge.	147 ~~187~~. Monthly reconciliation of day books and stock books. At the beginning of each month, the balalnce appearing in the ledger on the last day of the preceding month, shall be compared with the totals of the balalnces appearing against the same date in the ~~unopened~~ and loose stock registers. maintained in the Store Section. The Accountant shall be responsible for the correctness of the verification and shall by the 10th day of each month, submit a certificate of his verification together with a memorandum of ~~any~~ adjustment, if any, to be made in consequency of wrong postings in the accounts, for the sanction of the Assistant Superintendent. The memorandum should specify clearly in what accounts the adjustment is to be made. After an adjustment is sanctioned by the Assistant Superintendent, it will be the duty of the Accountant and the Store-keeper to see personally that it is carried out in the registers under their charge.	No change in the rule is considered necessary. ~~The designation of Head Accountant has been changed as Accountant as per G.O.No. dated~~ The sanction of the Assistant Superintendent for the alterations is sufficient and hence Assistnat Superintendent has been substituted for the Superintendent.

Chapter XII Rem(9) 111-113 may be accepted

17/5/50

Original rule	Revised rule	Remarks;
155. Preparation of price list of Stationery articles: For the purpose of valuing issues from the Stationery Stores, a price list shall be prepared by the Accounts Section and printed at the Government Press, in royal, ~~x~~ octavo size (9⅞ x 6⅛) by the first of April annually. The head of each department shall inform the Superintendent of Stationery not later than the 28th February, how many copies of the price lists he requires for his own office and for offices subordinate to him. In the preparation of this list, the Accounts section shall be guided by the following instructions: (a) In the case of articles received from England, the price of each article as given in the latest invoice shall be converted into rupees, at the average rate of exchange, as ascertained from the Accountant-General, plus the following on account of freight, customs duty, etc. Freight ... 8 per cent Director-General's Departmental charges 3 " Customs duty prevailing at the preparation of the price list - " Indian charges 10 " (b) In the case of articles purchased locally either from private firms or other Government departments, the actual price paid including the cost of delivery into the Stationery Office, if any, during the contract year plus 10 percent shall be taken as the value.	148 ~~120~~. Preparation of price list of Stationery articles:- For the purpose of valuing the stationery supplied by the Stationery Stores, a price list shall be prepared by the Accountant~~s~~ section annually and printed at the Government Press, in royal/ octavo size (9⅞ x 6⅛) in advance of each ~~year~~ official year i.e. by the first of April. The head of each department shall inform the Superintendent of Stationery, not later than the 28th February, how many copies of the price list he requires for his own office and for offices subordinateto him: In the preparation of this list, the Account section shall be guided by the following instructions:- (a) In the case of articles received from England, the price of each article as given in the latest invoice shall be converted into rupees, at the average rate of exchange, as ascertained from the Accountant-General, plus the following on account of freight, customs duty etc. Freight ... 8 per cent Director-General's departmental charges 3 " Customs duty prevailing at the time of preparation of the price list. - " Cost of delivery into the stationery office. (b)	Levy of 21 % departmental charges has been adopted as permanent measure as there is no likelyhood of the market conditions improving in the near future. The rule has been renumbered as ~~120~~/148

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(PTO)

Original rule	Revised rule	Remarks.

155 continued.

(c) In the case of all articles whether obtained from England or purchased locally, which are supplied to officers, whose indents are to be complied with on payment or adjustments, a further addition of 10 percent should be made to the prices in clauses (a) and (b) above to cover Indian charges. But in the case of typewriters and duplicators, which are supplied direct by the agents on orders placed through the Stationery office, a centage charge of one percent only, shall be levied to cover departmental charges, Ten percent commission need not be levied on the x stationery supplied to "The Government House", Military Secretary and his establishament, Band and Body Guard and Surgeon and his establishment.
(d) The rates shall generally be worked out to the nearest anna, 6 pies and above being taken as one anna. But in cases where the pies to be omitted as being less than half an anna ~~fxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ form a large portion of the price of the article, the rates shall be worked out for larger units. The issue rates of articles such as white printing, glazed buff, coloured, ledger and other papers and straw boards, etc. as are purchased at a flat rate for all goods in each class irrespective of the consideration whether any individual items in any class are purchased or not during the supply year.

(b) In the case of articles purchased locally either from private firms or other Government departments the actual price paid including the cost of delivery into the Stationery office shall be taken as the value.
(c) In the case of all articles whether obtained from England or purchased locally, which are supplied to officers, whose indents are to be complied with on payment or adjustments an addition of 21 percent should be made to the ~~xx~~ prices in clause (a) and (b) above x to cover departmental charges. Ten percent commission need not be levied on the stationery supplied to the "Government House", Military Secretary and his establishment, Band and Body Guard and Surgeon and his establishment.
(d) The rates shall generally be worked out to the nearest anna, 6 ~~pxxx~~ pies and above being taken as one anna. But in cases where the pies to be omitted as being less than half an anna form a large portion of the price of the article, the rates shall be worked out for larger units. The issue rates of articles such as white printing, unbleached printing coloured, ledger and other papers and strawboards, etc., as are purchased at a flat rate ~~for all goods in each class~~ irrespective of the consideration whether any individual items in any class ~~xx~~ are purchased or not during the supply year.

applicable to each class consisting of several items will be worked out with reference to the flat rate for all goods in each class.

Rule 148 as revised above may be accepted in this department also.

Fin (Accts)

Pdrs 16.X.50 / Ptr 17.X.50

Ptr 24/10/50

Ptr 27/10/50

JD 17.X.50

Ptr 27/10/50

Ptr 28/10/50

Ptr 28/10/50

Ptr 15.XI.50

Ptr 15.XI.50

Ptr 15.XI.

Original rule.	Revised rule	Remarks.
170. <u>How bills for stationery purchased to be paid.</u> When bills for the purchase of stationery are presented for payment, the Head Accountant shall check them with reference to the committee book and the agreement entered into with the contractor to ascertain first, that the ~~gr~~ articles have been brought to account and, secondly, that the contract rates have not been exceeded, and he shall prepare a contingent bill in the usual form. In the case of contractors at the Presidency Town he shall endorse the bill in favour of the contractor or any financing bank which has been legally empowered by him to receive payments and send it with the vouchers, through the Assistant Superintendent of Stationery to the Superintendent for signature. The contingent bill and the vouchers shall then be made over to the payee for presentation at the office of the Accountant-General for payment and an advice shall, at the same time, be issued to the Accountant-General giving particulars of the bill. In the case of muffassal contractors, payments due to two or more contractors, may be included in a single bill and cheque obtained from the Accountant-General for the amounts due, which shall be sent to the Imperial Bank of India, Madras, for the issue of demand drafts or remittance transfer receipts, in favour of the suppliers or any financing bank which has been legally empowered by them to receive payment for the amounts due to them. In case of supplies made by other departments of Government, the bills are received in triplicate, one copy of which shall be returned duly countersigned to the officers concerned. The amounts in respect of such bills are adjusted in the accounts of the Stationery Office, on receipt of intimation from the Accountant-General and a copy of the bills sent to	149 ~~188~~. <u>How bills for stationery purchased to be paid.</u> When bills for the purchase of stationery are presented for payment, the Head Accountant shall check them with reference to the committee book and the agreement entered into with the contractor to ascertain first, that the articles have been brought to account and, secondly, that the contract rates have not been exceeded, and he shall prepare a contingent bill in the usual form. In the case of contractors at the Presidency town, he shall endorse the bill in favour of the contractor or any financing bank which has been legally empowered by him to receive payment and send it with the vouchers, through the Assisttant Superintendent of Stationery to the Superintendent for signature. The contingent bill and the vouchers shall them be made over to the payee in the city for presentation at the office of the Accountant-General or in Government Treasuries in respect of contractors in the muffassal for payment and the advice shall, at the same time, be issued to the Accountant-General or the Treasury Officer concerned, as the case may be, giving particulars of the bill. In the case of contractors outside the State of Madras, payments due to two or more contractors, may be included in a single bill and cheque obtained from the Accountant-General for the amounts due, which shall be sent to the Reserve Bank of India, Madras for the issue of demand drafts or remittance transfer receipts, in favour of the suppliers or any financing bank which has been legally empowered by them to receive payment for the amounts due to them. In case of	Slightly altered in accordance wutg the prevailing practice.

him for file in his office.

Although the receipt given by a Bank holding a power-of-attorney or transfer deed from the contractor constitutes a full and sufficient discharge for the payment, contractors should, wherever possible, be induced to present their bills duly receipted and discharged through their Bankers.

supplies made by other departments of Government, the bills are received in triplicate, the original and duplicate copies of which shall be returned duly countersigned to the officers concerned. The amounts in respect of such bills are adjusted in the accounts of the Stationery Office directly by the Accountant-General on receipt of countersigned bills from the supply departments

Original Rule	Revised Rule	Remarks.
190. How unserviceable articles to be disposed of. All such articles as the Superintendent with referenee to paragraph 187 and 189 supra finds to be no longer required or to be unfit for issue shall be at once separated from the main stock and kept in a room under lock and key and they shall be entered in the register of articles returned (no.3. in Appendix XLV, S.Sty. 54 and dealt with in the manner laid down in paragraph 193 infra.	150 152. How unserviceable articles to be disposed off. All such articles as the Superintendent finds, with reference to rules 143 and 144 supra, finds to be no longer required or to be unfit for issue shall be at once separated from the main stock and kept in the register of articles set apart for auction S.Sty.40 and dealt with in the manner laid down in the rule 153 infra. All articles condemned and noted as "condemned" and set apart for auction in the register of returned articles be entered in a separate register called "the register for articles to be auctioned". (Appendix S.Sty.40)	In this rule a register has been introduced to enter articles which have been condemned and set apart for auction as hitherto this has been maintained in a rough register. The rule has been renumbered as 152
191. How articles returned by offices are dealt with. All articles returned to the Stationery Office under paragraphs 55 to 59 and paragraph 88 of the Manual, shall be entered in the register to be maintained for the prupose in the Accounts Section. The articles shall at once be examinded by the Assistant Superintendent, and if they are to be good and fit for issue, shall be sent with an adjustment slip bearing the serial number of the entry in the register of the Stores, where the articles shall be added to stock. The transaction shall be posted in the stock register by way deduction from issues. The adjustment slip will then be returned to the Accounts section where a similar entry will be made in the departmental register concerned and the adjustment slip be filed with the connected papers.	151 153. How articles returned by the offices are dealt with. All articles returned to the Stationery Office under rules 59 to 62 and rule 87 of the Manual, shall be entered in the register to be maintained for the purpose in the indent section. The articles shall at once be examined by the Assistant Superintendent, and if they are found to be good and fit for issue, shall be sent with an adjustment slip bearing the serinal number of the entry in the register to the Stores, where the articles shall be added to stock. The transaction shall be posted in the stock register by way of deduction from issues. The adjustment slip will then be returned to the Accounts section where a similar entry will be made in the departmental register concerned and adjustment slip be filed with the connected papers.	In the original rule the register is intented to b maintained by the Account Section. It is appropria for the register to be maintained by the Indent Section which arranges fo the supply. Similarly th clothing section which arrange for the supply of clothing is in a better position to dispose of th articles of clothing so returned. Hence the rule has been revised suitably The rule has been renumbe as 153. (87)

Original rule	revised rule	Remarks.
	transferred by the Indent section after compliance are promptly transmitted to the Accounts section for posting the issues in the departmental registers and ledgers.	153
192. How damaged articles to be disposed of:-	152 ~~154~~. How damanaged articles to be disposed of:-	
Articles of stationery including cyclostyle machines which areunfit for reissued and which cannot be economically repaired and which are returned under paragraphs 58 to 59 and 88 will be condemed by the Assistant Superintendent and set apart for auction.	Articles of stationery including cyclostyle machines which are unit for reissue and which cannot be economically repaired and which are returned underrules ~~55~~ to ~~59~~ 62 & 88 will be condemed by the Assistant Superintendent and set apart for Auction.	No change is considered necessary. The rule has been renumbered as 152
193. Sale of Unserviceable and other articles by public auction.	153 ~~155~~. Sale of unserviceable and other articles by public auction	
The Assistant Superintendent shall arrage for the sale ~~of~~ auction once a quarter of all articles entered in the register and ordered to be treated as damanged unserviceable en not required for use and obtain the orders of the Superintendent for confirmation of the sale.	The Assistant Superintendent shall arrange for the sale in auction once a quarter of all articles entered in the register and ordered to be treated as damaged unserviceable or not required for use and obtain the orders of the Superintendent for confirmation of the sale.	No change is considered neces.
194. Quarterly certificate regarding the disposal of damaged articles:-	154 ~~156~~. Quarterly cerfidate regarding the disposal of damaged articles:-	
The Assistant Superintendent shall once a quarter certify in the remarks column of the register that all articles returned to the Stationery office have been disposed of in accordance with these rules.	The Assistant Superintendent shall once a quarter certify in the remarks column of the register ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ of unserviceable typewriters and the register of other condemed articles , that all articles returned to the Stationery office have been disposed of in accordance with these rules.	There is not specific mention of the register in which it is required Hence the slight change.

Original rule	Revised rule	Remarks.
195. Annual Stock taking by a special officer:-	155 ~~157~~. Annual Stock taking by a special Officer.	
The stock of stores in the Stationery office shall be verified each year with reference to the balances appearing in the stock registers maintained in the Stores section, on the dates of verification by an officer specially appointed by Government. The stock taking shall commence on or as soon as possible after 1st May. The period of stock taking shall in no case exceed six weeks without the special sanction of the Government. During the period of stock taking the issue and receipt of stores shall ordinarily be suspended. Urgent demands may, however, be complied with under the orders of the Superintendent if delay in supplying the stores indents for is likely to cause inconvenience to the public office.	The stock of stores in the Stationery office shall be verified each year with reference to the balances appearing in the stock registers maintained in the store section, on the date of verification, by an officer specially appointed by Government. The stock taking shall commence on or as soon as possible after 1st APRIL. ~~May.~~ The period of stock taking shall in no case exceed six weeks without special sanction of the Government. During the period of stock taking the issue and receipt of stors shall ordinarily be supended. Ungent demands may, however be complied with under the orders of the Assistant Superintendent if delay in supplying the stores indented for is likely to cause inconvenience and dislocation ~~to~~ of work in the indenting office.	As the Assistant Superintendent of Stationery directly in charge of the Stationery Office it is better to author him to permit the issu of Stationery during stock taking. Hence suitable change propos The date of stock taking has been advanced to 1st April to allow the supplies for the new year to be received and taken to account after the stock taking.
196. Receipts of country articles not to be ACCEPTED prior to stock taking:-	156 ~~158~~. Receipts of country articles not to be ACCEPTED prior to stock taking.	
It will be the duty of the Store keeper to see that prior to the annual stock taking the balances in the loose stock are reduced to a minimum. To this end, he shall see that as far as possible, no stores are transferred from the unopened to the loose stock, unless required for issue prior to 31st March, and the supplies of country articles are not accepted between 1st April and the date on which the stock taking is completed, unless they are actually required for issue, in whole or in part during those months.	It willbe the duty of the store keeper to see that prior to the annual stock taking the balances in the loose stock are reduced to a minimum. To this end, he shall see that as far as possible, no stores are transferred from the ~~unopened~~ to the loose stock, unless required for issue prior to 31st March, and the supplies of country artilces are not accepted between 1st April and the date on which the stock taking is completed, unless they are actual y required for issue, in whole or in part duxin/ those months.	No change is considered necessary.

Original rule	Revised rule	Remarks.
197. Store keeys to be with the Assistant Superintendent during stock taking:-	157 ~~169~~. Store keeys to be with the Asst.Supdt. of Stationery during stock taking.	
Prior to the commencement of stock taking, the store keeper shall hand ove the keys of the store rooms to the Assistant Superintendent of Stationery. The Assistant Superintendent shall delivery the keys of the particular room under examination to the stock taking officer and shall receive it back every evening, while the stock taking continues.	Prior to the commencement of stock taking the store keeper shall hand ove the keeys of the stores rooms to the Assistant Superintendent of Stationery. The Assistant Superintendent shall delivery the keys of the particular room under examinationto the stock taking officer and shall receive it back every evening, while the stock taking continues.	No change is conseidered necessary
198. Verification of open and unopen stock by stock taking officer:-	158 ~~159~~. Verification of ~~open~~ and ~~unopen~~ loose bulk stock by stock taking officer.	
The entire stock in each section shall be verificed before passing to the next section, first the loose stock and then the unopened stock of the same section.	The entire stock in each section shall be verified before passing to the next section, first the loose stock and then the ~~xxxxxxx~~ bulk stock.	The words"of the same section" in the end of the rule have beem omitted as the whole unopened stock whether of A,B,C or D sections hsould be regarded as one section under one stock register. The loose stock section A B & C have separate stock registers the stock is to be verified with reference to the stock section. It is a misnomer to call unopened stock for A,& C sections, just because a few items such as ink bottels and bags, twine bundles of these sections are kept in the Godown for want of space in the loose section

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Original rule	Revised rule	Remarks.
199. Verification of intact bundles etc.,	159 Verification of intact bundles etc.,	156
While checking the loose stock, the stock taking officer shall proceed to the several racks and almirahs in which the articles are stores and examine them there. If the loose stock consists of boxes packets or bundles of a uniform size and with their orginal packing intact, it shall siffice if the boxes packets or bundles are counted in detail and 5 percent of each particular class, selected at random opened and tested. All broken boxes packets or bundles shall however be verified in detail.	While checking the loose stock, the stock taking officer shall proceeed to the several racks and almirahs in which the articles are stored and examine them there. If the loose stock consists of boxes packets or bundles of a uniform size and with their original packing intac, it shall suffice if the boxes packets or bundles are counted in detail and 5 percent of each particular class selected t random opened and tested. All broken boxes packets or bundles shall however be verified in detail.	No change in the rule is considered necessary.
200. How unopened stock to be verified by the stock taking officer.	160 ~~162~~. How unopened stock to be verified by the stock taking officer.	
The bales or cases of each particular class of article in the unopened stock shall be counted in detail and 1 percent of the bales or cases of every kind of stock the number of which exceed 20 opened and examined the examination of the rest being left to the discretion of the stock taking officer.	The bales or cases of each particular class of article in the bulk stock shall be counted in detail and at least one bale or case of every kind of stock, shall be opened and examined. But when the number of bales or cases exceed 100 one percent of these shall be so examined.	This rule has been slightly altered to facilitate the Stock taking Officer to check all the items in the bulk stock.
201. Classification of articles during stock taking:-	Delated. This ~~may be~~ is deleted as no such case has arisen, This provision will only lead to unnecessary dispute.	Delated. This may be delated as no such case has arisen. This provision willon y lead to unnecessary dispute. Further the articles taken to stock are given the item No. in appendix I while opening index carns.
When during the course of stock taking, the stock taking officer and the store keeper disagree as to the head under which any particular article or articles should be classified, the matter shall atonce be referrred to the Stock taking officer to the Superintendent of Stationery, whose orders shall be final.		

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Original rule	Revised rule	Remarks.
202. The entry in the stock registers to be made by the stock taking officer in red ink with initials and date under each item. As he checks each particular article, the stok taking officer shall in his own hand enter in red ink, the quantities actaully found by him inthe stock register concerned and shall initial and date ev ry such entry.	161 ~~163~~. The entry in the stock registers to be made ~~made~~ by the stock taking officer in red ink with initials and date under each item. As he checks each particular article the stock taking officer shall in his own hand enter in red ink, the quantities actually found by him in the stock register concerned and shall initial and date every such entry.	No change in the rule is considered necessary.
203. Preparation of excess and deficienty statement As the stock taking proceeds, a statement showing in one view the book balance, the balance actually found by t e stock taking office and the difference, if any withits valuation under each head be posted daily by the stock clerks, verified and accepted by the store keeper and checked by the Accounts section and the stock taking officer shall be responsible for seeing that this is done.	162 ~~164~~. Preparation of excess and deficienty statement:- As the stock taking proceeds, a statement showing in one view the book balance, the balance actually found by the stock taking officer and the difference, if any with its valuation under each head shall b e posted daily by the stock clerks, verified and accepted by the Store keeper and checked by the Accounts section and the stock taking officer shall be responsible for seeing that this is done.	No change in the rule is considered necessary.
204. The stock taking officer's report to be SUBMITTED to the Superintendent of St tionery for transmission to Government. At the close of the stock taking and before he leaves the Stationery Office, the stock taking Officer shall counter sign the statement and submit it to the Superintendent of Stationery with his remarks and with a certificate in the form noted below:- " I hereby certify, that I have personally verified actual counting, the stock of stationery in the Stationery office with reference to the balances appearing on the date of verificationof the several items in the stock registers mentained in the stors section	163 ~~165~~. The Stock Taking officer's report to be submitted to the Supdt. of Stationery for transmission to Government. At the close of the stock taking and before he leave the Stationery Office, the Stock taking Officer shall counter sign the statement and Submit it to the Superintendent of Stationery with his remarks and with a certificate in the for noted below:- " I hereby certify that I have personally verified actual counting, the stock of stationery in the Stationery office with reference to the balances appearing on the date of verification of the several items in the stock registers maintained in the store section.	No change is considered

Encl 5

Revised rules 149 — 163 may be accepted

1795

11/10

28/8/50

CHAPTER XIII.

RETURNS AND FORMS RELATING TO ~~MATTER OF GENERAL INTEREST TO~~ THE STATIONERY OFFICE.

166
~~168.~~ The list of returns due to and from the Stationery office and the list of registers and forms maintained in the Stationery office are furnished below as annexure A,B and C.

ANNEXURE A.

List of returns due to the Stationery Office.

Serial No.	Name of the return.	Date when due.	Officer from whom the return is due.	Remarks.
1.	Statement of Stationery receipts in several treasuries.	By the 10th of each month for transactions of the previous month.	Officers in charge of Treasuries.	
2.	Statement showing receipts on account of XLV Stationery and Printing--Stationery Receipts.	Monthly.	Accountant-General.	

Annexure B.

B.--LIST OF REPORTS AND RETURNS DUE FROM THE STATIONERY OFFICE.

Max No.	Date on which due.	Nature of return or report.	To whom due.
1.	5th January of each year.	A calender year summary of the salient features of the Administration of the Stationery Department.	To the Chief Secretary to Government, Public Department.
2.	15th February of each year.	Application for surrenders, additional appropriation and reappropriation.	Education Department & Finance department.

1	2	3.	4.
3.	10th March each year.	Reports regarding any Material alterations that may be found necessary in the revised estimate.	Education Department ~~and~~ Finance Department and Accountant-General.
4.	15th April each year.	Permanent Advance acknowledgement.	Accountant-General.
5.	do.	Statement of write off.	do.
6.	20th April.	Detailed statement of Permanent Establishment ~~Statement~~	do.
7.	do.	Statement of supplies made to Town-Surveyors.	do.
8.	1st June.	Statement of supplies made to Jail Department(Manufacturing Section).	do.
9.	25th July	Administration Report (Annual Statistics only).	Education Department. ✓
10.	1st August.	Establishment statement of numbers.	do:
11.	Within a month after the completion of stock taking.	Report of the result of ~~t~~ stock-taking.	do.
12.	10th August.	Manuscript notes required for the Presidency Administration Report.	Finance Department.
13.	15th August.	Forecast of stores requires from England.	Education Department. ✓
14.	1st September.	Exhibition of losses in Government account and appropriation account.	Accountant-General.
15.	do.	Expenditure under 57. Ms. cost of books and periodicals supplied to High Commissioner for India.	Finance, Budget Compilation Department. ✓
16.	15th September.	Budget Estimate of charges-Provincial.	Education Department, Finance Department and Accountant-General.
17.	20th September.	Budget Estimate of receipts--Provincial.	do.
18.	1st December.	List of amendments issued to the Stationery Manual.	Education Department. ✓

Original rule	Revised rule	Remarks.
Stationery Office in accordance with aphs 198 to 203 of the Stationery . I further certify that there are no other articles in the store rooms which have not been examined by me and 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 these dates"	of the Stationery Office in accordance with paragraphs 158 & 162 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 the list of excesses and deficiencies herewith submitted is a true and complete list of all variations between the balances appearing on the date of verification and the stock on handon those dates".	160
205. Date of submission of the report of the Stock taking officer to Government. The Superintendent of Stationery shall submit the statement with any remarks he may have to offer, so as to readh the Government before 1st August at the latest.	164 ~~166.~~ Date of submission of the report of the Stock Taking officer to Government. The Superintendent of Stationery shall submit the statement with any remarks he may have to offer, so as to reach the Government before 1st ~~August~~ July at the latest.	No change in the rule is considered necessary. The date for the submission of report to Government has been advanced following the advance of date of stock taking.
206. Adjustment of excess and deficiency in the day books owing to stock taking. In order that the stock registers in the Store department and the ledger in the Accounts department, may start with the same figures immediately after the statement of excessee and deficiencies had been countersigned by the stock taking officer, an entry shall be made under the orders of the Superintendent to the following effect, in the ledger maintained in the Accountsxx section of the office, against those items in which excesses and deficiencies have been found. "adjusted as per stock taking of 195.	165 ~~167.~~ Adjustments of excess and deficienty in the day books owing to stock taking. xxxx After the stock taking is over the Stocks as reported by the Stock taking Officer shall be adopted in thestock regiters and ledgers thus "as per stock taking of 19 "	The rule has been revised to express in simple terms what is required to be done.

May be accepted

Annexure. C.

Serial Number. Revised.	Old.	Name of the Register or form.	Instructions as to use.	Remarks.
			ACCOUNTS SECTION.	
S.Sty.1.	15.	Ledger of daily receipts & ~~xxx~~ issues.	The daily receipts and issues of all articles of Stationery European and Indian manufacture are recorded in this register. The balance under each article in which there have been transactions shall be struck at the end of the day.	½ Azure laid D.F. 24 lbs. ruled and numbered. Full leather bound. Book of 100 forms with index sheets (rulled).
	2. 18	Departmental issue register.	These are the primary records of ~~x~~ issues maintained in the accounts section. The indents as complied with are posted in this register and ~~the~~ entries therein totalled daily. The daily totals of issues to all departments are also posted in a separate set of these registers from which the daily ledger is posted up.	½ unbleached printing D.F. 20 lbs. rulled and numbered Brown wrapping wrapper. Booklets of 94 pages and a fly leaf.
	3. 22.	Register of Europe receipts.	All the articles ~~xx~~ indented for on the Director General of Stores, the number and date of invoice on whicy they were supplied and the rate and value of each article are noted in this register. Customs duty and Port ect. dues are also noted in this register. This is one of the records for preparation of the annual price list.	½ White printing D.F. 20 lbs Ruled and numbered. Stiff cover. Book of 50 forms.
	4. 14	Demand Collection and balance register.	The value of all indents supplied on payment or on book adjustment shall be noted in this register as also all fines imposed on contractors and other miscellaneous recoveries for which the Stationery Office is responsible.	½ long white printing D.F. 20 lbs. Ruled and numbered. Full calico bound Book of 100 forms.
	5. F.11.14.	Chalan book in triplicate.	This form is used to remit cash into the Bank to the credit of Stationery & Printing--Stationery receipts.	½ Unbleached D.F. 20lbs. Book of 100 forms in triplicate. Stiff bound and page numbered.
	6. 6.	Grouping register form.	This is used to value receipt issues opening and closing balance of Stationery ~~xxx~~ for the year.	1 White printing Royal 20½ lbs. rulled.
	7. 7.	Country articles valuation form.	This form is used to valuate country ~~xxxx~~ receipts.	½ unbleached printing D.F. 20 lbs. Ruled on both sides.
	8.	Draft forwarding bill for the supply of Stationery to paying Departments.	This form is used for forwarding triplicate bills for counter signature and also for the remittance of cash in Government Treasuries towards the cost of Stationery etc. supplied by this office.	½ Unbleached D.F. 16 lbs. ~~(with as many drafts as can be printed on each sheet).~~
	9.	Draft forwarding countersigned bill to Accountant-General.	This form is sued whenever countersigned bills are sent to the Accountant General for adjustment.	-Do-

CORRESPONDANCE SECTION.

S.Sty. No. Revised No.	Old No.	Name of the Register or form.	Instructions as to use.	Remarks.
10.	32.	Register of permanent numbers assigned to typewriters and other machines.	Each Typewriter or Duplicator supplied to an officer is entered in this register and a permanent number is given to it. All correspondence relating to the machine from the time when it is brought to the time when it is finally condemned is arranged together and the whole file bears this permanent number.	½ white printing D.F. 20 lbs. Ruled. Half leather bound. Book of 200 forms.
11.	24.	Register of typewriters, Rotary duplicators and and other machines received.	All typewriters and other machines received in the Stationery office and how they are disposed of are shown in this register.	½ unbleached printing D.F. 20 lbs. Ruled. Stiff Cover. Book of 100 forms.
12.	25.	Register of loan machines. (Typewriters, duplicators, etc.).	All second hand typewriters and other machines fit for being lent or lent to officers are entered in this register.	½ white printing D.F. 20 lbs. Ruled. Stiff cover. Book of 100 forms. Pages to be numbered serially. Fly sheets to be provided in front for index.
13.	34.	Register of Typewriting machines supplied to Gazetted officers.	All typewriters supplied to Gazetted officers on the instalment system for their personal use together with the cost of such machines are entered in this register.	½ unbleached D.F. 20 lbs. Ruled. Book of 50 leaves.
14.	29.	Register of unserviceable typewriters, Duplicators, etc.	All typewriters and other machines condemned by the Superintendent as unserviceable are entered in this register and amount realized by sale of such typewriters etc. are also noted in it.	½ unbleached D.F. 20 lbs. Rulled. Stiff cover. Book of 50 forms.
		Form for opening permanent file for typewriters and other machines.	This form is used for opening permanent file for typewriters etc. Pattern, serial number, cost and the date of supply will be entered in this form.	1/8 White printing D.F. 16.Lbs.
16.		Draft intimating permanent file number for typewriter etc.	This form is used for intimating to offices permanent file number to enable them to quote it in all correspondence relating to the machine and also to facilitate stationery office to take the connected records for quick disposal.	½ unbleached D.F. 16.1bs.
17.		Office note for accepting repair estimate for typewriters etc.	This form will give the history of the machine whenever it comes for repair.	½ white printing D.F. 16 lbs.
18.		Draft accepting estimate for repair received from the Typewriter Co.	This form is used when estimate ~~of~~ for repair ~~received from the Typewriter~~ is accepted by the Stationery office.	1/8. Unbleached D.F. 16 lbs.
19.		Draft accepting estimate for repairs received through the officer.	This form is used when officers obtain and forward repair estimates either from the typewriter Co. or from a reliable typewriter mechanic.	-Do-

22.	Draft arranging supply of loan machine to ~~mufaxxxx~~ city offices.	These forms are used when arrangements are made by this office to supply loan machines to officers until such time their machines are under repair.	1/8 Unbleached D.F. 16 lbs.
23.	Draft arranging supply of loan machine to mufassal offices.		
24.	Draft arranging supply of new machine in place of condemned machine to city offices.	These forms are used when arrangements are made to supply new machines in place of condemned ones.	-Do-
25.	Draft arranging supply of new machine in place of condemned machine to mufassal offices.	The same form are also used when new machines are supplied to new offices.	
26.	Letter of authority to take delivery of the machine from the Typewriter Co.	This form is ~~sued~~ used when a representative of Stationery office is deputed to bring the machine from the Typewriter Coy.	1/8 Unbleached D.F. 20 lbs.
27.	Coverring letter to send the machine to the typewriter company for repair.	This form is used when the machine requiring repair is sent to the typewriter company requesting them to examine and send an estimate of repair.	-Do-
28.	Draft Acknowledgement for the receipt of the machine.	This form is used for acknowledging the receipt of the machine in the Stationery office.	1/16 long -Do-
29.	Draft recalling loan machine.	This form is used for recalling loan machines issued for temporary use.	-Do-
30.	Draft reminder to typewriter company to expedite repair.	This form is used to arrange with Typewriter Company to deliver the machine urgently duly repaired.	-Do-
31.	Draft requesting the officer regarding the receipt of the machine ~~fax~~ from the Typewriter Company.	This form is used for getting an acknowledgement for the receipt of the machine from the typewriter Company and also the working report of the machine after repairs. ~~The officer is also requested to return the repair bill received from the Company for payment.~~	

42.	2.	Balance slip (large) 13½ x 8½	These forms are used for issue of balances of Stationery articles due to officers and for invoicing small indent.	Unbleached D.F. 20 lbs. to be used.
43.	3.	Balance slip (small) 8½ x 6½		
44.		Draft objection on indents.	This form is used when the article claimed by officers are either curtailed or objected to.	⅛ umbleached D.F. 16 lbs. List of objections to be printed on the reverse.
45.	8	Letter of advice to take delivery of Stationery.	This form is used for intimating the dates fixed for the issue of local indents to the officers concerned.	1/16. Unbleached D.F. 20.lbs.
46.		Draft forwarding content slip to mofussil offices.	This form is intended to get acknowledgement from officers for the articles supplied and also the certificate of receipt.	⅛ unbleached D.F. 20 lbs. Certificate of receipt to be printed on the reverse.
47.		Draft forwarding list of articles supplied to city offices.	This form is intended to get acknowledgement from officers for the articles delivered to their representative.	-Do-
48.	5	Reminder post card to get contant slips etc.	This is used to call back the content slip.	1/25. white cartridge Royal 60 lbs. Post card size.

STORE SECTION.

49.		Register of all receipt of consignments in stores.	This register is intended to be maintained by the Store keeper to enable him to account for all articles received in the stores.	¼ unbleached D.F. 20 lbs. Ruled. Stiff bound. Book of 100 forms.
50.		Stationery Committee book.	This is the record of all articles of country manufacture supplied by contractors, other public departments and articles purchased locally.	¼ white printing D.F. 20 lbs. ruled. Half calico bound. Book of 100 ~~leaves~~ forms.
51.	20	Bulk stock book.	All intack bales and reams received into and issued from the stores shall be entered in this book.	¼ Azure laid D.F. 24 lbs. Half leather bound. Book of 200Ø forms with ruled fly sheet in front for index.
52.	19	Loose stock book.	All article received from the bulk stock for being issued on indent in peacemeal and other articles received into and issued from the several sections of the stores shall be entered in this book.	-Do-
53.		Store register.	This is the record for the	

56.	13.	Balance register.	All articles not supplied by the stores for want of stock shall be entered by the stores in this register and the balance slips prepared by the stock clerks concerned and sumbitted to Assistant Superintendent through the indent section to guard against double supply.	~~1/8~~ 1/4 long unbleached D.F. 20 lbs. Ruled.Stiff cover with flag leaves (ruled) for index.
57.		Register of all purchases made from contigencies.	This register is intended for noting and ~~xxx~~ obtaining sanction of Superintendent of Stationery or Assistant Superintendant of Stationery as the case may be for the purchase of articles required specially for the Stationery office from time to time.	1/4 unbleached D.F. 20 lbs. Ruled and numbered with fly sheets ruled for index.
58.		Index cards.	This card is mainly intended for indicating the description, receipt, issue and the balance at the end of each day against each lot in the bulk stock and in the loose stock of stationery stores.	1/12. white cartridge Royal 60 lbs. Ruled. To be printed on both the sides.
59.	31.	Check register of orders and supplies.	Common to all sections: This register shall show the quantities of all country articles ordered with the date on which the supplies are due, the quantities actually supplied and the balance due from the contractors.	1/4 unbleached D.F. 20 lbs. Ruled.Stiff cover.Book of 100 leaves.
60.	30.	Transit register.	All papers including indents etc. transferred from one section to the other are entered in this register.	~~1/4~~ 1/8. long unbleached Printing D.F. 16 lbs. Stiff cover. Book of ~~100~~ 50 forms.

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S.Sty.1.

LEDGER OF DAILY RECEIPTS AND ISSUES. 97

Date.	Received	Issued	Balance on hand.	Date.	Received.	Issued	Balance on hand.

S.Sty. ~~12.~~ 2

DEPARTMENTAL ISSUE REGISTER AND REGISTER OF DAILY TOTALS OF ISSUE OF STATIONERY.

	Number of indents.	Date of supply in the month of	To whom supplied.	Station.	Writing imperial, M.M., B.L., 72 lb. RMS.	SHTS.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14	8					
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Headings to following columns as per list of articles stocked for supply.
(Vide Appendix 1)

LEDGER OF DAILY RECEIPTS AND ISSUES.

S.Sty.1.

Date.	Received, Issued, on hand.	Balance on hand.	Date.	Received, Issued, on hand.	Balance on hand.

S.Sty.3.

FORM OF EUROPE RECEIPT BOOK.

Receipts from Europe during the official year .....

Description of article.	Quantity due on indent.	Name of vessel.	Number & date of Invoice.	Quantity received	Invoice rate.	English value.	Indian value at s.d. per rupee.	Add 8% on account of freight, establishment, Insurance, etc.	Total Indian Value.	Customs duty.	Port-Trust Dues. etc

DEMAND, COLLECTION, AND BALANCE REGISTER FOR THE YEAR

S.Sty.4.

| Serial number. | | |

S.Sty.4.

DEMAND, COLLECTION, AND BALANCE REGISTER FOR THE YEAR

Serial number.	I.R. Number and date of valuation statement or reference to order authorising recovery.	Officer, contractor or other person from whom due.	Balance at the beginning of the year.	Current Demand.						Recovery.		If remitted, number and date of order granting remission.	Balance at the close of the year.	Remarks.
				Articles supplied.				Fines of recoveries.	Total.	Date.	Amount.			
				Value.	10 per cent addition on account of Indian charges.	Packing charges.	Freight or postage.							
			Rs. a. p.	Rs. A. P.	Rs A. P.	Rs. a. P.	Rs A. P.	Rs a p.	Rs A. P.	--	Rs. a. p.	Rs A. P.	Rs. A. P.	

Chalan Book. S.Sty.5.
(in triplicate).

Stationery office,
Madras, 19

ORIGINAL.

PROVINCIAL.

The Manager,
Reserve Bank of India, Madras.

Sir,

Please receive to the credit of the Madras Government Rs.
Cheque for rupees collected in this office on the following accounts and credit it to XLV. Stationery and Printing-Stationery Receipts--Provincial/ 56.c. deduct value of Stationery supplied to other Governments and Paying departments.

On what account.	Amount. Rs. A. P.	Remarks.
Sale - proceeds of stationery.		
" of stationery boxes, etc.		
" of unserviceable articles.		
Recoveries from subordinates on account of Stationery lost.		
Total.		

for Superintendent of Stationery.

DUPLICATE.

TRIPLICATE.

DEMAND, COLLECTION, AND BALANCING OF PUBLIC MONEY.

S.Sty.4.

| Serial number. | | |

S.Sty.6.

GROUPING REGISTER FORM.

Description of articles.	Balance on 1st April.		Receipts.		Issues.		Balance.		Rate for
	Quantity.	Value.	Quantity.	Value.	Quantity.	Value.	Quantity.	Value.	

S.Sty.6.

Chalan Book.
(in triplicate).

Stationery office,
Madras, 19

ORIGINAL.

PROVINCIAL.

The Manager,
Reserve Bank of India, Madras.

Sir,

Please receive to the credit of the Madras Government Rs.
Cheque for rupees collected in this office on the following
accounts and credit it to XLV. Stationery and Printing-Stationery
Receipts--Provincial/ 56.c. deduct value of stationery supplied to other
Governments and Paying departments.

On what account.	Amount.		Remarks.
	Rs.	A.	P.
Sale - proceeds of stationery.			
" of stationery boxes, etc.			
" of unserviceable articles.			
Recoveries from subordinates on account of Stationery lost.			
Total.			

for Superintendent of Stationery.

DUPLICATE.

TRIPLICATE.

COUNTRY ARTICLES VALUATION FORM. S.Sty.7.

STATEMENT OF ARTICLES PURCHASED LOCALLY.

C.B.No.	Quantity.	Value.	C.B.No.	Quantity	Value
		Rs. A. P.			Rs. A. P.

Draft forwarding countersigned bill to Accountant General, Madras. S.Sty. 9.

From

The Superintendent of Stationery,
M a d r a s.

To

The Accountant-General,
Fort Saint George,
M a d r a s.

R.C. No.
D.C.B.No. dated

Sir,

Sub: Stationery - Supply - Cost - adjustment of -

I enclose a duly countersigned bill for Rs.

Please adjust the amount as reduction in expenditure under "56.C. Deduct - value of stationery supplied to other Governments and paying Departments" and inform me.

for Superintendent of Stationery.

Encl.
One countersigned bill.

REGISTER OF PERMANENT NUMBERS ASSIGNED FOR TYPEWRITERS AND OTHER MACHINES. S.Sty.10.

Permanent number in the register.	Pattern and serial number of the machine.	Officer to whom supplied.	Office File Number.	Final Disposal of the machine.	C.No. or S. No. in the register of unservicable typewriters.	Remarks.

S.Sty.11.

REGISTER OF TYPEWRITERS, ROTARY DUPLICATORS AND OTHER MACHINES RECEIVED.

Serial Number.	Date of receipt.	From whom received	Current Number.	Pattern, model number & serial Number of machine.	How disposed of.	Date of Disposal	'Reference ' 'to folio ' 'No. or item' 'No. of the' 'register ' 'of loan or 'condemned ('typewriter -s if given on loan or condemned or the current NO. & the name of the Typewriter Co. to which sent for repairs.	Remarks.

S.Sty. 12

REGISTER OF LOAN MACHINES (TYPEWRITERS, ROTARY DUPLICATOR, ETC.)--PATTERN, MODEL NUMBER AND SERIAL NUMBER.

To whom issued.	Date of issue Period for which allowed.	Date of receipt back.	If condemned: When condemned.	If condemned: Item number in register of condemned machines.	Reference to the transaction.	Remarks.

S.Sty.13.

REGISTER OF TYPEWRITING MACHINES SUPPLIED TO GAZETTED OFFICERS.

Serial number.	Current number.	Name of officer.	Date of purchase or order.	Pattern and serial number of the typewriter.	Cost of the machine.	Amount of commission.	Item number in the D.C.B. register.	Number assined to the machine in the register of permanent numbers.

S.Sty.14.

REGISTER OF UNSERVICEABLE TYPEWRITERS, ROTARY DUPLICATORS AND OTHER MACHINES.

Serial number.	Make and serial number of machine	Reference.	Age.	Date of condemnation.	Initials of Assistant Superintendent	Date of sale.	Amount of sale proceeds.	Date of credit in the cash book.	Initial of Manager.	Remarks.

S.Sty.14.

REGISTER OF UNSERVICEABLE TYPEWRITERS, ROTARY DUPLICATORS AND OTHER MACHINES.

Serial number.	Make and serial number of machine.	Reference.	Age.	Date of condemnation.	Initials of Assistant Superintendent	Date of sale.	Amount of sale proceeds.	Date of credit in the cash book.	Initial of Master.	Remarks.

Form for opening permanent file
for typewriters & other machines.

S.Sty.15.

F.No.

211

No.B.

PATTERN.

SIZE.

SERIAL No.

COST.

DATE OF SUPPLY:

TO WHOM SUPPLIED:

for Superintendent of Stationery.

Draft intimating permanent
file number for typewriter etc. S.Sty.16.

From To
The Superintendent of Stationery, The

M a d r a s.

No.B. dated

Sir,

Sub: TYPEWRITER/DUPLICATOR-- New
serial No. supplied--File number intimated

The new typewriter/duplicator supplied to you has been given " F " as its permanent file number. Please refer this office file number in future correspondence relating to the machine.

for Superintendent of Stationery.

Office note for accepting repair
estimate for typewriters etc.

S.Sty. 17.

No.B.

Make of the machine.

Serial No.

With whom the machine is
at present.

Date of original supply.

Age: Years. Months.

Original cost Rs.

Amount spent on repairs Rs.

Please see estimate No. dated for
Rs. furnished by Messrs
for repairing and overhauling the above machine including cost of spare parts etc., to be supplied and fitted to the above machine.

For orders, whether the estimate be accepted for
Rs.

418

Draft accepting estimate for
repair received from the
Typewriter company.

S.Sty. 18.

419

From

To

The Superintendent of Stationery,
Madras.

No. dated

Sir,

Sub: TYPEWRITER/DUPLICATOR
Ref: Your estimate No.

Your estimate referred to above has since been accepted for Rs. Please execute repairs as per estimate and return the machine at an very early date to the officer. Your repairs bill may also be sent to the officer direct with a request to forward it to this office along with a certificate of good working condition of the machine, endorsed on all the copies of the bills. The bill will be passed for payment on receipt from the officer.

for Superintendent of Stationery.

Copy to

with a copy of the Company's estimate for information and necessary report on receipt of the above machine after due repairs.

A21

Draft accepting estimate for repairs
received through the officer.

S.Sty. 19.

From

The Superintendent of Stationery,
Madras.

To

No. Dated:

Sir,

Sub: TYPEWRITER--

Ref:

The estimate No. dated for Rs.
has been accepted for Rs. on condition that the Company/
mechanic should give a written guarantee for the good working condition of the above machine for a period of one year from the date of repairs and they/he should also be willing to repair the machine free of cost during that guaranteed period, if the machine falls into disrepairs again.

On obtaining the said guarantee you may arrange to entrust the repairs to the above machine to the above firm/mechanic. After completion of repairs, please inform this office of the satisfactory working of the above machine and also forward the repair bill to this office for payment along with the working report endorsed on all the copies of the bills.

The duplicate of the estimate is returned herewith.

for Superintendent of Stationery.

Draft accepting estimate for repairs
received through the officer.

S.Sty. 19.

From To

The Superintendent of Stationery,
Madras.

No. Dated:

Sir,

Sub: TYPEWRITER--

Ref:

The estimate No. dated for Rs.
has been accepted for Rs. on condition that the Company\
mechanic should give a written guarantee for the good working condition
of the above machine for a period of one year from the date of repairs
and they\he should also be willing to repair the machine free of cost
during that guaranteed period, if the machine fails into disrepairs
again.

On obtaining the said guarantee you may arrange to entrust the repairs to the above machine to the above firm\mechanic. After completion of repairs, please inform this office of the satisfactory working of the above machine and also forward the repair bill to this office for payment along with the working report endorsed on all the copies of the bills.

The duplicate of the estimate is returned herewith.

for Superintendent of Stationery.

Office note for accepting repair bills.

S.Sty.20.

2\6

Office Note.

TYPEWRITER/DUPLICATOR--

repairs.

Please see the Company's bill No. dated for Rs. being the charges for having

The officer in his letter No. dated has forwarded the bills and certified to the repairs done and the good working condition of the machine on the bills.

Submitted for orders whether the bill may be accepted and paid for Rs.

Endorsement to officers in the
mufassal to get the typewriter
repaired locally.

S.Sty.21.

N.Dis.B.

RETURNED.

217

Please have the ~~xx~~ repairs carried out by Messrs. provided the Company guarantee for the good working of the machine for a period of one year from the date of completion of repairs and forward the bill of repairs with your report regarding the good working condition of the machine. If the Company do not attend to the repairs of the machine within~~x~~ a reasonable time, the matter may be brought to my notice.

If the cost of repairs exceed Rs.25/- please obtain and forward the estimate of repairs to this office for scrutiny and approval.

When forwarding the bill or estimate, please quote this office correspondence number, relating to the original supply of the machine of this office correspondence No. in which subsequent repairs were dealt with or this office F.No. if already intimated to you.

for Superintendent of Stationery.

To

The

Draft arranging supply of loan machine to city offices.

425

S.Sty.22.

From

The Superintendent of Stationery,
Madras.

To

No.B. dated....

218

Sir,

Sub: TYPEWRITER/DUPLICATOR-- loan supply of No.

Ref: Your dated

One typewriter/ duplicator is ready for loan. Please depute a responsible person with a letter of authority to take delivery of the machine.

Please note that this machine should be returned to this office on receipt of your office machine after repairs.

for Superintendent of Stationery.

424

Endorsement to officers in the mufassal to get the typewriter repaired locally.

S.Sty.21.

N.Dis.B.

RETURNED.

Please have the ~~me~~ repairs carried out by Messrs. provided the Company guarantee for the good working of the machine for a period of one year from the date of completion of repairs and forward the bill of repairs with your report regarding the good working condition of the machine. If the Company do not attend to the repairs of the machine within a reasonable time, the matter may be brought to my notice.

If the cost of repairs exceed Rs.25\- please obtain and forward the estimate of repairs to this office for scrutiny and approval.

When forwarding the bill or estimate, please quote this office correspondence number, relating to the original supply of the machine of this office correspondence No. in which subsequent repairs were dealt with or this office P.No. if already intimated to you.

for Superintendent of Stationery.

To

The

Draft arranging supply of loan machine to mufassal offices. 427

S.Sty.23.

From
The Superintendent of Stationery,
Madras.

To

219

No. B. Dated

Sir,

Sub: TYPEWRITER/DUPLICATOR - Loan - Supply of.
Ref: Your letter No. dated

One typewriter/duplicator, is being sent to you separately. Please acknowledge receipt of the same on arrival. Please note that this machine should be returned as soon as your office machine is got repaired.

for Superintendent of Stationery.

Copy to S.K. for information and necessary action.
The machine has been entered as item No. in T.R.R. This may please be despatched to the officer urgently.

Copy to the Stock Clerk 'D' Section for information.

Draft arranging supply of new machine in place of condemned machine to city offices.

S.Sty.24.

From:

The Superintendent of Stationery,
Madras.

To

No.B. Dated

Sir,

Sub: TYPEWRITER/DUPLICATOR--condemned/ New machine supply of --

Ref:

The above machine has been condemned as its condition is beyond economical repairs.

A new machine has been passed for supply in its place. Please depute a responsible person with a letter of authority to take delivery of the new machine at any early date. On its arrival please quote the serial number of the machine.

The condemned machine may be returned to this office through the person who goes over here for taking delivery of the new machine.

The loan typewriter/duplicator may also be returned to this office quoting this office reference number and date with which the loan machine was originally supplied to you.

for Superintendent of Stationery.

Copy to Messrs.

Draft arranging supply of new machine in place of condemned machine to mufassal offices. S.Sty.25.

From To

The Superintendent of Stationery, Madras.

No.B. Dated

Sir,

Sub: TYPEWRITER/DUPLICATOR- Condemned/ New machine-- supply of.

Ref:

The above machine has been condemned as its condition is beyond economical repairs.

A new machine is being sent to you in its place separately by passenger train freight to pay. Please acknowledge its receipt on arrival, intimate the serial number of the machine and furnish a report regarding its satisfactory working condition.

The condemned machine referred to above may be returned to this office at once by passenger train and freight paid quoting this office reference.

The loan Typewriter/Duplicator may also be returned to this office by passenger train securely packed and freight paid at xxx an early date quoting this office reference number and date with which the loan machine was originally supplied to you.

for Superintendent of Stationery.

Copy to Messers.

Letter of authority to take delivery of the machine from the typewriter company.

dp33

S.Sty. 26.

No.B.5.

To

Messers.

Madras.

Sir,

Sub: TYPEWRITER/DUPLICATOR- return
Ref: Your letter No. dated
and this office letter No.B.5
dated

Please hand over the above machine to the bearer, this office peon.

for Superintendent of Stationery.

Covering letter to send the machine to the typewriter Company for repair.

S.Sty.27.

From

The Superintendent of Stationery,
Madras.

To

No.B.. Dated..

Sir,

Sub: TYPEWRITERS/DUPLICATOR repairs to.
Ref:

The above machine is sent herewith through my office peon. Please examine it thoroughly and send an estimate of repairs. Please also let me know how long the machine will serve if repaired.

for Superintendent of Stationery.

Copy to Store Keeper. Please issue item No. in the register of typewriters received.

Copy to peon.

Draft Acknowledgement for the receipt of the machine.

S.Sty.28.

From

To

The Superintendent of Stationery,
Madras.

No.B. Dated.

Sir,

Sub: TYPEWRITER--

Ref:

I acknowledge the receipt of the above typewriter.

for Superintendent of Stationery.

Draft recalling loan machine.

S.Sty.29.

From To

The Superintendent of Stationery, } The
Madras. }

No.B. Dated.

Sir,

Sub: TYPEWRITER--Loan machine-
Ref:

The above loan machine was issued to you only for temporary use. Please make immediate arrangements to return the same to this office without any further delay.

Early action is requested.

for Superintendent of Stationery.

Draft reminder to typewriter company to expedite repair.

S.Sty.30.

From

The Superintendent of Stationery,
Madras.

To

Messrs.

No. dated

Sir,

Sub: TYPEWRITER/DUPLICATOR--

Ref:

Please let me know whether the repairs to the above machine have since been carried out and the machine returned to the officer. Urgent steps may please be taken to repair the machine if not already done.

for Superintendent of Stationery.

Copy to

Draft requesting the officer regarding the receipt of the machine from the Typewriter Company.

S.Sty.31.

From

The Superintendent of Stationery,
Madras.

To

No.B. dated

Sir,

Sub: TYPEWRITER/DUPLICATOR--
repairs.
Ref:

Please let me know whether you have since received the above machine duly repaired and if so, whether it is now working satisfactorily.

The repair bill of the Company, if received, may be be forwarded to this office together with your certificate of satisfactory working condition of the machine for payment.

An early reply is requested.

for Superintendent of Stationery.

Copy to Messrs.

S.Sty.32.

REGISTER OF CLOTHING INDENTS RECEIVED IN STATIONERY OFFICE.

Serial No.	Date of receipt.	Name of the officer and his indent No. and date.	Garments ordered.	Date of order to Tailor/ Central jail.	Date of acknowledgement of officer for receipt of garments.	Bill No. & date, of the tailor.	Amount.	C.V.No. & date.	Remarks.

28

From:
The Superintendent of Stationery, Madras.

To
Messrs.

No. dated

Sir,

Sub: Clothing--Warm / ordinary / Livery.--Supply ---

to . ....

Please stitch the clothing as per the details on the reverse and deliver the finished garments to above officer and sent your tailoring bill through him.

Time allowed.

for Superintendent of Stationery.

Copy to--

He is requested to forward the Contractor's bill to this office endorsing thereon that the garments have been stitched satisfactorily and according to measurements.

Order form for the supply of finished garments direct to indenting officers.

S.Sty.33.

DETAILS OF ARTICLES OF Warm clothing/Ordinary clothing/ Livery TO BE SUPPLIED.

Serial Number.	
Number & designation of the menials.	
Description of articles to be supplied	
Number of articles to be supplied.	
Number according to measurement.	
Length of the coat.	Details of measurements.
Round the chest.	
Round the waist.	
Length of the arm from the neck to wrist.	
Round the neck.	
Length of the trousers from waist to heel.	
Length of the short from waist to knee	
Round the Buttocks.	
Rate of cloth allowed.	
Quantity of cloth supplied.	
Quantity of miscellaneous articles supplied.	

om

S.Sty.33.

(reverse side).

From: To

The Superintendent of Stationery, Madras. Messrs.

No. dated

Sir,

Sub: Clothing-Warm/Ordinary/Livery--Supply to.

Please stitch the clothing as per the details on the the reverse and deliver the finished garments to above officer and send your tailoring bill through him.

Time allowed

for Superintendent of Stationery.

Copy to--

He is requested to forward the contractor's bill to this office endorsing thereon that the garments have been stitched satisfactorily and according to measurements.

Draft order for Cumblies, sandals etc.

S.Sty. 34.

From To

The Superintendent of Stationery, Madras. The Superintendent, Central Jail,

R.C. No.
No. C.I. dated

Sir,

Sub: Clothing - warm - cumblies/Sandals/Shoes/Boots/ supply of--
Ref:

Please arrange to despatch to the and intimate the fact to this office. The invoice in triplicate may be sent to this office for payment.

for Superintendent of Stationery.

Copy to the

He is requested to intimate this office the date of receipt of the article. He is informed that an order has been placed with the tailoring contractor of this office for stitching and supplying the clothing claimed by him.

--

Draft calling for acknowledgement.

457

S.Sty.35.

From

The Superintendent of Stationery,
Madras.

To

R.C.No.
No.C.I. dated

231

Sir,

Sub: Clothing - Ordinary/Warm/mosquito nets--Supply of--
Ref:

The following articles of clothing were despatched to you under R.R. No. dated Please arrange to take delivery of the consignment on arrival there and acknowledge receipt of the articles item by item.

for Superintendent of Stationery.

S.Sty. 36.

INDENT REGISTER.

Number in this register.	Date of receipt.	Indending officer.	Number and date of indent.	Nature of indent and D.R. Number.	When transferred to stores.

S.Sty.37.

REGISTER OF OUTGOING CONSIGNMENTS.

Date.	Number and date of indent etc.	Number and description of packages.	From	To .	Actual weight of consignment. Mds.	Actual weight of consignment. Seers.	Credit note number and date.	Number and date of Railway receipt.	Initials of the despatcher.

REGISTER OF SHORT RECEIPTS.

(G.O.No. 416, Financial, dated 21st August 1911.)

	Serial number.												
	Reference number.												
	Name of the office.												
	Description of articles.												
	Value.												
	Packers concerned.												
	Date of Superintendents orders of recovery or writte off.												
	Initials of the manager.												
	Number in D-C.& B register maintained by cash transaction clerk.												
	Manager.	Assistant Superintendent.	Write off orders of Assistant Superintendent.	Recovery orders of Assistant Superintendent.	Initials of Manager & Assistant Superintendent.	Progressive totals.	Remarks.						

REGISTER OF RETURNED ARTICLE FOR THE YEAR

S.Sty. 39.

	Serial number.
	Letter number and date under which Stationery is returned.
	Name of officer by whom returned.
	Initials of the manager.
	Stationery office currant number.
	Description of articles.
	Disposal added to stock or set apart for auction.
	Loose stock page number or pages numbers of unservicable register.
	Initials of the Assistant Superintendent.
	Remarks.

657

S.Sty. 40.

REGISTER OF ARTICLES SET APART FOR SALE.

Serial number.	Description of the article to be auctioned.	C.No. of the file or R.R.A. number in which auction ordered.	Reasons for auctioning it.	Initials of Assistant Superintendent.	Date when Auctioned.	Price Fetched	Remarks.

S.Sty. 41.

ADJUSTMENT SLIP.

(Rule No. of Stationery Manual Vol.1.)

Reference to the number and date of the original paper such as the indent, packing account or the current in the R.R.A. register to which the adjustment relates.	Officer.	Articles.	Quantity brought under receipt.	Quantity charged under issues.

Stationery Office, Madras,
Dated

Superintendent of Stationery.

(Reverse side)

STATIONERY OFFICE, MADRAS.

No. of 19 .

212

463

S.Sty.42.

(Large: 13½ x 8½)

BALANCE SLIP.

To

STOREKEEPER.

Please issue the following articles due on indent / supplementary indent No.

dated from the

To be filled in by the Indent Section.			To be filled in by the stores section.	To be filled in by the indenting officer in words.
Serial number.	Number and nomenclature of the article according to Appendix I of the Stationery Manual.	Quantity passed for supply.	Quanity actually supplied.	Quantity actually received.

STATIONERY OFFICE,
Madras

Assistant Superintendent of Stationery.

(Small : 8½ x 6½) S.Sty. 43.

Balance Slip.

To

STOREKEEPER,

Please issue the following articles due on indent / supplementary indent No.

dated from the

To be filled in by the Indent Section.		To be filled in by the Stores Section.		To be filled in by the indenting officer in words.
Serial number.	Number and nomenclature of the article according to Appendix 1 of the Stationery Manual.	Quantity passed for supply.	Quantity actually supplied.	Quantity actually received.
1	2	3	4	5.

STATIONERY OFFICE,

Madras,

Assistant Superintendent of Stationery.

Draft objection on indents.

From:

The Superintendent of Stationery,
Madras 15.

To

I.No.
C.No.

dated

Sir,

Your annual/supplemental indent No. dated has been passed subject to the objections noted below*.

You may arrange to take delivery of the articles from this office at 11 a.m. on any working day.

The consignment will be reaching you shortly.

for Supdt. of Stationery.

Nature of objection.	Item No. of the articles in the indent.
*	
1. Being ~~the~~ in excess of the three years average.	
2. Passed as per scale fixed.	
3. Not previously indented for. Reasons for the claim to be stated.	
4. Not stocked and supplied by Stationery Office.	
5. Supply discontinued.	
6. Balance on hand taken into consideration in passing your claim.	
7. Claim disallowed for want of Government ~~Sanction~~ Sanction.	
8. Correct description of the article to be stated.	

470

471

S.Sty. 45.

LETTER OF ADVICE TO TAKE DELIVERY OF STATIONERY.

Stationery office,
Madras 19

No.

To

The

Sir,

Sub: Stationery $\frac{\text{Annmual}}{\text{Balance}}$

supply of

Kindly send a responsible person to take charge of the articles which are now ready for delivery.

for Superintendent of Stationery.

Draft forwarding content slip to mofussil offices. S.Sty.46. 473

Letter to be returned with the duplicate copy of the content slip duly acknowledged and the certificate of receipt in the reverse duly signed.

From To

The Superintendent of Stationery, Madras.

No. dated.

Sir,

Sub:
Ref:

I enclose the conts slip of the packings due on your indent/supplemental indent dated with Railway receipt No. Please return the duplicate copy of the contents slip after acknowledgement, along with the certificate duly filled in at an early date. Please quote this office current number in all correspondence while claiming balances.

for Superintendent of Stationery.

Encl. 2.
1. Contents slip in duplicate.
1. Railway receipt.

(Reverse side)

CERTIFICATE OF RECEIPT.

I hereby certify that I have received in good condition the items of stationery noted in the content slip. I further certify that the cases were opened and their contents were counted out and compared with the entries in the contents slip in my presence, as required under by Rule 39 of Stationery Manual instructions from the indenting officer and that all the articles actually issued by the Stationery office have been properly accounted for in the prescribed stock books. The consignment reached the station on

Date.
Station.

Signature.
Designation.

To be filled in where the Stationery has not been counted out and examined by the indenting officer or by a Gazetted officer on his behalf.

I hereby certfy that I was unavoidably absent from head-quarters during a period of 10 days subsequent to the arrival of the consignment of Stationery above referred to and that the consignment was opened by the

under my orders.

Date.
Station.

Signature.
Designation.

S.Sty.47. 475

Draft forwarding list of articles supplied to city offices.

Office of the Superintendent of Stationery, Madras.
Dated

No.

To

Sir,

Sub: Stationery - Annual indent/supplemental indent--compliance--certificate of receipt --requested.

I enclose herewith a list of articles of stationery received by your representative Sri. on Please return the duplicate copy along with the certificate referred to below. Please quote this office currnet number in all correspondence white claiming balances.

for Superintendent of Stationery.

Encl. 1 list in duplicate.

CERTIFICATE OF RECEIPT.

I hereby certify that I have received in good condition the articles enumerated in the list. I further certify that all articles actually issued by the Stationery office have been properly accounted for in the prescribed stock books.

Date.
Station.

Signature.
Designation.

Reminder post card to get content slips etc. 477

S.Sty.48.

REMINDER POST CARD.

Stationery office.
MADRAS,

R.C.No.
I.No.

Memo.

The Superintendent of Stationery requests that the contents slip bearing I.No. , dated despatched on for stationery supplied may be returned to this office duly receipted at an early date, as it is very urgently required in this office for reference.

for Superintendent of Stationery.

S.Sty.49.

REGISTER OF ALL RECEIPTS OF CONSIGNMENTS IN STORES.

Date	Description of article.	Quantity.	Invoice No. or Railway Receipt number and date with which received.	From whom received.	Nature of disposal with date.	Acknowledgement of Clerk concerned.	C.B,No. if taken to stock or R.R.A.No. in respect of old typewriters received.	Remarks.

STATIONERY COMMITTEE BOOK.

	Serial number.
	Description of article.
	Quantity brought by contractor, or purchased locally.
	Quanity passed and taken by the Committee.
	Initials of the members of the committee and their remarks if any.
	Date when brought to account.
	Amount passed for supplies made.
	Initials of the Assistant Superintendent for having passed the bill.
	S.V. or C.V. Number.

S.Sty.50.

9272

1284

S.Sty.51.

BULK STOCK ACCOUNT.

Description of article.
Ledger page.
Open stock account page.
No. in Appendix I of the Stationery Manual.

Average issue.
Minimum stock.

Month and date.	Reference for receipts or issues.	Receipts.			Issues.			Balance.			Initials of the receiving officer.
		Number of bales or cases.	Numberof reams to a bale or case.	Quantity in reams.	Number of bales or cases.	Number of reams to a bale or case.	Quantity in reams.	Number of bales or cases.	Number or reams to a bale or case.	Quantity in reams.	

267

S.Sty.~~13~~.57

Loose Stock Account.

Description of articles.
Ledger page.
Unopen Stock Account page.
No. in Appendix of the Stationery Manual.

Average issues.
Minimum stock.

Month and date.	Reference for receipts or issues.	Receipts' Quantity.	Issues! Quantity.	Balance' Quantity.	Initials of stock clerk in case of receipts and packer in case of issues.

S.Sty.53.

STORE REGISTER.

Serial No.	I Number.	Nature of Indents.	Name of the officer.	Packer to whom assigned.	Date of handing over of consignment for booking.	R.R.Number & date of booking of consignments.	Remakks.

1871

487

S.Sty.54.

GODOWN ORDER BOOK.

Original.		Duplicate.	
No.	Stationery office, Date	No.	Stationery office, Date
Indent No.		Indent No.	
Officer.		Officer.	
Issue the following:-		Issue the following:--	
	Storekeeper.		Storekeeper.

25

489

S.Sty. 55.

491

No.

ORIGINAL.

INTRA STORE TRANSFER VOUCHER.

Indent No. Section.

Short description of the indent. Date.

Serial No.	Description of articles.	Quantity.	Remarks.

Handed over by. Taken over by

date. Date.

DUPLICATE.

No.

(To be in deuplicate and written up with copying ink pencil and carbon paper).

INTRA STORE TRANSFER VOUCHER.

Indent No. ~~Stnkk~~ Section.

Short description of the indent. Date.

Serial No.	Description of articles.	Quantity.	Remarks.

Handed over by Taken over by

Date. Date.

S.Sty.13.

REGISTER OF BALANCES DUE.

Number of indent	Name of the officer	Description of articles. Quantity.	Date of preparation of Balance Slip.

REGISTER OF PURCHASES MADE. FROM CONTIGENCIES.

--:--

NAME OF THE ARTICLE...

S.Sty. 57.

Note for purchase.	Orders of Asst. Superintendent or Superintendent.	Date of actual Purchase.	Quantity purchased.	Value.

S.Sty.58.

Index card to be used in Stores.

Name of the article.

Date.	Receipts.	Issues.	Balance.

2576

Check register of orders and suplies.

S.Sty ~~31.~~ 58

Name of the article..

Name and address of the contractor...

Reference No....

Rate accepted...

Serial number	Date on which Supplies due.	Quantity ordered	Quantity supplied.	Balance due	C.B.No.and date.	Initials of Head Accountant.	Remarks.

S.Sty.60.

TRANSIT REGISTER.

Date	nce	To whom ent.	Signature of the concerned person.

ANNEXURE 'A'. (Seven sheets)

Original as approved in G.O. No.3148 Edn. dated 22.11.50.	Alterations or additions made.

PRELIMINARY NOTE.

Note.3. Stocking:

"This has been a difficult problem ever since the Stores were transferred to Guindy in 1942. There is in the first place lack of suitable godowns for storing, then lack of accommodation in the available godowns. Next the whole is infected with white ants".

Note.3. Stocking:

These three sentences have been omitted as they were introduced while the stores were functioning at Guindy.

Note.6. Stock Sections: Sub paras 2 and 3.

Para: 2 "He takes charge of the packages of stationery as they are finfished each day by packers, checks with the credit notes prepared by the latter, and loads them in the lorries and sends them for booking. (at Saidapet and T. Nagar, when they are to be sent by passenger train or to Beach and [illegible] stations when to be sent by goods. In respect of [illegible] which is preponderating always, the [illegible] First Line Beach transit godown shed [illegible] clerk prepared duplicate lists [illegible] note, packer's name, [illegible] to be booked by [illegible] the acknow- [illegible] which

Note.6. Stock Sections: Sub Paras 2 and 3.

The portion bracketed in sub para 2 has been deleted as this system of booking at Saidapet, T. Nagar etc., was introduced while the stores were functioning at Guindy.

[illegible]pts [illegible] despatch to concerned officers. The portion bracketed in [illegible] sub para 3 has been deleted as the procedure [illegible] was introduced while the stores were

Note.7. Indent Section: Sub paras 1 and 2.

" The packer thereafter bundles them in proper packets using dealwood boxes of proper size, baskets or gunny bags and produces these finished consignments in as short a period as possible to the godown clerk with a credit note for the railway as well as a contents slip for each of the packages one copy of which he retains with himself having put another in the relevant package of the consignment before completing the packing. He also returns the indent. The latter after checking the number of packages with the entries in the credit note hands over these documents to the Assistant Store Keeper and despatches the consignments for booking in lorries".

" The Assistant Store Keeper sends the indent with the contents slip and railway receipt (after it is obtained) to the Indent Section, where an attender (D.7) attached to that section, enters in the register of outgoing consignments, compares the indent with the content slip and another covering letter (in a standardized form) to the indenting officer requesting him to take delivery of the consignment, check its contents and return back the contents slip with a certificate regarding the condition in which the various articles are received. These documents are despatched to the officer while the indent proper is returned to the Assistant Store Keeper, who passes it on to the Account Section for posting in the stock ledgers and departmental registers maintained in that section. Thereafter the indent is returned to the Indent Section, where it is kept pending by the concerned clerk until the acknowledgement of the indenting officer is received".

Note.7. Indent Section: Sub Paras 1 and 2.

The following revision is carried out in accordance with the existing procedure to avoid delay in the despatch of contents slip:

" The packer thereafter bundles them in proper packets using dealwood boxes of proper size, baskets or gunny bags. He prepares a contents slip for each package in triplicate. He places the duplicate copy in the respective package and retains the triplicate with himself. He also prepares a credit note for the railway and hands over the packages with the indent, the credit note and the original copy of the contents slip to the clearance clerk for booking."

" The clearance clerk after checking the number of packages with the entries in the credit note hands over the indent and the contents slip to D.7. clerk in the Indent Section for comparing the indent with the contents slip. The clearance clerk attends to the booking of the consignments at the railway stations, gets the relative railway receipt and hands it over to the D.7. clerk after making necessary entries in the register of outgoing consignments maintained by him".

" The D.7. clerk compares the contents slip with the indent on their receipt from the clearance clerk. He then transfers the indent to the Assistant Store Keeper who passes it on to the Account Section for posting in the stock ledgers and departmental registers, maintained in that section. On receipt of the railway receipt from the clearance clerk, the D.7. clerk despatches the railway receipt with the corresponding contents slip and a covering letter (standardized form) to the indenting officer, requesting him to take delivery of the consignment, to check its contents and to return the contents slip with a certificate regarding the condition in which the various consignments are received".

After the issues are posted in the stock ledgers and departmental registers in the Account Section, the indent is returned to the Assistant Store Keeper who in turn transfers to the indent section. The concerned clerk in the Section watches the receipt of acknowledgement from the indenting officer.

11. Paragraph 1.

" When a new typewriter is to be supplied, an issue is prepared by the concerned clerk of the Typewriter ction and after obtaining the approval of Assistant erintendent, it is transferred to Indent Clerk, who ters in the Indent Register and then transfers it to the ssistant Store Keeper. The latter charges it by enter- ng in the Stores Register and delivers it to a packer who btains the machine from the "D" Section and sends it duly addressed and with other connected documents referred to in paragraph 5. Thereafter the consignment is dealt in the same manner as a stationery package. On receipt of acknowledgement from the officer, the current in the typewriter section is closed with "F" file number. The issue slip issued however is filed under the I. number assigned to it in the Indent Section, after it is received back after posting in the Accounts Section. Where the typewriter or duplicator is supplied to a sale department and the cost is recoverable, the Typewriter Section clerk will send the issue slip for the approval of the Assist- ant Superintendent through the D.C.B. clerk in the Accounts Section. The latter will note the D.C.B. register number on the issue slip and also put up the bill for the type- writer in question, so that the Assistant Superintendent approves both the issue slip and the bill at the same time and initials the entry in the D.C.B. register, which is also put up along with the file."

CHAPTER III.

Note.(i):

In G.O. (Rt) No.183, Edn dated 26.4.52, Government have authorised free supply of stationery to Managers of Estates appointed under the Estates Abolition Act. The following sentence has therefore ~~been~~ added as sub para to):**to chapter III.**

anagers of Estates appointed under the Estates n Act may be supplied with Stationery articles

Note.11. Paragraph.1.

3

This paragraph deals with the procedure for the supply of new typewriters. As it is not consistent with the existing practice, it has been recasted as under:

" When a new typewriter is to be supplied, the type- writer company with whom a firm order has been placed will be requested to despatch the typewriter direct to the officer concerned. Payment for the new typewriter will be made to the company by the Stationery Office on receipt of a report of the satisfactory condition of the type-writer from the officer to whom it is supplied after making necessary entries in the committee book etc., through a direct delivery slip".

The above paragraph has been recasted in antifipation of sanction of Government sought for in this office letter O.A.30231/52 dated 12.11.52.

CHAPTER IX.

Rule.63. Pattern of typewriting machines to be supplied to Government Offices:

The following patterns of typewriters approved by Government after the revision of the manual have been included:

(b) Portables - (i) English.

"Letterra 22" and "Studio" (Olivetti)
"Halda"
"Swissa".

(ii) Tamil.

"Remington".

"Royal Standard" English typewriter was omitted to be included in the revised manual. It has since been inluded.

The name of "Woodstock" typewriters has been changed into "R.C.Allen". Hence "R.C.Allen" has been substituted for "Woodstock" wherever it occurs in the manual.

Rule.65.i.Arrangements for the purchase of typewriters.

The last sentence in rule 65 (i) has been deleted and the rule has been altered in accordance with the existing procedure, as under:

"By 1st March of each year the Superintendent of Stationery shall estimate the number of standard (foolscap, brief and policy) and Portable typewriters of recognised patterns except typewriting machines with key-boards other than English, required during the next official year. He shall call for quotations from the Agents for typewriters and submit to the Government proposals for purchasing the pattern and the number of machines required by him. On receipt of orders from Government, the Superintendent of Stationery shall place firm orders with the various typewriter companies for the number of typewriters in each pattern ordered for purchase for the financial year with instructions to the company to despatch the typewriter direct to the officers concerned from the [illegible] supply orders are placed with them. Payments for the various typewriter companies will be made by the on receipt of a report of the satisfactory condit-

From Rule 65.iArrangements for the purchase of typewriters.

"By 1st September of each year the Supdt. of Stationery shall estimate the number of standard (foolscap, brief and policy) and portable typewriters of recognised patterns except typewriting machines" et.c etc. to " On receipt of orders from the Government, the Superintendent of Stationery shall place an indent on the Controller of Printing and Stationery (India), New Delhi, for the required number of typewriters and also the number desired in each pattern".

Rule 68 (ii). Advances to be granted to Gazetted Officers for the purchase of typewriters for personal use.

----"The Superintendent of Stationery will supply the typewriter from his stock and advise the Accountant General for the payment of the cost by credit to "XLV. Stationery and Printing - Stationery - Receipts - Provincial" after obtaining the acknowledgement of the officer. The amount will be credited to the Stationery Office by the Accountant General who,will debit the cost of the machine to loans and advances by State Government and arrange for its recovery from the officer to whom the machine is supplied in not more than twelve monthly instalments".

Rule 68 (ii) Note:

" On receipt of a requisition from any such Government servant, the Superintendent of Stationery will arrange for the supply of the machine (from his stock and recover the cost together with departmental charges and sale tax from the Government servant concerned in lump sum)"

Rule 68 (ii). Advances to be granted to Gazetted Officers for the purch-ase of typewriters for personal use.

The third sentence in this rule has been recasted as under, as the typewriters are arranged for supply direct by the typewriting companies, in anticipation of sanction of Government sought for in this office letter O.A.30231/52 dated 12.11.52.

" The Superintendent of Stationery will arrange for the supply of the typewriter and advice the Accountant General for the payment of the cost after obtaining acknowledgement of the officer stating that the cost of the machine may be treated as an advance. A departmental charge of 5% of the cost of the typewriter will be recovered direct from the officer by the Superintendent of Stationery and credited to Government under the head "XLV.Stationery and Printing - Stationery receipts - Provincial - Miscellaneous receipts".

Rule 68 (ii) Note:

The portion within brackets alone has been revised as the typewriters are not stocked and supplied by this office. The sentence has therefore been recasted suitably as noted below, in anticipation of sanction of Government sought for in this office letter O.A.30231/52 dated 12.11.52.

" On receipt of a requisition from any such Government servant, the Superintendent of Stationery will arrange for the supply of the machine of the required pattern through the typewriter company and instruct the Government servant to pay direct to the typewriter company the cost of the typewriter and the sales ~~xxxx~~ tax after satisfying himself of the condition of the typewriter. Thereupon the Superintendent of Stationery will recover from the Government servant a departmental charge of 5% of the cost of the typewriter and credit it to Government".

6

Rule 87. Repairs and renewals of cyclostyle machines etc.

At present there is no provision in the Stationery Manual for the purchase and stocking of cyclostyle machines in the Stationery Stores. Cyclostyle machines are supplied on indents with reference to rule 86. Unlike typewriters and duplicators, arrangements are made by this office to repair the old cyclostyle machines at the Public Works Workshops, if such a course is found profitable. Hence this item is stocked and supplied by this office like other items of stationery articles. The following note has therefore been inserted under rule 87.

"Note: Purchase of Cyclostyle machine. Flat cyclostyle machines required for issue during an official year will be purchased and stocked by the Superintendent of Stationery after obtaining sanction of Government. Supply will be made to indenting officers as per rules 84 to 87 supra".

Rule 88. Pattern of rotary duplicators prescribed for use in Government offices.

The following patterns of rotary duplicators approved by Government after the revision of the manual have been included under rule 88:

"7. Panther Duplicator.
8. Gestetner Duplicator, Model No.26 and No.110.
9. Bilograph rotary duplicator manufactured by Ms. Blackwoods India Limited.
10. Ellams Duplicator both self feed and hand feed models.
11. Duplex self inking rotary duplicator (self feed model) manufactured by Ms. Showrie Bros, Delhi.
12. Roto duplicators -- Hand operated, self feed and electrically operated models.
13. Duplex hand operated hand feed model duplicator manufactured by Ms. Showrie Bros, Delhi.

Rule.92. Purchase of duplicators.

"Rotary duplicators required for supply to public offices, shall be purchased, stocked and supplied by the Superintendent of Stationery after obtaining sanction of Government".

Rule.92. Purchase of duplicators.

This rule requires revision as duplicators will be despatched to the officers concerned direct by the companies as in the case of typewriters. It has been recasted suitably in anticipation of sanction of Government sought for in this office letter

O.A. 30231/52 dated 12.11.52.

" The procedure laid down in rule 65 supra for the purchase and supply of typewriters will apply to the duplicators also".

Rule 93. Patterns of calculating machines prescribed for supply to Public Offices.

The calculating machine noted below has been added to the approved list of calculating machines under this rule as ordered in G.O.(Rt) No.200 Edn. dated 1.5.1951.

(e) "Monroe -- Hand and electric model calculating machine".

CHAPTER X.

Rule 103: Supply of khadi cloth to Government departments, Local bodies for miscellaneous purposes:

" The Superintendent of Stationery is authorised to procure and supply certain varieties of khadi other than those required for uniforms of menials in Government offices, and other specified varieties of khadi to local bodies. In order that the Superintendent of Stationery may be in a position to formulate his indent for these varieties, the concerned officers will intimate their annual requirements to the Superintendent of Stationery by 15th March of every year."

Rule 103: Supply of khadi cloth to Government departments, Local bodies for miscellaneous purposes:

In G.O. Ms. No.1223, Rural Welfare Department dated 10.11.52, the Government have ordered that the Central Agency need not be set up and that the consuming departments may place their indents for khadi goods on the producing centres in consultation with the Director of Rural Welfare Department. Accordingly the rule has been modified as under:

" Rule 103: Procurement of khadi cloth.

The Superintendent of Stationery will purchase and stock the different varieties of khadi required for making uniforms of menials in Government offices from the various khadi producing centres through the Director of Rural Welfare Department. Government offices and Local Boards requiring khadi cloth for other purposes will however make their own arrangements to purchase their requirements by placing indents direct on the producing centres in consultation with the Director of Rural Welfare Department".

Annexure "B" (Three Sheets)

Chapter XIII

S.Sty.18. 264

DRAFT ACCEPTING ESTIMATE FOR REPAIR RECEIVED FROM THE TYPEWRITER COMPANY.

From
The Superintendent of Stationery,
Madras.1.

To
The

No. Dated.

Sir,

Sub: Typewriter - Repairs.
Ref: Your letter No. dated forwarding the estimate of the Company.

- - -

I have accepted an estimate for Rs. furnished by Messrs. to repair the above machine. Please entrust the repairs to them and get the machine duly repaired by the company. The repair bill may please be forwarded to me with the required certificate endorsed on all the copies of the bills.

for Superintendent of Stationery.

Copy to Messrs.

- - - -

S.Sty.24.

265

DRAFT ARRANGING SUPPLY OF NEW MACHINE TO CITY OFFICES.

From
The Superintendent of Stationery,
Madras.

To
Messrs.

No ....

Dated

Sirs,

Sub: TYPEWRITER - New
Supply to.
Ordered.

- - -

Please supply one new
at the accepted rate of Rs.
to

Please install the machine and get a certificate of its satisfactory working condition which may be sent to this office along with your bills.

for Superintendent of Stationery.

Copy to

with reference to his letter No.

Please acknowledge receipt of the machine as soon as it is supplied to you and communicate its serial number.

The existing old machine with you may be sent to Messrs.

- - - -

S.Sty.25. 266

DRAFT ARRANGING SUPPLY OF NEW MACHINE TO MUFASSAL OFFICES.

From
The Superintendent of Stationery,
Madras.

To
Messrs.

No. Dated.

Sirs,

Sub: TYPEWRITER - New
Supply to
Ordered.

- - -

Please supply one new
at the accepted rate of Rs. to

The consignment should be booked to the Officer by passenger train freight to pay. Please install the machine and get a certificate of its satisfactory working condition which may be sent to this office along with your bills.

for Superintendent of Stationery.

Copy to

with reference to his letter No.

Please acknowledge receipt of the machine as soon as it is supplied to you and communicate its serial number.

The existing old machine with you may be sent by passenger train (securely packed) and freight paid to Messrs.

- - -

ANNEXURE 'C'. (one sheet)

List of cheque books and pass books ~~standardized under S.Sty. Group~~ stocked and supplied by the Stationery Office.

(1) S.Sty. 61. Local Fund Cheque Books.

(2) S.Sty. 62. Public Works Department Cheque Books.

(3) S.Sty. 63. Cash Order Cheque Books.

(4) S.Sty. 64. Personal Ledger Account Cheque Books.

(5) S.Sty. 65. Forest Department Cheque Books.

(6) S.Sty. 66. Civil Department Cheque Books.

(7) S.Sty. 67. Local Fund Pass Books.

- - - -

NOTE: Items 1 and 7 above should be supplied to the Treasury Officers only on receipt of Treasury challan or certificate of credit towards the cost of the books indented, after crediting the amount to credit head "XLV.Stationery and Printing - Stationery receipts - Provincial - Miscellaneous receipts".

Rupees .....

Specimen form

S.Sty.61. Annexure "D". (Sixteen sheets)

LOCAL FUND CHEQUE BOOKS.

Cover Page.

LOCAL FUND CHEQUES

Book No.

Cheques -- Nos. to

Fly leaf.

No. Station.....
Dated ---- 19.

To
The Officer in Charge of Treasury
At .....

Sir,

I have the honour to inform you of the Cheque Book in use by me for drawing on the ..... Treasury from this date is ---------- and that it contains one hundred cheques, Nos. ..... to.....

.....Initials.
.....Designation.

No. OFFICE .....
STATION.....
Dated .....

To
THE OFFICER IN CHARGE OF TREASURY
AT .....

Sir,

I have the honour to inform you that the number of the Cheque Book in use by me for drawing on the ---------- ----- Treasury from this date is ------- ----- and that it contains one hundred cheques, Nos..... to .....

....S..... Signature.
.....Designation.
..... District.

Cheque.

Book No.
Cheque No.
Office .....
..... Station and District.
Dated ..... 19.

On the ..... Treasury / Bank
Pay to .....
.....
Rupees .....
.....

.....Initials.
.....Designation.

Government Press, Madras.

Under Rs.....

Book No.
Cheque No.

Office xxxxxxxxxxxxx

To
The Officer in charge of the Treasury / Bank at .....
Pay to .....
the sum of Rupees .....or order
.....

Rs.....

Office .....
..... Station and District
Dated .....19.

..... Signature.
..... Designation.

N.B. This Cheque is current for three months only.

S.Sty.61.(Contd.)

Reverse side of the counterfoil of the cheque.

MEMORANDUM.

This memorandum is to be filled up only by officers, who are authorized to draw funds from the treasury subject to a monthly limit.

Balance brought forward -- --

Add-- Amount for which authority for drawings has been advised by the Engineer, if any.

Total ..

Deduct--Amount of this cheque.

Balance available.

Requisition form for Cheque Book.
(to be included next to the 95th cheque in each book)

No.
From Dated .....19.

The President,
The Chairman, Baord.
Municipality.

To THE TREASURY DEPUTY COLLECTOR.

Sir,

Please supply me with a Cheque Book. The cost of the book, viz., Rs.---------- is herewith in cash.

President.
Chairman.

No.
From Dated.....19.

THE PRESIDENT,
THE CHAIRMAN, BOARD.
MUNICIPALITY.

To
THE TREASURY DEPUTY COLLECTOR,

Sir,

Please supply me with a Cheque Book. The cost of the book, viz., Rs..... ..... is sent herewith in cash.

President.
Chairman.

S.Sty.62.

PUBLIC WORKS DEPARTMENT CHEQUE BOOK.

Cover Page

GOVERNMENT OF MADRAS.
Public Works Department.

On the Reserve Bank of India / Imperial Bank of India / Treasury Officer.

Book No.

Cheques numbered from..... to .....

On the reverse of the cover page.

INSTRUCTIONS FOR THE GUIDANCE OF DRAWING OFFICERS.

1. The cheque forms should be counted on receipt of the books and the necessary certificate recorded inside the cover. The cheque book should be kept by the drawing officer under lock and key in his personal custody.
2. A separate cheque book should be used for each Treasury or Sub Try. / Branch of the Imperial Bank of India. / Branch of the Reserve Bank of India. The drawing officer should notify the Treasury or Bank concerned, on the annexed printed memo, the number of the cheque book he brings into use and the number of cheques it contains.
3. The cheque forms should be used in regular succession from the lowest number upward. In case of relief care must be taken to see that previous counterfoils of cheque books in use are complete in number and filled in and the relieved and relieving officers should sign a joint memorandum in duplicate of the blank forms handed over and received, showing their printed numbers, each of the officers then retaining for record one copy of the memorandum. A specimen of the relieving officer's signature should be forwarded to the Treasury or Sub Treasury / Branch of the Imperial Bank of India. / Branch of the Reserve Bank of India. by the relieved officer.
4. If a drawing officer is informed that a cheque drawn by him has been lost, the procedure laid down in Subsidiary Rule 50 and Instruction 58 under Treasury Rule 16, Madras Treasury Code, Volume I, should be followed.
5. The loss of a cheque book or blank cheque form should be notified promptly to the Treasury Officer, Sub Treasury Officer and Agent, / Imperial Bank of India / Reserve Bank of India or Manager, with whom the drawing officer concerned has a drawing account.
6. Cheques should not be issued for a sum less than Rs.10, unless this is permissible under the provisions of any law or rule having the force of law.
7. All cheques should have written across them at right angles to the type, a sum in words, a little in excess of that for which they are granted; thus "under thirty rupees" will mean that the cheque is for a sum not less than Rs.20/- but less than Rs.30/- and so on.

8. In the absence of a specific request to the contrary from the payee cheques drawn in favour of corporate bodies, firms or private persons should always be crossed. Subject to any instructions received from the payee, a cheque should be crossed "..... & Co." with the addition of the words "Not negotiable" between the crossing. Where the payee is believed to have a banking account further precautions should be adopted where possible by crossing the cheque "Specially" (instead of by the "general" crossing "..... & Co." by quoting the name of the bank through which the payee will receive payment and by adding the words "A/c payee only.Not negotiable"). These instructions regarding the method of crossing of cheques are applicable in all cases where the use of crossed cheques is prescribed.

9. The crossing should also be made on the counterfoil at the same time as on the cheque itself.

10. A cheque drawn in favour of Government officers or of departments in settlement of Government dues should always be crossed "Account payee only --not negotiable".

I certify that I have this day counted the cheques in this book and found them to be ..... in number .....
Dated ....19, ...
Treasury Officer.

Certified that this cheque book contains ..... cheque forms.

Date.....19.

.....
Divisional Officer. (Initials only).

.....
Drawing Officer. (Initials only).

Fly leaf.

Memo.

Dated...19.

To the
Treasury Officer,
Agent, Imperial Bank of India,
Manager, Reserve Bank of India.

Intimation of bringing Cheque Book into use.

Dated intials of the
Drawing officer.....

Memorandum.

No.
To
The Treasury Officer,
Agent, Imperial Bank of India,
Manager, Reserve Bank of India.

Dated .....19.

Please note that Cheque Book No. ..... containing cheques from No. ..... to No..... has this day been brought into use in this office on the

Treasury.
Sub Treasury.
Imperial Bank of India.
Reserve Bank of India.

Signature.....
Designation. .....

S.Sty.62. (Contd.)

Book No. Cheque No.

Office of the .....
Dated ..... of.....
on the Reserve Bank of India
Imperial Bank of India
Treasury Officer

Pay to.....
.....
Rupees .....
on account of.....
.....

Initials of the
Drawing Officer.....
Initials of the
Cheque writer.....

Government Press, Madras.

Under Rs.....

Cheque.

PUBLIC WORKS DEPARTMENT.

Book No.
Office of the Government Of Madras.

Cheque No.

Reserve Bank of India
To the Imperial Bank of India
Treasury or Sub Treasury Officer.

Pay to ---------- or order
Rupees ----------
and charge the same against the account of.....

Rs.....

.....

N.B. This cheque is current for three months only from the date of issue.

Requisition form for Cheque Book.
(to be included next to the 95th cheque in each book).

Book No.

A requisition for a fresh book containing..... forms has been sent today to the ~~Treasury~~ Superintendent of Stationery, Madras..... ~~Officer~~.

Initials of Drawing Officer.....

Date.....

Book No.....

Date.....

The Superintendent of Stationery, Madras.

Sir,

I have the honour to request that a book containing..... cheques may kindly be supplied to me at an early date.

Yours faithfully,

(Designation of the Drawing Officer) ----------

S.Sty.63. ✓

CASH ORDER CHEQUE BOOK.

Cover Page.

Cash Order Cheque Book. No.....

To be kept under locak and key in the personal custody of the Drawing Officer.

GOVERNMENT OF MADRAS.

No.

Book No.

Date.....

Payee.....

.....

Drawee.....

Rs.....

Government Press, Madras

Under Rs.....

Cheque.

GOVERNMENT OF MADRAS.

CURRENT THREE MONTHS ONLY.

No.
Book No. Dated.....19.

The Tahsildar of.....

Pay to.....or order

the sum of Rupees.....

on account of.....

and debit to Personal Deposits.

Accountant Head Accountant Deputy Collector in charge of Treasury.

S.Sty.64.

PERSONAL LEDGER ACCOUNTS CHEQUE BOOK.

Cover Page.

GOVERNMENT OF MADRAS.
Personal Ledger Accounts.

Reserve Bank of India
On the Imperial Bank of India ----------
Treasury Officer

Book No.....

Cheques numbered from..... to.....

Reverse side of the Cover page.

I. INSTRUCTIONS FOR THE GUIDANCE OF DRAWING OFFICERS.

1. The Cheque forms should be counted on receipt of the books and the necessary certifcate recorded inside the cover. The cheque book should be kept by the drawing officer under lock and key in his personal custody.

2. A separate cheque book should be used for each Treasury or Sub Try. Branch of the Imperial Bank of India Branch of the Reserve Bank of India. The drawing officer should notify the Treasury or Bank concerned, on the annexed printed memo, the number of the cheque book he brings into use and the number of cheques it contains.

3. The cheque forms should be used in regular succession from the lowest number upward. In case of relief care must be taken to see that previous counterfoils of cheque books in use are complete in number and filled in and the relieved and relieving officers should sign a joint memorandum in duplicate of the blank forms handed over and received, showing their printed numbers, each of the officers then retaining for record one copy of the memorandum.
A specimen of the relieving officer's signature should be forwarded to the Treasury or Sub Treasury Branch of the Imperial Bank of India Branch of the Reserve Bank of India by the relieving officer.

4. If a drawing officer is informed that a cheque drawn by him has been lost, the procedure laid down in Subsidiary Rule 50, and Instruction 58 under Treasury Rule 16, Madras Treasury Code, Volume I, should be followed.

5. The loss of a cheque book or blank cheque form should be notified promptly to the Treasury Officer, Sub Treasury Officer and Agent, Imperial Bank of India or Manager Reserve Bank of India with whom the drawing officer concerned has a drawing account.

6. Cheques should not be issued for a sum less than Rs.10, unless this is permissible under the provisions of any law or rule having the force of law.

7. All cheques should have written across them at right angles to the type, a sum in words, a little in excess of that for which they are granted, thus "under thirty rupees" will mean that the cheque is for a sum of not less than Rs.20/- but less than Rs.30/- and so on.

8. In the absence of a specific request to the contrary from the payee, cheques [illegible] in favour of corporate bodies, firms or private

S.Sty. 64 (Contd.)

persons should always be crossed. Subject to any instructions received from the payee, a cheque should be crossed ".... & Co" with the addition of the words "Not negotiable" between the crossing. Where the payee is believed to have a banking account, further precautions should be adopted where possible by crossing the cheque "Specially" (instead of by the "general" crossing "..... & Co" by quoting the name of the bank through which the payee will receive payment and by adding the words "A/c payee only, Not negotiable"). These instructions regarding the method of crossing of cheques are applicable in all cases where the use of crossed cheques is prescribed.

9. The crossing should also be made on the counterfoil at the same time as on the cheque itself.

10. A cheque drawn in favour of Government officers or of departments in settlement of Government dues should always be crossed "Account payee only -- not negotiable".

I certify that I have this day counted the cheques in this book and found them to be ..... in number .....

Dated ..... 19.

.....
Treasury Officer.

Certified that this cheque book contains ..... cheque forms

Date.....19.

.....
Drawing officer
(initials only).

Memo.

Dated....19.

To.the Treasury Officer,
Agent, Imperial Bank of India,
Manager, Reserve Bank of India.

Intimation of bringing Cheque Book into use.

Dated initials of the
Drawing Officer.....

Fly leaf.

No.
To

MEMORANDUM.

Dated 19.

The Treasury Officer,
Agent, Imperial Bank of India,
Manager, Reserve Bank of India.

Please note that cheque book No..... containing cheques from No..... to No..... has this day been brought into use in this office on the

Signature.....
Designation.....

Treasury
Sub Treasury.
Imperial Bank of India.
Reserve Bank of India.

S.Sty.64 (Contd).

Cheque.

Book No. Cheque No.

Office of the .....
.....
Dated.....of.....
on the Reserve Bank of India / Imperial Bank of India ...
Treasury Officer
Pay to.....
.....
Rupees.....
on account of.....

Initials of the
Drawing Officer.....
Initials of the
Cheque Writer.....

Government Press, Madras.

Under Rs.....

Book No. PERSONAL LEDGER ACCOUNTS.
Office of the Government of Madras. Cheque No.
.....
..... Dated.....19.
Tothe Reserve Bank of India
Imperial Bank of India .....
Treasury or Sub Treasury Officer
Pay to.....
Rupees.....or order
and charge the same against the account of.....
Rs..... .....

N.B. This Cheque is current for three months only from the date of issue.

Requisition form for Cheque Books.
(To be included next to the 95th cheque in each book).

Book No.

A requisition for a fresh book containing ..... forms has been sent today to the ~~Xxxxxury Officerxxxxxxxxxx~~ Superintendent of Stationery, Madras.

Initials of Drawing officer .....

Date.....

Book No.

Date.....

The Superintendent of Stationery, Madras.

Sir,

I have the honour to request that a book containing..... .....cheques may kindly be supplied to me at an early date.

I have the honour to be,
Sir.
Your most obedient servant,

.....
(Designation of the Drawing Officer).....

S.Sty. 65 ✓

10

FOREST DEPARTMENT CHEQUE BOOK.

Cover Page.

GOVERNMENT OF MADRAS.

Forest Department.

On the Reserve Bank of India / Imperial Bank of India / Treasury Officer. .....

Book No.

Cheques numbered from..... to.....

Reverse side of the Cover Page.

Instructions for the guidance of drawing officers.

1. The cheque forms should be counted on receipt of the books and the necessary certificate recorded inside the cover. The cheque book should be kept by the drawing officer under lock and key in his personal custody.
2. A separate cheque book should be used for each Treasury or Sub Treasury / Branch of the Imperial Bank of India. / Branch of the Reserve Bank of India. The drawing officer should notify the Treasury or Bank concerned, on the annexed printed memo, the number of the cheque book he brings into use and the number of cheques it contains.
3. The cheque forms should be used in regular succession from the lowest number upward. In case of relief care must be taken to see that previous counterfoils of cheque books in use are complete in number and filled in and the relieved and relieving officers should sign a joint memorandum in duplicate of the blank forms handed over and received, showing their printed numbers, each of the officers then retaining for record one copy of the memorandum. A specimen of the relieving officer's signature should be forwarded to the Treasury or Sub Treasury / Branch of the Imperial Bank of India / Branch of the Reserve Bank of India by the relieved officer.
4. If a drawing officer is informed that a cheque drawn by him has been lost, the procedure laid down in subsidiary rule 50, and Instruction 58 under Treasury Rule 16, Madras Treasury Code, Volume I, should be followed.
5. The loss of a cheque book or blank cheque form should be notified promptly to the Treasury Officer, Sub Treasury Officer and / or Agent, Imperial Bank of India / Manager, Reserve Bank of India with whom the drawing officer concerned has a drawing account.
6. Cheques should not be issued for a sum less than Rs.10, unless this is permissible under the provisions of any

S.Sty.65 (contd.)

law or rule having the force of law.
7. All cheques should have written across them at rifht angles to the type, a sum in words, a little in excess of that for which they are granted, thus 'under thirty rupees' will mean that the cheque is for a sum not less than Rs.20/- but less than Rs.30/- and so on.
8. In the absence of a specific request to the contrary from the payee cheques drawn in favour of corporate bodies, firms or private persons should always be crossed. Subject to any instructions received from the payee, a cheque should be crossed ".....&Co." with the addition of the words "Not negotiable" between the crossing. Where the payee is believed to have a banking account further precautions should be adopted where possible by crossing the cheque "Specially" (instead of by the "general" crossing "..... &Co". by quoting the name of the bank through which the payee will receive payment and by adding the words "A/c payee only, Not negotiable"). These instructions regarding the method of crossing of cheques are applicable in all cases where the use of crossed cheques is prescribed.
9. The crossing should also be made on the counterfoil at the same time as on the cheque itself.
10. A cheque drawn in favour of Government officers or of departments in settlement of Government dues should always be crossed "Account payee only -- not negotiable".

I certify that I have this day counted the cheques in this book and found them to be..... in number.

Dated.....19.

.....
Treasury Officer.

Certified that this cheque book contains.....
..... cheque forms

Dated.....19.

.....
Drawing Officer (Initials only).

Memo.

To The Dated.....19.
Treasury Officer,
Agent, Imperial Bank of India
Manager, Reserve Bank of India

Intimation of bringing cheque book into use.

Dated initials of the
Drawing Officer.....

Fly Leaf.

MEMORANDUM.

No.....
To The

Dated .....19.

Treasury Officer,
Agent, Imperial Bank of India,
Manager, Reserve Bank of India.

Please note that Cheque Book No..... containing cheques from No..... to No..... has this day been brought into use in this office on the

Signature.....

Designation.....

Treasury
Sub Treasury.
Imperial Bank of India.
Reserve Bank of India.

S.Sty.65 (Contd).

12

Cheque.

Book No. Cheque No.

Office of the .....
Dated.....of .....
On the Reserve Bank of India / Imperial Bank of India
Treasury Officer
Pay to.....
.....
Rupees.....
on account of.....
.....

Initials of the Drawing Officer.....
Initials of the Cheque Writer,.....

Government Press, Madras.

Under Rs.....

Book No. FOREST DEPARTMENT. Cheque No.
Government of Madras.

Office of the
.....
.....
To The Reserve Bank of India / ~~Reserve~~ Imperial Bank of India
Treasury or Sub Treasury Officer.

Pay to..... or order
Rupees.....
and charge the same against the account of.....

Rs..... .....

N.B. This cheque is current for three months only from the date of issue.

Requisition form for Cheque Books.
(To be included next to the 95th cheque in each book).

Book No.

A requisition for a fresh book containing .....forms has been sent today to the ~~Treasury Officer~~ Supdt. of Stationery, Madras. .....

Initials of Drawing Officer.....
Date.....

Book No. Date.....

The ~~Treasury Officer~~ Superintendent of Stationery, Madras. .....

Sir,

I have the honour to request that a book containing... ..... cheques may kindly be supplied to me at an early date.

I have the honour to be
Sir,
Your most obedient servant,
.....
(Designation of the Drawing Officer).....

13

S.Sty.66

CIVIL DEPARTMENT CHEQUE BOOK.

Cover Page.

GOVERNMENT OF MADRAS
Civil Departments.
(other than Forest and Public Works).

On the Reserve Bank of India / Imperial Bank of India / Treasury Officer .....

2/-

Book No.....

Cheques numbered from..... to .....

Reverse side of the Cover Page.

INSTRUCTIONS FOR THE GUIDANCE OF DRAWING OFFICERS.

1. The cheque forms should be counted on receipt of the books and the necessary certificate recorded inside the cover. The cheque book should be kept by the drawing officer under lock and key in his personal custody.

2. A separate cheque book should be used for each Treasury or Sub Treasury / Branch of the Imperial Bank of India / Branch of the Reserve Bank of India. The drawing officer should notify the Treasury or Bank concerned, on the annexed printed memo, the number of the cheque book he brings into use and the number of cheques it contains.

3. The Cheque forms should be used in regular succession from the lowest number upward. In case of relief care must be taken to see that previous counterfoils of cheque books in use are complete in number and filled in and the relieved and relieving officers should sign a joint memorandum in duplicate of the blank forms handed over and received, showing their printed numbers, each of the officers then retaining for record one copy of the memorandum.

~~4.~~ A specimen of the relieving officer's signature should be forwarded to the Treasury or Sub Treasury / Branch of the Imperial Bank of India / Branch of the Reserve Bank of India by the relieved officer.

4. If a drawing officer is informed that a cheque drawn by him has been lost, the procedure laid down in subsidiary Rule 50, and instruction 58 under Treasury Rule 16, Madras Treasury Code, Volume I, should be followed.

The loss of a cheque book or blank cheque form should be notified promptly to the Treasury Officer, Sub Treasury Officer

and Agent, Imperial Bank of India with whom the drawing officer concerned has a drawing account.
Or Manager, Reserve Bank of India

6. Cheques should not be issued for a sum less than Rs.10/- unless this is permissible under the provisions of any law orrule having the force of law.

7. All cheques should have written across them at right ~~angles~~ angles to the type, a sum in words, a little in excess of that for which they are granted, thus 'under thirty rupees' will mean that the cheque is for a sum not less than Rs.20/- but less than Rs.30/- and so on.

8. In the absence of a specific request to the contrary from the payee cheques drawn in favour of corporate bodies, firms or private persons should always be crossed. Subject to any instructions received from the payee, a cheque should be crossed ".....&Co" with the addition of the words "Not negotiable" between the crossing. Where the payee is believed to have ~~obtained~~ a banking account further precautions should be adopted where possible by crossing the cheque "Specially" (instead of by the "general" crossing ".....&Co" by quoting the name of the bank through which the payee will receive payment and by adding the words "A/c payee only, Not negotiable"). These instructions regarding the method of crossing of cheques are applicable in all cases where the use of crossed cheques is prescribed.

9. The crossing should also be made on the counterfoil at the same time as on the cheque itself.

10. A cheque drawn in favour of Government officers or of departments in settlement of Government dues should always be crossed "Account payee only -- not negotiable".

I certify that I have this day counted ... cheques in this book and found them to ..... in number.

...d.....

.....
Treasury Officer.

Certified that this cheque book contains-.....
cheque forms.

Date.....19.

.....
Drawing Officer (Initials only).

Memo.

Dated.....19.

The Treasury Officer
Agent, Imperial Bank of India
Manager, Reserve Bank of India.

Intimation of bringing Cheque Book into use.

Dated initials of the
Drawing Officer.....

Fly leaf.

MEMORANDUM.

No.....

Date.....19.

To The Treasury Officer
Agent, Imperial Bank of India
Manager, Reserve Bank of India.

Please note that Cheque Book No..... containing cheques from No..... to No.-..... has this day been brought into use in this office on the

Signature.....
Designation-.....

Treasury
Sub Treasury
Imperial Bank of India
Reserve Bank of India.

