M.R.O. 1—77,006—8-6-37.

(1) Number of pages 1

(2) Date of repair

(3) Initials of the Referencer

MADRAS RECORD OFFICE.

Government of Madras.

Finance DEPARTMENT.

G.O. No. 822 Press ~~Mis~~

97-

Dated 12-6- 1873.

617

Not to be folded or roughly handled

M.R.O. 1—77,006—8-6-27.

(1) Number of pages_____

(2) Date of repair_____

(3) Initials of the Referencer_____

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.	821.	Press / Mis.
95-96.		
Dated	2-6-	1896.

14/15

Not to be folded or roughly handled

No. 95. Read the following letter from Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, to the Hon. W. HUDLESTON, Chief Secretary to Government, Fort St. George, dated Fort St. George, 17th May 1873, No. 44-S :—

Stationery Department.

I have the honour to enclose report* by the Superintendent of Stationery on the operations of the Depôt during the official year 1872-73.

* No. 147, dated 10th May 1873.

2. With reference to paragraph VI., Complaints"—Clause "Steel Pens, Ordnance," I beg to state that similar objections to these pens have been made in this office, especially as regards the broad-nibbed pen ; the finest-pointed pens now supplied are generally approved of, and the Right Honourable the Secretary of State might be requested to reduce the proportion of the thicker-nibbed steel pens hereafter.

3. Clause "Black-lead Pencils." The pencils supplied are very frequently *most indifferent* as to quality, though occasionally good pencils are to be found in the bundles. I forward the sample pencil alluded to by the Superintendent of Stationery.

From Lieutenant-Colonel E. W. CHILDERS, R.A., Superintendent of Stationery, to Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, dated Fort St. George, 10th May 1873, No. 147.

I have the honour to forward, for submission to Government, the Annual Report of the Stationery Office for the official year ending 31st March 1873.

I. Stock.—The value of stock at the beginning of the year was Rupees 5,22,767-13-10. The receipts from all sources during the year aggregate Rupees 2,05,535-0-3, while that of issues is Rupees 2,87,964-4-7. The value of stock at the close of the year was Rupees 4,40,338-9-6.

II. Receipts.—The value of receipts from England in 1872-73 aggregate Rs. 1,74,478-4-8 against Rupees 3,76,541-4-8 in 1871-72, or Rupees 51,800-5-8 less than the average of the two preceding years. If we deduct Rupees 30,000 from the above, for value of articles due from England which should have been received last year, there will still be a saving of Rupees 21,800 as compared with the average annual cost of the last two years, notwithstanding the supplemental demands of the 2nd September 1872 for new supplies for the Government Telegraph and Army Veterinary Departments.

III. Issues.—The cost of issues to public offices during the year aggregate Rs. 2,67,324-3-10 against Rupees 3,10,895-10-9 in 1871-72, and to Army and Regimental Schools Rupees 2,062-7-8 against Rupees 4,782-15-0 in 1871-72 ; the issues to public offices and Regimental Schools being Rupees 46,291-14-3 less than similar transactions of the previous year.

IV. Local Purchases.—The local purchases during the year aggregate Rupees 29,257-8-1. French paper was received from England in part supply of the indent on the Home Government, agreeably to samples received from the Revenue Board ; the paper doubtless is of better quality than that heretofore purchased locally, but the actual cost is not known, as the price of the article supplied is not given in the invoice list. It was brought on in stock at an assumed price open to adjustment hereafter.

V. Bound Books.—The books issued to Public Departments are all bound by open contract with few exceptions ; the bound books are of four quires each, and the marble covered books one quire each. Paper only is issued to the contractor, and the rates charged include the cost of

leather, binding materials, and hire of workmen. The contract rates for the last two years were as follow :—

	1871-72. A.	P.	1872-73. A	P.
Leather bound books of four quires each, Royal size ...	13	0	12	8
Medium	10	0	9	9
Demy	7	6	7	3
Foolscap	5	3	5	2
File books	2	3	2	1
Marble covered books, one quire each, Demy size ...	0	2	0	2
Foolscap	0	2	0	2
Quarto	0	2	0	2
Octavo	0	2	0	2

The above rates, I believe, will stand comparison with those charged by other Public Departments. They are considered very favourable, so much so that the Agency of this Department was sought by the Registrar-General to get books bound for his Department by our contractor at equally favourable rates.

VI. Complaints.—The following complaints were received during the year ; these are communicated for the information of Government, in reference to paragraph 18 of the Order of Government, No. 1577, of 28th November 1861 :—

Machine-made Papers.—The Secretary to the Mysore Commission complained that the blue foolscap-paper supplied was of inferior quality, and, if folded, apt to tear when reopened.

The Controller of Military Accounts stated that this paper is of extremely inferior quality, of very little use, is extremely brittle, and liable to tear with the greatest ease when folded. He further states that it does not admit of erasures, which he considers a drawback where native clerks are employed.

The Superintendent of Police, Ganjam District, intimated that the machine-made paper sent is very little better than common Goa paper.

Steel Pens, Ordnance.—The Accountant-General stated that these steel pens are useless both to Accountants and Copyists, as they generally write too thick. He asks to be supplied with quills in lieu, if Magnum Bonums or other equally good steel pens are not available.

Blue Pencils.—The District Engineer, Madura, stated that the blue pencils which bear the name of "Reeves and Son," Makers, are certainly an inferior article.

Black-lead Pencils.—The Revenue Board, in their Official Memorandum, of date 16th September 1872, complain that the black-lead pencils are of very inferior quality. The black-lead in the pencils is stated to be hard, and the joints of the wood not sufficiently glued together.

The price of this article, according to invoice list from England, is one shilling per dozen, or 9 Pies each, including freight charges, &c. These pencils are greatly disliked, and others of the sample herewith sent are preferred ; there is no difficulty in obtaining the latter by purchase locally at 3 Pies each.

VII. English Machine-made Stamped Envelopes.—The Controller of Military Accounts suggested, as an economic measure, the supply of English-made envelopes instead of the unsatisfactory and ill-shaped covers made up in offices by Moochies. He was informed, in reply, that his suggestion would be communicated to Government in due course, whose sanction should first be obtained before the article is included in the general indent of this Department on the Home Government. At present country paper is largely used for this purpose, in reference to the Order of the Government of India re-published in Madras Proceedings, No. 726, of 24th June 1863.

VIII. Check of Indents.—This very important business continues to receive an efficient check under the careful supervision of the Manager, Mr. James Clark. In all instances of demands in excess of estimates or of previous years' annual average expenditure, the necessary explanation was called for, agreeably to paragraph 8 of the Rules for the issue of stationery. Several reports were received, intimating necessity of extra expenditure on account of increased business, but,

Proceedings of the Madras Government, Financial Department,
12th June 1873.

notwithstanding the admission of this explanation, there was a reduction in expenditure by a check in this office, viz. :—

	RS.	A.	P.
In issues to public offices	1,366	2	8
,, school materials	240	15	0
Total ...	1,607	1	8

IX. Lithographic Plate Papers.—The quantities in my last report were increased by a consignment, ex *Latona*, of 20 Reams Double Elephant and 10 Reams of special size. The issue transactions during the year aggregate 35 Reams, so that a quantity of this description of paper continues available for sale.

X. Cost of Establishment.—The cost of establishment, including the Superintendent's salary, is Rupees 7,675-12-2 for the whole year, but if we deduct therefrom Rupees 3,935-3-0 for sums realized as noted below, the net cost to Government will be Rupees 3,740-9-2, or less than two-thirds of a Rupee per cent. of the receipt and issue transactions in the year :—

	RS.	A.	P.
By commission realized	833	15	9
,, sale of waste paper, packing materials, &c.	2,579	12	1
,, forfeiture of deposits by contractor	175	0	0
,, gain on sale of maps	289	2	8
,, ,, on sale of Service Books by fractional parts of Pies ...	57	4	6
Total ...	3,935	3	0

No. 96. ORDER THEREON, 12th June 1873, No. 821.

The report of the Superintendent of Stationery above recorded shows that the value of the issues during the year 1872-73 aggregated Rupees 2,87,964-4-7, while the value of receipts amounted to Rupees 2,05,535-0-3, the value of the stock in hand at the close of the year being thus Rupees 82,429-4-4 less than at the commencement.

2. The cost of issues to public offices amounted to Rupees 2,67,324-3-10, being Rupees 43,571-6-11 less than in 1871-72, but Rupees 37,398-15-2 more than in 1870-71. The items of the excess for 1871-72 are given, and a reference to last year's report shows that some of these, such as the requirements for Local Fund work, are annually recurring, which accounts for the issues still being so much in excess of those for 1870-71. The decrease in the contract rates for binding books issued to Public Departments is satisfactory. The Superintendent of Stationery will submit an estimate of the difference of cost which would probably result from the substitution of envelopes of English manufacture for those made at present in the public offices, and will also report, as soon as he is in a position to do so, the difference in the cost of the French paper received from England, which is stated to be superior to that hitherto purchased locally.

3. In connexion with the complaints against the quality of some of the articles supplied, an extract from the Superintendent's report will be sent for the information of the Right Honourable the Secretary of State, and his attention particularly drawn to the bad quality of the steel pens and blue foolscap-paper, and to the fact that a lead pencil can be purchased locally for 3 Pies of a quality much superior to that which now costs 9 Pies before it reaches the Stationery Office.

Proceedings of the Madras Government, Financial Department,
12th June 1873.

4. With reference to steel pens, the Superintendent of Stationery will make the necessary alteration in future indents on England. "Hinkswells and Co.'s 024 quill-pen" seems to be the kind of steel pen most in favour amongst the clerks in public and private offices in Madras, many of the clerks in the Government Office purchasing them for themselves rather than use those officially supplied.

(True Extract.)

Chief Secretary.

To the Inspector-General of Ordnance and Magazines,
with samples of steel pens.

Exd. J. H. Burns,

Govt. of India. Madras.

FINANCIAL.

To

THE INSPECTOR-GENERAL OF ORDNANCE AND MAGAZINES.

Dated June, 12th.

Read.

Read.

G. O., 12th June 1873, No. 821.

JUNE.

Nos. 95-96.

Reviewing the Annual Report of the Stationery Depôt for the year 1872-73.

No. 147

Stationery Office
Fort Saint George
10 May 1873

From

The Superintendent of Stationery
Fort Saint George

To

The Inspector General
of Ordnance and Magazines
Fort Saint George

Sir

I have the honor to forward for submission to Government, the Annual Report of the Stationery Office, for the official year ending 31st March 1873.

Stock. The value of Stock at the beginning of the year was Rupees 5,22,767-13-10; the receipts from all sources during the year aggregate Rupees 2,05,535-4-3 while that of Issues is Rupees 2,87,964-4-7; the value of Stock at the close of the year was Rupees 4,40,338-9-6.

II Receipts The value of Receipts from England in 1872/73 aggregate Rupees 1,74,478-4-8 a-

against

against Rupees 3,76,941-4-8 in 1871/72 or Rupees 37,800-5-8 less than the average of the two preceding years. If we deduct Rupees 30,000 from the above for value of Articles due from England, which should have been received last year, there will still be a Saving of Rupees 21,800 as compared with the average annual cost of the last two years, notwithstanding the Supplemental demands of 2d September 1872 for new Supplies for the Government Telegraph and Army Veterinary Departments.

III Issues. The Cost of Issues to Public offices during the year aggregate Rupees 2,67,324-3-10 against Rupees 3,10,895-10-9 in 1871/72 and to Army and Regimental Schools Rupees 2,062-7-8 against Rupees 4782-15-4 in 1871/72. The issues to Public offices and Regimental Schools being Rupees 46,291-14-3 less than Similar transactions of the previous years.

IV Local Purchases. The local purchases during the year aggregate

Rupees

Rupees 29,257-8-1 - French paper was received from England in part Supply of the Indent on the Home Government agreeably to samples received from the Revenue Board, the paper doubtless is of better quality than that heretofore purchased locally but the actual cost is not known as the price of the article supplied is not given in the Invoice list. It was brought on in Stock at an assumed price open to adjustment hereafter.

V. Bound Books. The Books issued to Public Departments are all bound by open Contract with few exceptions - the bound books are of 4 quires each and the Marble Covered Books one quire each - Paper only is issued to the Contractor and the rates charged include the cost of leather, binding materials and hire of workmen. The Contract rates for the last two years were as follows viz -

	1871/72	1872/73
Leather Bound Books of 4 quires each Royal Size	" 13 "	" 12 8
——— ——— Medium —	" 10 "	" 9 9
——— ——— Demy —	" 7 6	" 7 3
——— ——— Foolscap —	" 5 3	" 5 2
File Books ——— ———	" 2 3	" 2 1

Invoice list from England is one shilling per dozen or nine pies each including Freight charges &c. These pencils are greatly disliked and others of the Sample herewith sent are preferred, there is no difficulty in obtaining the latter by purchase locally at 3 pies each.

VII English Machine made Stamped envelopes } The Controller Military Accounts suggested as an economic measure the supply of English made envelopes instead of the unsatisfactory and ill-shaped covers made up in offices by machines. He was informed in reply that his suggestion would be communicated to Government in due course; whose sanction should first be obtained before the article is included in the General Indent of this Department on the Home Government. At present Country paper is largely used for this purpose in reference to the order of the Government of India republished in Madras Proceedings No. 726 of 24th June 1863.

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previous years annual average expenditure, the necessary explanation was called for agreeably to para 8 of the Rules for the issue of Stationery. Several reports were received intimating necessity of extra expenditure on account of increased business, but notwithstanding the admission of this explanation there was a reduction in expenditure by a check in this office, Viz

In Issues to Public offices — Rs. 1366-2-8
" School Materials ——— " 240-15-"
Rupees — 1607-1-8

IX Lithographic Plate papers. The quantities in my last report were increased by a Consignment ex "Patna" of 20 Reams Double Elephant and 10 Reams of special size. The issue transactions during the year aggregate 35 Reams so that a quantity of this description of paper continues available for sale.

X Cost of Establishment. The cost of Establishment including the Superintendent's Salary is Rupees 7675-12-2 for the whole year but if we deduct therefrom Rupees 3935-3-" for sums realized as noted below the net cost to Government will be Rupees 3740-9-2 or less than 2/3 of a Rupee per cent of the

receipts

receipt and issue transactions in the year

By Commission realized —	Rs.	833-15-9
" Sale of Waste paper, Packing materials &c &c	"	2579-12-1
" forfeiture of deposits by Contractor	"	175-"-"
" Gain on Sale of maps	"	289-2-8
"-" on Sale of Service Books by fractional parts of pices	"	57-4-6
	Rs.	3935-3-"

I have the honor to be
Sir
Your most obedient Servant

Whitchurch Lt. Col. R. A.
Superintendent of Stationery
Z/6

9.4/12.5.73

Stationery Department.

1 Enclosure

ORDNANCE OFFICE:
Fort Saint George,
17th May 1873

No. 44.

From, Colonel A. Stewart R. A.,
Inspector General of Ordnance and Magazines.

To
The Chief Secretary to Government.

Sir,

(a) I have the honor to enclose report by the Superintendent of Stationery on the operations of the Depôt during the Official year 1872/73.

(a) No. 147 dated 10th May 1873.

2.- With reference to Para VI complaints, clause, "Steel pens Ordnance"; I beg to state that similar objections to these pens have been made in this Office, especially as regards the broad nibbed pen; the finest pointed pens now supplied are generally approved of, and the Right Honorable the Secretary of State might be requested to reduce the proportion of the thicker nibbed steel pens hereafter.-

3.- Clause "Black lead pencils;" the pencils supplied are very frequently most indifferent as to quality, though occasionally good pencils are to be found in the bundles. I forward the

Fwd letter to Secy to Govt dated 17th June 1873 No. 221

From
The Officiating Secretary to Govt
To
The Inspector General of Ordnance
Fort St George

Dated 19 June 1873
Rec'd 12th Idem
G.O. 17 June 1873 No. 95-96
Ack. 21 Idem
Encl. 1

Returning the Annual Report of the Stationery Office for Submission to the Secretary of State

Ack. 9/10/73

the sample pencil alluded to by the Superintendent of Stationery.-

I have the honor to be,

Sir,

Your Most Obedient Servant,

Lieutenant Colonel R. A.,

Inspector General of Ordnance

and Magadines.-

16

17

the sample pencil alluded to by the Superintendent of Stationery.-

I have the honor to be,

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Your most Obedient Servant,

Lieutenant Colonel R. A.,

Inspector General of Ordnance

and Magazines.-

16

7/4/73
18.6.73
Ordnance

Financial Department.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the Inspector General of Ordnance & Magazines, dated 17th May 1873 No. 444 Copy June Order thereon, 12 May 1873 No. 821.

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in the cost of the Imperial paper received from England which is stated to be superior to that hitherto purchased locally.

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With reference to Steel pens the Superintendent of Stationery

will make the necessary alteration in future Indents on England. "Hinks & Wells & Co's 624 Quill pen" seems to be the kind of steel pen most in favour amongst the clerks in public and private offices in Madras, many of the clerks in the Govt Office purchasing them for themselves rather than use those officially supplied.

The Manager seems particularly dissatisfied with the pens now supplied - a pen of Hinks Wells's are put up as samples.

H.

811 Bto

dispd 21/6 To Insp Genl of Ordnance & Magazines 6
with samples of Steel pens
Despatch prepared

Fin. Letter to Govt.
27th June 1873 No. 21.

Govt. of {1873} Madras.

Financial

To

The Insp.r Genl. of Ord.ce Stores.

Dated June 12
Recd. } 1873, No. 821

Nos. 95 96.

Reviewing the annual report of the Stationery Dep.t for the year 1872.73.

C/16. 12/6.