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MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.	564.	Press / Mrs.
50-51.		
Dated	7— 4—	1874.

39/40

Not to be folded or roughly handled

Stationery - Depot - Report of the Committee - Appt of a Superintendent

Proceedings of the Madras Government, Financial Department,
7th April 1874.

No. 50. Read the following report from the Committee appointed by Government to inquire and report regarding the Superintendence of the Stationery Depôt, to the Hon. W. HUDLESTON, Chief Secretary to Government, Fort St. George:—

In obedience to Order* of Government, Financial Department, the Members of the Committee therein appointed met at the Office of the Inspector-General of Ordnance and Magazines on the 5th September 1873.

* No. 1211, dated 27th August 1873.

2. It was considered advisable to meet at the Ordnance Office on the first occasion as it is in close proximity to both the Grand Arsenal and Stationery Depôt, the administrative and executive duties of both of which establishments devolve on the Commissary of Ordnance, Grand Arsenal, for the time being.

3. The Committee, attended by Lieutenant-Colonel Thomas, the Commissary in charge, went all over the Arsenal and Stationery Office, and even that cursory examination into the system pursued in carrying on, and the extent of the duties connected with, those very important and responsible charges at once convinced us that the amount of labour at present devolving on Lieutenant-Colonel Thomas is more than is usually allotted to any one officer.

4. We were very much struck with the admirable order in which the armoury and godowns were kept by the different Warrant Officers in charge; every article of service looked thoroughly clean and had evidently been well cared for, whilst they were all arranged and distributed in the most systematic manner.

5. We elicited the fact that it is mainly owing to this system of careful arrangement, under the supervision of the Commissary in charge, that there have been but few instances of either surplus or deficiency discovered on the various occasions when these godowns have been transferred, in course of reliefs, from the charge of one Warrant Officer to that of another.

6. It is well known to Government that with the present improved facilities of communication as compared with former years the official work of all departments has increased very rapidly; and, in respect of the case on which this Committee has been ordered to report, it is sufficiently evident that it is not in the power of one officer thoroughly to supervise the constantly-extending operations of the Stationery Depôt and at the same time to devote the proper amount of attention to the still more important duties devolving on the Head of the largest Arsenal in this Presidency. It therefore appears to this Committee to be absolutely necessary that the Commissary in charge of the Grand Arsenal should not be hampered in the performance of his ordnance duties proper by the less important, but still very necessary, ones which at present devolve upon him as *ex officio* Superintendent of the Stationery Depôt.

7. In obedience to Orders* † of Government the Commissary of Ordnance should be able to devote a fair portion of each day to visiting godowns, workshops, &c.; and by personal examination every now and then to test the correctness of his stock as compared with his books, which last is not the least important of his many and various duties.

* No. 406, dated 3rd February 1873.
† ,, 2553, ,, 4th August ,,

8. Lieutenant-Colonel Thomas informed the Committee that, although he invariably worked extra hours, he still found it quite impr acticable to conduct the correspondence and other clerical work of the Arsenal and Stationery Depôt combined with either proper justice to the Government interests or satisfaction to himself, and that it was simply impossible, under existing arrangements, to get rid of his arrears of desk-work, whilst latterly this was felt to such an extent that he had been obliged to request his Subaltern, Captain Pearse, to take a very considerable portion of the godown and out-door work off his hands.

9. Lieutenant-Colonel Thomas further informed the Committee that he has to take home a large number of papers every evening and to recommence his office work early in the morning, and that during the few months he has been in charge the confinement necessitated by such close, although unavoidable, application to his office duties has already had a detrimental effect on his health.

10. We ascertained that in addition to what might be more properly considered the executive duties of the Commissary of Ordnance there is really a very large amount of this clerical work to be gone through, and, as it is difficult to impart, in any other way, a fair idea of the extent of this work, we attach a list of Returns, statements, &c., marked A, showing the nu mbers of documents which fall within the province of the Commissary to prepare, as also the average quantity and description of paper expended on the preparation of the same.

11. It is true that a mere detail of these documents can convey but a very inadequate idea of the amount of personal attention required from the Commissary in their preparation; but it will be seen that some of them are documents involving the question of expenditure by the State of very large sums of money, and could not, therefore, be disposed of in a perfunctory manner.

12. Again, the checking of all out-station Ordnance General Indents, so that stores should not be unnecessarily moved about the co untry, takes up a large portion of the Commissary's time, and one document alone, the Statement of Stores required from England either to replenish existing stock or to complete allotments of stores of new pattern—which statement is compiled principally from the above Ordnance General Indents as compared with his own stock—requires almost two months' unremitting work to form the g oundwork for the General Ordnance Indent on the Secretary of State prepared in the Office of the Inspector-General of Ordnance. The above statement unfortunately does not admit of a division of labour, and has, therefore, to be entirely gone through by the Commissary himself.

13. The current office work of the Arsenal, and the time necessarily consumed in taking over charge of the extensive and valuable stores collected therein, have pressed so heavily on the Commissary during this particular year that he was unable to send in the above statement until a month and nineteen days after the date on which it was due; and our coadjutor, Colonel Stewart, informs us that in his own experience as Commissary of the Grand Arsenal, and his longer experience in the Ordnance Office, delays of the nature referred to have hitherto been unavoidable under the present regulations, which constitute the Commissary *ex officio* Superintendent of Stationery.

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14. In subordination to the Inspector-General of Ordnance the Commissary is responsible to Government for the maintenance of a due supply of military and ordnance stores being at all times available in the Arsenal under his charge, to meet all recognized demands for stores from out-station Arsenals, Magazines, and Depôts; in other words, the Grand Arsenal is the main source of ordnance supply for the entire Presidency and British Burmah.

15. In passing through the Arsenal Office our attention was directed to a large number of bound books of medium size, which collection formed the ledger of stores under the Commissary's charge. There were altogether twenty-seven of these large books, with some 14,000 headings, or, in plainer language, there are some 14,000 different articles under the Commissary's charge the detailed accounts of which are distributed through these twenty-seven large volumes.

16. The responsibility of the Commissary with regard to the treatment of those indents which fall to be examined by him (upwards of 2000 annually on an average), is very great. He must see that each one, before being submitted by him to the Inspector-General for sanction, is in the proper form; that the different columns have been correctly filled in; that the establishment for which calculated has been properly represented; that the nomenclature is correct; that the demand for the articles indented for is not only supported by due authority but also that the quantities have been accurately calculated; and that the cause assigned for the exchange or supply is such as to justify the demand, failing in any of which points a special report would have to be made to the Inspector-General either by letter or memorandum.

17. List A attached, with the above explanation, will afford a fair idea of the administrative, in-door, or desk-work required of the Commissary of Ordnance, and we will now briefly touch on some of the more salient of his out-door executive duties without troubling Government with too many details.

18. He is responsible for the due care, classification, and actual condition of all stores under his charge, as also that the Returns furnished to the Finance Department correctly represent that condition.

19. He is responsible that stores returned into the Arsenal from any branch of the service as unserviceable are actually so, and that, as far as he can himself judge or by inquiry ascertain, they have become in that condition by "fair wear and tear." In such cases of personal responsibility it will be seen that nothing can be taken for granted as these articles have to be examined by the Commissary himself.

20. He has also most responsible and troublesome duties in connexion with contractors for local supplies of military stores, necessitating the greatest vigilance in examining the various and very numerous articles tendered by these contractors, who, if not cautiously watched, will always attempt to supply inferior articles. Under this head we ascertained that Government annually disbursed, on an average, through the Commissary, the large sum of over 62,000 Rupees.

21. We were informed (and can well understand such to be the case) that much extra labour devolves on the Commissary in adjusting the numerous accounts of these contractors, and our coadjutor, Colonel Stewart, informs us that they persistently worry him with appeals and petitions whenever the Commissary either

rejects their supplies or confiscates their deposits under the terms of their contracts when protecting the interests of the State.

22. The Commissary has further the supervision of a large Armourer's shop, wherein examination of new and repairs of used small-arms are effected; Sepoys from Native Regiments are also trained here until reported qualified for the performance of the duties of Regimental Armourers; and all Carnatic Ordnance Artificers have to go through a similar training in this shop before being posted to out-stations.

23. Attached to the Grand Arsenal there is a Smith's Forge and General Workshop, also requiring the occasional attention and time of the Commissary. Formerly the work here carried on was much more extensive than at present, and a partial remedy was applied by the transfer of a considerable portion of it to the Gun Carriage Manufactory; but even now the work performed here is of such a multifarious character that we refrain from detailing the same in the body of this report but attach a memorandum thereof, marked B.

24. The Commissary's duties also occasionally take him out of the Fort altogether as he has responsible charge of the "Bullet Factory" in Black Town and of the "Gunpowder Expense Magazine" at Veysurpaudy, which Magazine has before now contained 500,000 lbs. of powder. The Bullet Factory is about two miles, and the Expense Magazine over three miles, from the Arsenal, and the necessity of an occasional visit to the former in particular will be understood when we state that on the Commissary devolves the passing into the service of the extensive miscellaneous stores made up at that Factory as detailed in Memorandum C appended to this report.

25. We were also informed that all gunpowder imported by the mercantile community is held in deposit, on their account, by the Commissary of Ordnance, who is responsible to them for its safe custody and is further bound to take care that none of it is issued from the Magazine without a license in due form from the Inspector-General of Police.

26. We do not consider it necessary to enter into any further details with reference to the strictly ordnance duties of the Commissary as we feel satisfied that the particulars we have already given sufficiently prove that those duties are more than enough to occupy the whole time of a single officer.

27. We shall now proceed to notice, as briefly as we can, the duties connected with the Stationery Depôt.

28. With respect to the clerical duties of the Stationery Depôt, we were informed that two ledgers are kept in the office—one for stationery articles generally, and the other for school-books and materials—and that there are no less than 550 items or headings opened in these ledgers.

29. The receipt and issue transactions are recorded daily in classified abstracts, and on completion of the entries for each week they are checked with the delivery notes and the postings are then made in the stock ledgers.

30. The monthly store accounts furnished to the Inspector-General of Ordnance exhibit quantities only, the values of all transactions being shown in the ledger.

31. We learnt that irrespective of indents, receipts, and bills, upwards of 1000 letters and memoranda on the subject of stationery supplies have been

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received by the Superintendent during the past five months of the current year; that the replies and references from the Depôt during the same period amounted to 1400; and that the number of packages and parcels of sorts sent to mofussil stations in that time was 1629.

32. The average expenditure of stationery supplies since 1868-69 we ascertained to be to the value of about Rupees 2,71,000, whilst the average value of stock maintained in the Depôt is close upon 4,61,000 Rupees, or about $1\frac{3}{4}$ years' expenditure.

33. Estimates of the probable quantity of stores which will be required in any one official year from England are despatched from the Stationery Depôt in the month of August, twenty months before the commencement of the official year for which the stores are required, and indents for these stores are submitted early in the following January, that is, about fifteen months before the year to which they refer.

34. The estimates and indents for Civil Departments are sent through the Inspector-General of Ordnance and Magazines to Government, whilst those for military school-books, &c., are despatched through the same officer to the Controller of Military Accounts.

35. Packing accounts of supplies under despatch containing detailed statements of the contents of each case are received by the Superintendent of Stationery, through the Marine Department, from the Director-General of Stores, and these documents have to be copied into registers kept at the Depôt.

36. When the stores arrive the packages in bond (such as French and printing papers) are accepted as marked outside each bale; but all packages containing "*sundries*" have to be opened, the contents ascertained, and the results compared with the entries in the Packing Account Books.

37. The contents as found are then inserted in the packing accounts, all deficient, damaged, or broken articles being duly noted; and, when the whole consignment has been so verified, these packing accounts are returned to the Director-General of Stores through the Inspector-General and Government.

38. Supplies of stores obtained by local purchase are provided for in the Civil Budget Estimates, and tenders for these local supplies are called for by the Superintendent of Stationery, as occasion may require, through the medium of the Government Gazette, those tenders which, in the opinion of the Superintendent, appear favourable being recommended to the Inspector-General for acceptance.

39. This portion of the Superintendent's duties gives him considerable trouble as there has been more than once good reason to believe that the ordinary native contractors have entered into combinations to keep up the range of prices for articles of country manufacture. On such occasions the Superintendent reports the circumstances to the Inspector-General and solicits special sanction for the purchase of such articles, by departmental arrangements, at more favourable prices if procurable than those tendered.

40. Contract Bonds have to be drawn up in duplicate by the Superintendent—one copy for record, and one for each contractor—in strict conformity with the form of bond furnished for guidance by the Government Solicitor.

41. Local supplies are usually received by instalments. When these are brought to the Depôt they have to be carefully and minutely examined to ascertain that they are sufficiently good as to quality with reference to the samples specified in the Contract Bond. Such as pass this examination are received into store, whilst all articles of inferior quality are rejected and returned to the contractors by the Superintendent.

42. Contractors' bills are, as a rule, received by the Superintendent *monthly*, Railway bills *weekly*. The items included in the bills and rates charged have to be carefully checked, and, if found correct, the sums required for adjustment of the claims are drawn, in *monthly contingent bills*, against the grant sanctioned in the Civil Budget Estimate, and *adjusted monthly*.

43. English priced Invoices of Stationery Stores sent out to this country are received from the Accountant-General and have to be checked with the entries in the Packing Account Register; if correct the English rates are converted into Indian currency, to which converted amount is added the cost of packing materials and freight as given in the invoices, and the full prices of the various articles thus ascertained are posted into the ledger.

44. In order that the several departments of Government may be made acquainted with the ruling prices of stationery supplies the Superintendent prepares in January of each year a list showing the actual cost of all articles issued during the previous year, and this list is published in the *Fort St. George Gazette*.

45. The routine duties of the Stationery Depôt, as regards supplies of stationery free of charge to Government offices, have been ascertained by the Committee and may be summarized as follows.

46. There are dependent on the Depôt 630 Civil and Military Offices, 42 Army and Regimental Schools, 36 Ecclesiastical Departments, and 310 Civil and Military Hospitals and Dispensaries, whilst occasional indents for Bibles and Prayer Books are also received from Regiments.

47. The indents on account of all the above requirements undergo the most minute examination so that the public expenditure of stationery may be kept down to the lowest limits consistent with efficiency, and in every instance of the demand being in excess of the average annual expenditure, or whenever requisitions are submitted for the exchange of articles which have not been in use the minimum period prescribed by Government, the attention of the parties indenting is drawn to the same and explanation demanded.

48. When indents for stationery from mofussil stations have to be complied with the contents of each case to be despatched are entered in the Packing Register and a certified extract therefrom is placed inside each box so that the parties to whom the stores are consigned may be aware of the contents of each package as despatched from the Depôt.

49. When the packages are ready application has to be made by the Superintendent either to the Master Attendant or to the Madras Railway Company for their despatch either by sea or rail as required, and, when so despatched, Bills of Lading or Railway Goods Receipts for the stores, as the case may be, are forwarded with advice letters to the consignees, who are requested to sign and return to the Superintendent the lists of contents as vouchers for his issue transactions.

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50. In their Order* Government transferred the auditing of stationery store accounts from the Accountant-General to the Ordnance Office, and on this transfer taking place an annual stock-taking was for the first time introduced, which was inaugurated by Mr. Cardozo, Head Uncovenanted Assistant to the Inspector-General of Ordnance and Magazines, and we find it recorded in a subsequent Order† that the examination thus made by this officer was considered "highly satisfactory."

* No. 4, dated 6th January 1866.

† No. 726, dated 18th July 1866.

51. The system then adopted by Mr. Cardozo has been continued since that time by the various officers subsequently appointed by Government for the annual stock-taking of stores in the Depôt, and the Committee are of opinion that whatever may be the changes introduced hereafter as regards the superintendence of the Depôt the Order of Government which directed the annual stock-taking by an independent officer should not be lost sight of as that system has proved to be eminently satisfactory in the interests of Government and for the due protection of the Superintendent.

52. Our colleague, Colonel Stewart, Royal Artillery, wishes that the relative position of his and the Stationery Offices may be prominently brought to the notice of Government in this report; but in making this request he does not refer to the mere audit of Stationery Store Accounts, as from the experience of his office, obtained since 1866, he has found that one Clerk is sufficient, as in Bombay, to conduct this simple audit in the manner reported on by the Accountant-General in his letter‡ to Government on the subject.

‡ Paragraph 5 of No. 242, dated 15th August 1873, in Order of Government, No. 1211, dated 27th August 1873.

53. Government will not fail to observe from various particulars brought to notice in this report that there is at present a rather close connexion between the Ordnance and Stationery Offices, and that the Inspector-General of Ordnance has very frequently to attend to correspondence and duties referring entirely to stationery supplies.

54. For instance, all correspondence of a controversial character connected with these supplies is referred to him for orders and instructions, thereby often necessitating examination into, and consideration of, lengthy questions totally unconnected with his ordnance duties proper.

55. As a further illustration, and one which must be known to Government, we may advert to the fact that the Inspector-General is to a considerable extent held accountable by Government for any shortcomings of the Superintendent, and all references on such matters are addressed to the Inspector-General for his report.

56. For the first five months of this official year the Inspector-General's registers show that he has received 250 papers on stationery subjects alone, and he has despatched 188 disposals thereof, or replies thereto, during the same period.

57. In their Order§ Government do not dispose of the question as regards the audit of the store accounts of the Stationery Depôt; but, whatever

§ No. 1211, dated 27th August 1873.

department may be directed to undertake this duty in future, the Committee are unanimously of opinion that the administrative control as now exercised by the Inspector-General of Ordnance may advantageously be vested in the Superintendent of Stationery himself, who should, they consider, be directly responsible to Government, not only for the stores under his charge, but also that all periodical statements, estimates, indents, &c., are duly furnished to the proper authorities on the prescribed dates and *direct* from the Superintendent. This course would avoid the delays attendant upon reference to an intermediate office.

58. In the event of the Depôt being placed under the charge of an Uncovenanted Officer, the Committee ascertained from both the Inspector-General and the Commissary of Ordnance that the portion of the Arsenal buildings now occupied by the Depôt, if Government are pleased to accord their sanction, could be retained for the purpose without any inconvenience; and on examination the Committee found that to entirely separate the Depôt from the Grand Arsenal it will only be necessary to block up one small door.

59. The Committee have been unable to ascertain the value of stock maintained in the Stationery Depôts of the sister Presidencies so as to make a comparison between them and the value of stock maintained at Madras; but they observe that in Bengal, according to the Civil Budget Estimates, there are large money grants for stationery requirements, *purchased departmentally* at various stations, as follows:—

	Rs.
Bengal	92,500
Oude	4,210
Central Provinces	8,000
Burmah	750
North-West Provinces	35,000
Punjab	55,380
Total ...	1,95,840

60. This system of departmental purchase relieves the Superintendent of Stationery at Calcutta from the duty of providing, and responsibility of preserving and distributing, the large supplies represented by the above sum of nearly two lakhs per annum, which is more than two-thirds of the gross expenditure of the Madras Presidency on account of stationery.

61. All Europe and country stationery articles required in this Presidency are issued in kind from the Head-quarters Depôt to every public office, civil and military, whether at the head-quarters or in the mofussil, as well as to all hospitals throughout the Presidency, Central Provinces, British Burmah, and elsewhere under the Madras Government.

62. The establishment of the Stationery Department, Bengal, exclusive of the Superintendent's salary, is set down at 14,180 Rupees per annum; on the other hand, the Madras establishment, also exclusive of the Superintendent's salary, now costs 6,572 Rupees per annum; and, in reference to the last portion of paragraph 2 of the Order of Government under which this Committee has been assembled, they beg to report that after carefully deliberating on the question of the future superintendence of the Stationery Depôt they find three courses which commend themselves to consideration—

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1*st*.—That the Collector of Madras might be appointed Superintendent with some small addition to his present emoluments to cover the expenses which would be necessarily incurred in attending at the Depôt as well as to his particular duties elsewhere.

2*nd*.—That the superintendence might devolve on the Superintendent of Stamps, who might similarly receive an extra allowance for the charge.

3*rd*.—Should there be any objections to either of the above officers being posted to the charge of the Depôt, owing to the fact that their other duties have to be conducted in other parts of the town, at a considerable distance from the Fort, the Committee are of opinion that an intelligent and experienced Uncovenanted Officer might be placed in charge of the Stationery Depôt on such salary as the Government may consider commensurate with the responsibility and extent of the charge.

We have, &c.,

(Signed) G. S. FORBES, M.C.S.,
Senior Member, Board of Revenue, and President.

(,,) R. W. LODWICK, Bom. C.S.,
Accountant-General,

(,,) A. STEWART, Colonel, R.A.,
Inspector-General of Ordnance and Magazines,

Members.

MADRAS,
14*th October* 1873.

No. 51. ORDER THEREON, 7th April 1874, No. 564.

On consideration of the foregoing Report of the Committee on the Stationery Depôt, the Governor in Council finds himself unable to adopt any of the courses suggested by them, for the future supervision of the Depôt.

2. The offices of the Collector of Madras and Sea Customs and Superintendent of Stamps are both situated on the North Beach, and those officers could not, without detriment to their own duties, attend daily at the Stationery Office which is in the Fort.

3. On the other hand, the Stationery Depôt could not be removed to either the office of the Collector of Madras and Sea Customs, or to that of the Superintendent of Stamps, there being no accommodation available in either office for the storage of the large stock of stationery in store.

4. Under these circumstances, and as it is necessary that the Superintendent should be present all day at the Stationery Office, the Governor in Council is of opinion that an officer doing general duty should be selected for the appointment, and that a staff salary of Rupees (300) three hundred should be attached to it.

5. His Excellency the Commander-in-Chief will be asked, through the Military Department, whether an officer can be made available for the duty, and on the receipt of His Excellency's reply, application will be made to the Government of India to sanction the proposed appointment and staff salary.

6. Under the opinion expressed by the Committee in paragraphs 53 and 57 of their report, the Governor in Council will then relieve the Inspector-General of Ordnance and Magazines of the administrative control of the Stationery Depôt, and will vest such control entirely in the Superintendent of Stationery, who will hereafter be held directly responsible to Government, not only for the stores under his charge, but for the punctual rendering of all statements, estimates, and indents which have to be furnished to them, or to other Heads of Departments.

7. The audit of the Stationery Store Accounts will be undertaken by an officer of the Account Department. The Accountant-General will arrange accordingly for the performance of the duty.

8. The thanks of Government will be conveyed to the Committee.

(True Extract.)

Acting Chief Secretary.

To G. S. Forbes, Esq.
,, R. W. Lodwick, Esq.
,, Colonel A. Stewart, R.A.
,, the Military Department.
,, the Inspector-General of Ordnance and Magazines.
,, the Accountant-General.

Exd. J. Wright.

Govt. of 1874. Madras.

FINANCIAL.

To

G. S. FORBES, Esq.

Dated April, 7th.

Recd. Encl.

G.O., 7th April 1874, No. 564.

APRIL.
Nos. 50-51.

Stationery Depôt.—Orders passed on the report of the Committee appointed to report on the question of the future superintendence of this depôt.

(15)

List of Returns, Statements and other Documents prepared by the Commissary of Ordnance Grand Arsenal, Fort Saint George.-

Nature of Document	When prepared	Average Quantity of paper used.
Annual Bills	Annually	2 Sheets Foolscap
Clothing Compensation Bills	do	8 " "
Indents for clothing & Bedding for S. S. of the Depts.	do	4 " "
Returns of Uncovenanted Servants above the age of 55 years	do	½ " "
" of W. O. requiring passage to England	do	1 " "
Register of Sanctioned Establishment	do	2 " Demy
Statement of Pay & allowances of the Ord.ce Estab.ts	do	3 " Foolscap
" of Services of Warrant Officers	do	4 " "
Report on N. C. Departmental Staff Officers	do	6 " Demy
Medal Rolls for N. C. Officers	do	½ " Foolscap
List of Articles made up in the Department to accompany the Administration Report	do	1 " Demy
Indent for Europe Articles	do	48 " "
List of probable Demands for Freight (in duplicate)	do	2 " "
" " " Cattle (ditto)	do	2 " "
" " " Local Supplies	do	4 " "
" " " Carriage	do	8 " "
Characters and qualifications of Clerks	do	1 " Medium
Return of Clerks	do	1 " "
Relief Roll of Lascars	do	1 " Foolscap
Statement of Lascars detached to other Depts.	do	1 " "
" " Pay and allowances of Lascars	do	2 " Medium
" " Sanctioned Establishments	do	2 " Foolscap
Character Roll of Syrangs and Tindals	Biannually	3 " "
Return of W and N. C. Officers, Lascars & Artificers	Quarterly	12 " Demy
" of alterations and Casualties to Inspector General, for Budget	do	4 " "
Monthly Pay Abstracts of Ordnance Officers	Monthly	15 " Foolscap
" " " W. & N. C. Officers	do	15 " "
Indents for oil, Barrack Articles, Spirits, Beer Tea, Vns and Ration Indents	do	15 " "

List of Returns, Vide, continued.

Nature of Document	when prepared	average Quantity of paper used.
Returns of Public Quarters	Monthly	3 Sheet Foolscap
" " Officers	do	3 " "
" " Barrack Articles	do	3 " "
Lists on average per month (in duplicate) of Stores despatched to out stations	do	720 " Demy
Railway Statements on average per month with weights of Stores and Packages despatched thereby to out Stations	do	20 " Foolscap
Receipt Bills on average per month, prepared for Carriage of Stores	do	20 " "
Material Report, containing 55 Vouchers on average per month, for articles made up in the Department	do	120 " Demy
Monthly List of Articles written off the Arsenal accounts	do	5 " "
" " " received into the Arsenal	do	10 " "
" " " of receipts, issues, and remains of Stores from the Bullet Factory, for countersignature	do	
Statements of materials and workmen employed in repairing articles	do	15 " Foolscap
Tools Indent, for delivery and exchange of such articles in the Department	do	15 " Demy
Contractors' Bills, in Triplicate	do	55 " Foolscap
Contingent Bills	do	10 " "
Wrappers for Contractors' & Contingent Bills	do	30 " "
Indent for Articles required to be made up at the Gun Carriage Factory	do	20 " "
Tonnage Certificates for Stores Shipped	do	20 " "
" " " " Landed	do	20 " "

List of Returns, Vide, continued.

Nature of Document	when prepared	average Quantity of paper used.
List of Articles for sale	Monthly	15 Sheets Foolscap
Vouchers of Sorts	do	15 " "
Account Sales	do	120 " "
Packing Accounts of Europe Articles	do	15 " Demy
Receipts in duplicate for articles returned into the Arsenal	do	
Departmental Receipt and Issue Vouchers	do	80 " Foolscap
Challans for delivery into the Bank of Madras of money realised by sale of Articles	do	25 " "
List of receipts, Issues, and Remains of Stores in the Arsenal	do	24 " Demy
Reports on Stores received into the Arsenal, as repairable and Unserviceable	do	70 " "
Vouchers signed and countersigned for Articles delivered by contractors	do	15 " "
Salary List of Sanctioned Establishment	do	30 " "
Statement of Fines to Inspector General, for Budget	do	5 " "
Occasional Bills for House rent, Travelling allowances Vide	occasionally	3 " Foolscap
Bills or Receipts for advances	do	2 " "
" " for Contingent expenses	do	2 " "
Last Pay Certificates	do	¼ " "
Doing duty "	do	¼ " "
Public Quarters "	do	¼ " "
Departures "	do	¼ " "
Embarkation & Disembarkation Certificates	do	¼ " "
Clothing & Bedding Certificates	do	½ " "
Reports of arrival & departure of W. & N.C. Officers	do	½ " "
Casualty Roll of N.C. Officers	do	½ " "
Letters received & registered on 5 Months	do	

List of Returns, &c., continued.

Nature of Document	when prepared	average Quantity of paper used.
Letters despatched in 5 months	occasionally	
Replies to audits on Lists of receipts, issues and Remains	do	5 Sheets Demy
Certificates of Weight of Stores and Packages	do	2 " Foolscap
Registering deposits received either in Cash or in Government Securities from Contractors for the fulfilment of their Contracts and Returning these Deposits to Contractors on the completion of their Contracts taking each individuals Signature in the Register	do	2 "
Cash remittances by Transfer Receipts to and from different places, on account of W. and N. C. Officers, Lascars, &c.	do	
Extra Workmen employed in making up Articles showing the advances received and disbursed	do	
Statements of Sums deposited into and withdrawn from Civil Treasuries, on account of Security money of Contractors	do	
Signing Bills of Contractors after being passed by the Inspector General of Ordnance and Magazines and Examiner of Ordnance accounts, to enable the Contractors to receive Cheques on account, from the Paymaster Presidency	do	

List of Returns, &c., continued.

Nature of Documents	when prepared	average Quantity of paper used.
Adjusting Articles of agreement of Contractors on completion of their Contracts when returning their deposits	occasionally	
Descriptive Registers of Lascars entertained	do	½ Sheet Foolscap
Attestation Rolls of do	do	1 " " "
Marriage Registers do	do	1 " Medium
Defaulter Sheets do	do	1 " Foolscap
Parchment Certificates of Armourer Privates of Native Infantry instructed in the Arsenal	do	
Family Certificates of Lascars proceeded on foreign service	do	½ " Demy
" Rolls in duplicate	do	½ " Foolscap
Acquittance Rolls of Family Remittances	do	½ " " "
Rolls for Recruits to be examined by Medical Officer in charge	do	½ " " "

J. J. 14/6/73

Rec'd 1902/73

List of Returns, Statements and other documents forwarded by the Commissary of Stores Royal Arsenal, Fort Saint Georges.-

B

List of the Principal Articles made up in the Ground Arsenal Workshops.-

Pins Iron Boxers Life saving Apparatus
Rocket Apparatus with stand complete
Boxes Small Store for Rocket Cart
Cradles life saving Apparatus
Sponges wool with Stave 7 inch Rifle Gun
Rammers wood with Stave Gun 18 1st dn
Sponges Gun of all Calibres
Thimbles for Targets Floating Royal Artillery Practice
Formers Tin for Cartridges 9 1st dn Rifle M. L. G.
Scrapers Shell Iron
Funnels Tin for filling Cartridges
Cartridges Drill S. B. O. Leather Gun 18 1st dn
Scotches wooden for Gun 9 x 5 x 4
Shells wooden Dummy Mortar 10 Inch for Drill purposes
Cartridges Drill Gun 9 1st dn M. L. R.
——" ——" Rifle Ordnance Breech Loading 12 1st dn R. G.
Aprons Slot 7 Inch R. G.
Blocks wooden for Buckets Carbine
Formers wooden for Pouches Ammunition Royal Artillery 20 Rounds
Tins for Pouches Infantry 40 Rounds
Hooks Trace Front
——" ——" — Hind
Studs Brass for Sabretache
Bits Bridoon New Pattern
Hook Curb Steel
Buffers Farriers
Blocks wooden for Buckets leather
Lanterns Light House
——" — Signalling
Potters Smiths of Sorts
Awls Chucklers
Helves for Hammers breaking Stones

Wads Cutter
Blocks Lead
Pots water drinking
Drivers Iron Coopers
Chissels Stone Cutters
Hammers Stone Cutters
Straight Edge Iron Turners
Wrenches Iron for nuts and Screws Target
Toggles Wooden of Sorts
Staves for Flags Army Signalling
Nails Iron Bellows forge
Mallets Wooden
Slides Brass for Haversacks
Bungs Wooden for Barrels
Stands Wooden for Scales
Cans Tin Oil with Spouts
Measures Tin Arms Percussion 2½ Dr^ms
Boards Tally 6 per Set
Shield for exercise Sword with Guards.

C

List of the principal Articles made up at the Bullet Factory Madras.-

Names	Remarks.
7Bullets Rifle Enfield	
7Balls mixed-Metal for case shot	
Tubes Copper Friction Empty	
7Bars Copper Friction	
Plugs Gun Metal for Time Fuzes 5 and 9 Seconds	
—"— wooden for Rifle Bullets	
Fuzes Empty 7Boxers for Diaphram Shells	
—"— —"— —"— Time 5 and 9 Seconds	
—"— —"— —"— Half wrought	
Staves wooden for 7Barrels Powder 100 ℔s	
—"— —"— —"— —"— 50 —"—	
7Barrels wooden Ammunition N.C. R.F. 50 ℔s & 25 ℔s	
—"— —"— Powder 50 ℔s	
—"— —"— —"— 100 ℔s	
7Buckets water wooden fire Engine	
7Bottoms wooden shot and shell	

Lt Col RA
14/10/63

B

List of the Principal Articles made up at the Rocket & Port Blair Factories

Port 1902/75

S. O-Nº 564 of 7th April 1874. Fmce Dept.

Extract of the Letter of the Principal Officers proceedings of the Committee appointed by Government to enquire and report regarding the Superintendence of the Stationery Depôt at the Arsenal Factory Madras.-

Ext. Apr 22/58

X 25

From

The Honorable G. L. Forbes, M. C. S.,
Senior Member Board of Revenue;
R. W. Lodwick, Esqre, Bom. C. S.,
Accountant General, Madras;
and
Colonel Alex: Stewart, R. A.,
Inspector General of Ordnance & Magazines;
the Committee appointed by Government to
enquire and report regarding the Superin-
tendence of the Stationery Depôt.-

To

The Chief Secretary to Government.-

Sir,

(a) Nº 1211, dated 29th August 1873.-

In obedience to Order (a) of Government, Financial Department, the Members of the Committee therein appointed met at the Office of the Inspector General of Ordnance and Magazines, on the 5th September 1873.-

2.— It was considered advisable to meet at the Ordnance Office on the first occasion, as it is in close proximity to both the Grand Arsenal and Stationery Depôt, the administrative and

executive

executive duties of both which Establishments devolve on the Commissary of Ordnance Grand Arsenal, for the time being.-

3.— The Committee, attended by Lieutenant Colonel Thomas the Commissary in charge, went all over the Arsenal and Stationery Office, and even that cursory examination into the system pursued in carrying on, and the extent of the duties connected with, those very important and responsible charges, at once convinced us that the amount of labor at present devolving on Lieutenant Colonel Thomas is more than is usually allotted to any one Officer.-

4.— We were very much struck with the admirable order in which the Armoury and Godowns were kept by the different Warrant Officers in charge; every Article of Service looked thoroughly clean and had evidently been well cared for; whilst they were all arranged and distributed, in the most systematic manner.-

5.— We elicited the fact that it is mainly owing to this system of careful arrangement under the supervision of the Commissary in charge, that there have been but few instances of either Surplus or deficiency discovered, on the various occasions when these Godowns have been transferred, in course of reliefs, from the charge of one Warrant Officer to that of another.-

6.— It is well known to Government that with the present improved facilities of communication as compared with former years, the official work of all Departments has increased very rapidly, and in respect of the case on which this Committee has been ordered to report, it is sufficiently evident that it is not in the power of one Officer thoroughly to supervise the constantly extending operations of the Stationery Depôt and at the same time to devote the proper amount of attention to the still more important duties devolving on the Head of the largest Arsenal in this Presidency.- It therefore appears to this Committee to be absolutely necessary that the Commissary in charge of the Grand Arsenal should not be hampered in the performance of his Ordnance duties proper, by the less important but still very necessary ones which at present devolve upon him as "ex-officio" Superintendent of the Stationery Depôt.-

(b) No. 206, dated 3rd February 1873.-
(c) No. 2583, dated 4th August 1873.-

7.— In obedience to Orders of Government, the Commissary of Ordnance should be able to devote a fair portion of each day to visiting Godowns, Workshops, &c., and by personal examination every now and then to test the correctness of his Stock, as compared with his Books; which last is not the least important of his many and various duties.-

8.— Lieutenant Colonel Thomas informed the Committee that although he invariably worked extra hours, he still found it quite impracticable to conduct the correspondence and other clerical work of the Arsenal and Stationery Depôt combined, with either

either proper justice to the Government interests, or satisfaction to himself; and that it was simply impossible, under existing arrangements, to get rid of his arrears of desk-work; whilst latterly this was felt to such an extent, that he had been obliged to request his subaltern, Captain Pearse, to take a very considerable portion of the godowns and out-door work off his hands.-

9.— Lieutenant Colonel Thomas further informed the Committee that he has to take home a large number of papers every evening, and to recommence his Office work early in the morning;— and that during the few months he has been in charge, the confinement necessitated by such close although unavoidable application to his Office duties, has already had a detrimental effect on his health.-

10.— We ascertained that in addition to what might be more properly considered the Executive Duties of the Commissary of Ordnance, there is really a very large amount of this clerical work to be gone through; and as it is difficult to impart, in any other way, a fair idea of the extent of this work, we attach a List of Returns, Statements, &c., marked A, showing the numbers of Documents which fall within the province of the Commissary to prepare; as also the average quantity and description of paper expended on the preparation of the same.-

11.— It is true that a mere detail of these documents

documents can convey but a very inadequate idea of the amount of personal attention required from the Commissary in their preparation; but it will be seen that some of them are documents involving the question of expenditure by the State of very large sums of money and could not therefore be disposed of in a perfunctory manner.-

12.— Again, the checking of all out-station Ordnance General Indents, so that Stores should not be unnecessarily moved about the country, takes up a large portion of the Commissary's time; and one document alone, the Statement of Stores required from England either to replenish existing Stock, or to complete allotments of Stores of new pattern, which Statement is compiled principally from the above Ordnance general Indents as compared with his own Stock, requires almost 2 months unremitting work, to form the ground-work for the General Ordnance Indent on the Secretary of State, prepared in the Office of the Inspector General of Ordnance.- The above Statement unfortunately does not admit of a division of labor and has therefore to be entirely gone through by the Commissary himself.-

13.— The current Office work of the Arsenal, and the time necessarily consumed in taking over charge of the extensive and valuable Stores collected therein, have pressed so heavily on the Commissary during this particular year, that he was unable to send in the above Statement until a month and 19 days after the date on which it was due; and our

coadjutor

coadjutor, Colonel Stewart, informs us that in his own experience as Commissary of the Grand Arsenal, and his longer experience in the Ordnance Office, delays of the nature referred to have hitherto been unavoidable under the present regulations, which constitute the Commissary "ex officio" Superintendent of Stationery.-

14.— In subordination to the Inspector General of Ordnance, the Commissary is responsible to Government for the maintenance of a due supply of Military and Ordnance Stores being at all times available in the Arsenal under his charge, to meet all recognized demands for Stores from outstation Arsenals, Magazines and Depôts.— In other words, the Grand Arsenal is the main source of Ordnance supply for the entire Presidency and British Burmah.-

15.— In passing through the Arsenal Office, our attention was directed to a large number of Bound Books of Medium size, which collection formed the Ledger of Stores under the Commissary's charge. There were altogether 24 of these Large Books, with some 14,000 Headings; or in plainer language, there are some 14000 different Articles under the Commissary's charge, the detailed accounts of which are distributed through these 24 large volumes.-

16.— The responsibility of the Commissary with regard to the treatment of those Indents which

fall

fall to be examined by him, (upwards of 2000 annually on an average,) is very great:- he must see that each one, before being submitted by him to the Inspector General, for sanction, is in the proper Form, that the different columns have been correctly filled in, that the Establishment for which calculated has been properly represented, that the nomenclature is correct, that the demand for the Articles indented for is not only supported by due authority, but also that the quantities have been accurately calculated, and that the cause assigned for the exchange or supply is such as to justify the demand: failing in any of which points, a special report would have to be made to the Inspector General either by letter, or Memo.-

17.— List A attached, with the above explanation, will afford a fair idea of the administrative, indoor, or desk-work required of the Commissary of Ordnance; and we will now briefly touch on some of the more salient of his out-door Executive duties, without troubling Government with too many details.-

18.— He is responsible for the due care, classification, and actual condition of all Stores under his charge, as also that the Returns furnished to the Finance Department correctly represent that condition.-

19.— He is responsible that Stores returned into the Arsenal from any Branch of the service as unserviceable are actually so; and that as far as he can himself judge, or by enquiry ascertain, they have become in that condition by "fair wear and tear."- In such cases of personal responsibility, it will be seen that nothing can be taken for granted, as these articles have to be examined by the Commissary himself.-

20.- He has

20.— He has also most responsible and troublesome duties in connection with Contractors for Local supplies of Military Stores, necessitating the greatest vigilence in examining the various and very numerous Articles tendered by these Contractors, who, if not cautiously watched, will always attempt to supply inferior Articles. Under this head we ascertained that Government annually disbursed, on an average, through the Commissary, the large sum of over 62,000 Rupees.-

21.— We were informed, (and can well understand such to be the case,) that much extra labor devolves on the Commissary, in adjusting the numerous accounts of these Contractors; and our coadjutor, Colonel Stewart, informs us that they persistently worry him with appeals and petitions whenever the Commissary either rejects their supplies, or confiscates their deposits under the terms of their Contracts, when protecting the interests of the State.-

22.— The Commissary has further the supervision of a large Armourers' Shop, wherein examination of new and repairs of used Small-Arms are effected; Sepoys from Native Regiments are also trained here, until reported qualified for the performance of the duties of regimental Armourers; and all Carnatic Ordnance Artificers have to go through a similar training in this shop, before being posted to outstations.-

23.— Attached to the Grand Arsenal there is a Smiths' Forge and General Workshop, also requiring the occasional attention and time of the

Commissary

MADRAS

Commissary. Formerly, the work here carried on was much more extensive than at present; and a partial remedy was applied by the transfer of a considerable portion of it to the Gun Carriage Manufactory; but even now, the work performed here is of such a multifarious character, that we refrain from detailing the same in the body of this Report, but attach a Memo thereof, marked B.-

24.— The Commissary's duties also occasionally take him out of the Fort altogether, as he has responsible charge of the "Bullet Factory," in Black Town, and of the "Gunpowder Expense Magazine" at Veysarpandy, which Magazine has before now contained 500,000 lbs of powder.- The Bullet Factory is about 2 miles and the expense Magazine over 3 Miles from the Arsenal; and the necessity of an occasional visit to the former, in particular, will be understood, when we state that on the Commissary devolves the passing into the service of the extensive Miscellaneous Stores made up at that Factory, as detailed in Memo C, appended to this Report.-

25.— We were also informed that all Gunpowder imported by the Mercantile Community is held in deposit, on their account, by the Commissary of Ordnance, who is responsible to them for its safe custody and is further bound to take care that none of it is issued from the Magazine, without a licence, in due form, from the Inspector General of Police.-

26.— We do not consider it necessary to

enter

enter into any further details with reference to the strictly Ordnance duties of the Commissary, as we feel satisfied that the particulars we have already given sufficiently prove that those duties are more than enough to occupy the whole time of a single Officer.-

27.- We shall now proceed to notice, as briefly as we can, the duties connected with the Stationery Depôt.-

28.- With respect to the clerical duties of the Stationery Depôt, we were informed that two Ledgers are kept in the Office; one for Stationery Articles generally and the other for School Books and materials; and that there are no less than 550 items or headings opened in these Ledgers.-

29.- The receipt and issue transactions are recorded daily, in classified abstracts: and on completion of the entries for each week, they are checked with the delivery notes and the postings are then made in the Stock Ledgers.-

30.- The Monthly Store accounts furnished to the Inspector General of Ordnance exhibit quantities only; the values of all transactions being shown in the Ledger.-

31.- We learnt that irrespective of Indents, Receipts, and Bills, upwards of 1000 letters and Memoranda on the subject of Stationery Supplies have been received by the Superintendent during the past 8 Months of the Current year; that the replies and references from the Depôt, during the same period, amounted to 1400, and that the number of packages and parcels of sorts sent to Mofussil Stations in that time, was 1629.-

32.- The

32.- The average expenditure of Stationery supplies since 1868/69 we ascertained to be to the value of about Rupees 2,71,000; whilst the average value of Stock maintained in the Depôt is close upon 4,61,000 Rupees, or about 1¾ years' expenditure.-

33.- Estimates of the probable quantity of Stores which will be required in any one official year from England, are despatched from the Stationery Depôt in the month of August, 20 months before the commencement of the official year for which the Stores are required:- and Indents for these Stores are submitted early in the following January, that is about 15 months before the year to which they refer.-

34.- The Estimates and Indents for Civil Departments are sent through the Inspector General of Ordnance and Magazines to Government; whilst those for Military School books, &c., are despatched through the same Officer to the Controller Military Accounts.-

35.- Packing accounts of supplies under despatch containing detailed statements of the contents of each Case, are received by the Superintendent of Stationery through the Marine Department, from the Director General of Stores: and these documents have to be copied into Registers kept at the Depôt.-

36.- When the Stores arrive, the packages in bond, (such as French and printing papers,) are accepted as marked outside each bale: but all packages containing "Sundries", have to be opened, the contents ascertained and the results compared with the entries in the Packing Account Books.-

37.- The contents as found are then inserted in the Packing accounts, all deficient, damaged, or broken articles being duly noted; and when the whole con-

-segnment

consignment has been so verified, these Packing accounts are returned to the Director General of Stores, through the Inspector General and Government.-

38.- Supplies of Stores obtained by Local Purchase are provided for in the Civil Budget Estimates:- and Tenders for these local supplies are called for by the Superintendent Stationery, as occasion may require through the medium of the Government Gazette; those tenders which, in the opinion of the Superintendent, appear favorable, being recommended to the Inspector General for acceptance.-

39.- This portion of the Superintendents' duties gives him considerable trouble, as there has been more than once good reason to believe that the ordinary Native Contractors have entered into combinations, to keep up the range of prices for articles of Country manufacture. On such occasions, the Superintendent reports the circumstances to the Inspector General, and solicits special sanction for the purchase of such Articles by Departmental arrangements, at more favorable prices if procurable than those tendered.-

40.- Contract Bonds have to be drawn up in duplicate by the Superintendent;- one Copy for record and one for each Contractor, in strict conformity with the Form of Bond furnished for guidance by the Government Solicitor.-

41.- Local supplies are usually received by instalments; when these are brought to the Depôt, they have to be carefully and minutely examined, to ascertain that they are sufficiently good as to quality with reference to the samples specified in the Contract Bond:- such as pass this examination, are received into Store;- whilst all Articles of inferior quality are rejected and returned to the Contractors by the

Superintendent

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Superintendent.-

42.- Contractors' Bills are, as a rule, received by the Superintendent, monthly; Railway Bills weekly: the items included in the Bills and rates charged have to be carefully checked, and if found correct, the sums required for adjustment of the claims are drawn, in Monthly Contingent Bills, against the Grant sanctioned in the Civil Budget Estimate, and adjusted monthly.-

43.- English priced Invoices of Stationery Stores sent out to this Country are received from the Accountant General, and have to be checked with the entries in the Packing Account Register: if correct, the English rates are converted into Indian Currency, to which converted amount is added the cost of Packing Materials and Freight as given in the Invoices, and the full prices of the various articles thus ascertained, are posted into the Ledger.-

44.- In order that the several Departments of Government may be made acquainted with the ruling prices of Stationery supplies, the Superintendent prepares in January of each year a list showing the actual cost of all articles issued during the previous year: and this list is published in the Fort Saint George Gazette.-

45.- The routine duties of the Stationery Depôt, as regards supplies of Stationery free of charge to Government Offices have been ascertained by the Committee and may be summarized as follows.-

46.- There are dependent on the Depôt 630 Civil and Military Offices, 42 Army and Regimental Schools, 36 Ecclesiastical Departments and 310 Civil and

Military

Military Hospitals and Dispensuries; whilst occasional Indents for Bibles and Prayer Books are also received from Regiments.-

47.- The Indents on account of all the above requirements undergo the most minute examination, so that the public expenditure of Stationery may be kept down to the lowest limits consistent with efficiency; and in every instance of the demand being in excess of the average annual expenditure, or whenever requisitions are submitted for the exchange of Articles which have not been in use the minimum period prescribed by Government, the attention of the parties indenting is drawn to the same and explanation demanded.-

48.- When Indents for Stationery from Mofussil Stations have to be complied with, the contents of each case to be despatched are entered in the Packing Register, and a Certified Extract therefrom is placed inside each box, so that the parties to whom the stores are consigned may be aware of the contents of each package, as despatched from the Depot.-

49.- When the packages are ready, application has to be made by the Superintendent either to the Master Attendant, or to the Madras Railway Company, for their despatch either by sea or rail as required, and when so despatched, Bills of Lading or Railway Goods' receipts for the Stores as the case may be, are forwarded with advice letters to the consignees, who are requested to sign and return to the Superintendent the Lists of contents as vouchers for his issue transactions.-

50.- In their Order[d] Government transferred the auditing of Stationery Store Accounts from the Accountant General

(d) No 4 dated 6th January 1866.-

to the Ordnance Office and on this transfer, taking place an Annual Stock-taking, was for the first time introduced, which was inaugurated by Mr. Cardozo, Head Uncovenanted Assistant to the Inspector General of Ordnance and Magazines: and we find it recorded, in a subsequent Order,[e] that the examination thus made by this Officer, was considered "highly satisfactory."-

(e) No 726 dated 18th July 1866.

50.- The system then adopted by Mr. Cardozo has been continued since that time by the various Officers subsequently appointed by Government for the Annual Stock-taking of Stores in the Depôt; and the Committee are of opinion that whatever may be the changes introduced hereafter as regards the Superintendence of the Depot, the Order of Government which directed the Annual Stock-taking by an independent Officer should not be lost sight of, as that system has proved to be eminently satisfactory, in the interests of Government and for the due protection of the Superintendent.-

52.- Our Colleague, Colonel Stewart, Royal Artillery, wishes that the relative position of his and the Stationery Offices may be prominently brought to the notice of Government in this Report:- but in making this request, he does not refer to the mere audit of Stationery Store accounts, as from the experience of his office obtained since 1866 he has found that one Clerk is sufficient, as in Bombay, to conduct this simple Audit, in the manner reported on by the Accountant General, in his letter[f] to Government on the subject.-

(f) Vide para 5 of No 242 dated 15th August 1873 in Order of Government No 1211 dated 27th August 1873.-

53.- Government will not fail to observe from various particulars brought to notice in this Report, that there is at present a rather close connection between the Ordnance and Stationery Offices; and that the Inspector General of Ordnance has very frequently to attend to correspondence

correspondence and duties, referring entirely to Stationery supplies.-

54.- For instance, all correspondence of a controversial character connected with these supplies is referred to him for orders and instructions: thereby often necessitating examination into, and consideration of, lengthy questions totally unconnected with his Ordnance duties proper.-

55.- As a further illustration, and one which must be known to Government, we may advert to the fact that the Inspector General is to a considerable extent held accountable by Government for any shortcomings of the Superintendent and all references on such matters are addressed to the Inspector General for his report.-

56.- For the first five months of this official year, the Inspector General's Registers show that he has received 250 papers on Stationery subjects alone, and he has despatched 188 disposals thereof or replies thereto, during the same period.-

57.- In their order (3) Government do not dispose of the question as regards the audit of the Store Accounts of the Stationery Depôt; but whatever Department may be directed to undertake this duty in future, the Committee are unanimously of opinion that the Administrative Control as now exercised by the Inspector General of Ordnance may advantageously be vested in the Superintendent Stationery himself, who should they consider; be directly responsible to Government, not only for the Stores under his charge, but also that all periodical Statements, Estimates, Indents, &c. are duly furnished to the proper authorities, on the prescribed dates and direct from the Superintendent. This course would

(3) No. 1211, dated 27th August 1873.-

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would avoid the delays attendant upon reference to an intermediate Office.-

58.- In the event of the Depôt being placed under the charge of an Uncovenanted Officer, the Committee ascertained from both the Inspector General and the Commissary of Ordnance, that the portion of the Arsenal buildings now occupied by the Depôt, if Government are pleased to accord their sanction, could be retained for the purpose without any inconvenience;- and on examination the Committee found that to entirely separate the Depôt from the Grand Arsenal, it will only be necessary to block up one small door.-

59.- The Committee have been unable to ascertain the value of Stock maintained in the Stationery Depôts of the Sister Presidencies, so as to make a comparison between them and the value of Stock maintained at Madras; but they observe that in Bengal, according to the Civil Budget Estimates, there are large money grants for Stationery ~~for various stations~~ requirements, purchased departmentally at various stations as follows:-

Bengal	92,500
Oude	4,210
Central Provinces	8,000
Burmah	750
North West Provinces	35,000
Punjab	55,380
Total Rupees	1,95,840

60.- This

60.- This system of Departmental purchase relieves the Superintendent of Stationery at Calcutta from the duty of providing, and responsibility of preserving and distributing the large supplies represented by the above sum of nearly 2 Lacs per Annum, which is more than 2/3 of the gross expenditure of the Madras Presidency on account of Stationery.-

61.- All Europe and Country Stationery articles required in this Presidency are issued in kind from the Head Quarters Depôt to every Public office Civil and Military, whether at the Head Quarters or in the Mofussil; as well as to all Hospitals throughout the Presidency, Central Provinces, British Burmah and elsewhere under the Madras Government.-

62.- The Establishment of the Stationery Department Bengal, exclusive of the Superintendent's salary is set down at 14,180 Rupees per Annum; on the other hand the Madras Establishment, also exclusive of the Superintendent's salary now costs 6572 Rupees per Annum: and in reference to the last portion of para 2 of the Order of Government under which this Committee has been assembled, they beg to report that after carefully deliberating on the question of the future Superintendence of the Stationery Depôt, they find 3 courses, which commend themselves to consideration.-

1st. that the Collector of Madras, might be appointed Superintendent, with some small addition to his present emoluments, to cover the expenses which would be necessarily incurred in attending at the Depôt, as well as to his particular duties elsewhere.- Not advisable I think. He has sufficient to do already.

2nd. That the Superintendence might devolve on the Superintendent of Stamps, who might similarly receive an extra allowance for the charge.-

3rd. Should there be any objections to either of the above officers being posted to the charge of the Depot, owing to the fact that

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that their other duties have to be conducted in other parts of the Town, at a considerable distance from the Fort, the Committee are of opinion that an intelligent and experienced Uncovenanted Officer might be placed in charge of the Stationery Depôt, on such salary as the Government may consider commensurate with the responsibility and extent of the charge.-

We have the honor to be,
Sir,
Your most Obedient Servants

14th October 1873.-

E. S. Ibbetson M. C. S.
Senior Member Board of Revenue
and President.-

Murdoch Bom: C. S.
Accountant General.-

Alex Stewart Colonel R.A.
Inspector General of Ordnance & Magazines

Members

S.O. No. 564 77 4 April 1874 - Print.

Memorandum showing what was the former arrangement for the Superintendence of the Stationery Department, and the changes which from time to time have taken place in this respect.

From the correspondence which has been collected on the subject, dating from the year 1814, it appears that the charge of Public Stationery was then vested in the Superintendent of Imports, who acted under the direction of the Lords, Board of Trade.

In that year the Superintendent brought to the notice of the Board of Trade the inferior quality of the Stationery received from England - and in consequence of a report made by the Board to the Govt. on the subject, a Committee was appointed to report on the quality and condition of the Stationery -

Letter from Board of Trade of 17 Octr. 1814.

G.O. 28 Octr. 1814.

In

In submitting their Report, the Committee, among other proposals, suggested the purchase, or erection, of a proper building, raised above the ground and removed from the Sea air, for the custody of the Stationery. The Committee at the same time suggested a reference to the Bengal Govt for information concerning the arrangements for preserving & controlling the issue of Stationery at that Presidency – which was accordingly done

It appeared from the reply received from the Bengal Govt that the general authority for controlling the expenditure of Stationery there was vested in a Committee of public officers, without Emolument, while the details of the business was conducted by an officer with a monthly allowance of 500 Sicca Rupees, and that a commodious building

* 8/23d Feby 1815

Letter to Bengal Govt
8/10 March 1815.

Letter from Do - 25 April 1815.
with Enclosure.

To Board of Trade
8/16 June 1815

From Do. 4 Jany 1816.

Letter to Mr. Macleod.
8/10 May 1816.

building was expressly allotted for the custody of the Stationery.

The Board of Trade, to whom this reply was communicated, in recommending the introduction into the Madras Presidency of the System prevailing in Bengal, suggested that the custody and issue of Stationery be entrusted to a Covenanted Servant assisted by an Establishment similar to the one allowed at Fort William, and that a commodious building should be provided for lodging the Stationery.

Acquiescing in these recommendations, Mr. J. M. Macleod was appointed by Govt to be "Superintendent of the custody and issue of Stationery" with a salary of 100 Pagodas per Mensem and a portion of the establishment of Servants under the Superintendent

of

of Imports - and was placed under the general superintendence of the Board of Trade - A large building in Vepery (known as Mrs Parry's House) was at the same time hired for the Stationery office on a monthly rent of Eighty Pagodas.

From Board of Trade. 14 July 1817.

The occupation of the same building for another year at 100 Pagodas per mensem was authorized on 11 August 1817 - but in reporting this fact to the Honble Court of Directors, it was stated by the Madras Govt. that the charge would very soon cease "as an arrangement has "been made for converting "part of the late Naval "Hospital into a Warehouse "for Stationery."

To - Do. - 11 Augt 1817.

Letter to England. 22d Octr 1818. P. 84.

~~The Stationery Stores appear again to have been removed to the Fort but it does not appear when they were transferred~~

Letter to England. 6 July 1819. P. 209.

In 1819 it was reported to the Honble Court that in consequence of that part of the Naval Hospital building which has been allotted for the purposes of a Stationery Warehouse not being ready for the reception of the Stationery at the expiration of the lease of the house hitherto hired on that account, the Supdt. was authorized to continue to rent that house from month to month at the rate of 100 Pagodas per mensem.

Note. There is an hiatus in the correspondence put up, between 1819 & 1830 - and consequently it does not appear when the portion of the Naval Hospital was entered into occupation by the Stationery Office, or when, & why, it was removed -

The Stationery Stores appear sometime in the year 1830 to have been transferred to Godowns attached to the Import Warehouse on the Beach; for on the 26 April 1831, Mr J. A. Huddleston in his capacity of "Superintendent of Stationery" addressed the Govt. on the subject of transferring the

the Stationery Stores from where they were then lodged on the Beach to some building better suited for their preservation & Safe custody. Upon which the Military Board were called upon by Govt. to provide a "public" building for the purpose "at a distance from the Sea".

To Military Board. 14 June 1831.

On the 17 Nov. 1835, or five years afterwards, on a representation from the Military Board and in consequence of the "Commercial Buildings" on the Beach where the Stationery was lodged, being about to be converted into the "New Supreme Court House", the Govt. authorized the transfer of the Stationery Depot to the "Gun Carriage Manufactory" where there was reported to be available room.

G.O. 17 Nov. 1835

In

From Military Board. 25 Augt. 1840.

(5)

In 1840 the Military Board represented to Govt. that in consequence of an augmentation of the Establishment of the Gun Carriage Manufactory by the transfer to it of the Artificers from the Arsenal, the portion of the building used as a Stationery Depot would be required for their accommodation - & recommended the removal of the Stationery to the Arsenal where, the Board said, "there is space for it & the "best and safest description, well ventilated "and protected from damp "by glazed windows." The Arsenal Estab. was, with a slight increase to its clerks, considered by the Board able to undertake the charge and issue of the Stationery - and if lodged in the Arsenal, "it must of course", the Board

went-

vent on to say, "be under
"the charge of the Principal
"Commissary, who from the
"advantages he possesses
"in an efficient and well-
"arranged Estabt., could
"manage it without incon-
"venience and with little
"additional trouble."

In reference to their
recommendation to locate
the Stationery in the Arsenal,
the Military Board were
requested by Govt. to
"consider whether there is
"not some Public Building
"beyond the immediate
"influence of the Sea air
"which may be appro-
"priated as a Stationery
"Depôt."

To which the Board
replied that they were
not acquainted with
any public building
so situated - and
re-iterated their opinion
as to the suitability of
the

G.O. 15 Septr. 1840.

From Military Board
6 Octr. 1840.

G.O. 14 Oct. 1840

the Arsenal for the purpose
of preserving the Stationery

Whereupon the Govt.
directed the transfer of the
Stationery Depot to the
Arsenal of Fort St. George
and to the charge of the
Principal Commissary of
Ordnance.

The Principal Commissary
was to conduct the executive
duties of the Stationery Office
under the direction of the
Military Board, for the
set of Draft Rules for the
issue &c. of Stationery sub-
-mitted by that Board
and approved by Govt.
& published in the Fort
St. Geo. Gazette it was
laid down (Rule 15)
"That correspondence on
"the subject of Stationery
"is in all cases to be
"addressed to the Supdt.
"of Stationery who will
"refer any point in dispute

From Military Board
27 April 1841.

G.O. 17 May 1841. No. 1440.

"to the Military Board for
"decision".

The "Military Board"
has since merged in the
office of Inspector General
of Ordnance & Magazines,
and this officer continues
to exercise the same super-
vision over the operations
of the Stationery department.

The present allowance
to the Superintendent of
Stationery is Rs. 100 per
mensem. —

G.G.

(55)

Abstract of present correspondence

Pros. of Govt
9 May 1873. No. 613

In 1873 the Secretary of State had reason to notice the irregularity with which Estimates for Stores required from England were rendered by the Authorities in India; and incidentally observed that Estimates of the probable requirements of Stationery in 1873-74 from Madras did not appear to have been received.

Pros. of Govt
4 June 1873. No. 769

This elicited an explanation from the Inspector General of Ordnance & Magazines that the Estimates for Stationery in revised form were duly despatched by the Supdt. to the Accountt. General on the 5 Septr. 1872. It was ascertained from the Accountt. General that the Estimates in question were sent to him, but that they were returned to the I. G. of Ord. & Mag., and that that officer, on a further reference, was informed that the Stationery Returns were never forwarded thro' the Accountt. General.

Pros. of Govt.
27 Augt. 1873. No. 1211.

Upon this the I. G. of Ord. stated that

that he had inadvertently informed Govt. as to the disposal of the Stationery Returns, which were found amongst the Records of his Office.

But Colonel Stewart discovered after all that these Statements were not the "Estimates" required by the Secretary of State – that such Estimates were never yet either prepared or submitted by the Stationery Dept. – that by a series of misapprehension of orders as regards Civil Estimates having to pass both thro' the Ordnance & Accountt. Genl's offices, the Order requiring the annual submission of the Estimates was overlooked – nor was the Estc called for by the Accountt Genl. – Col. Stewart also referred to the fact that the Stationery Dept., altho' essentially a Civil Dept., orders regarding it have emanated both from the Military and Public Depts. of Govt.

Dissatisfied with the errors which had occurred, Col. Stewart in para 14 of his letter asked the attention of Govt. to what he considered the abnormal positions of both the Inspector General and the Commissary of

Note. These Estimates were intended to show the quantities and value of Stores which will probably be required for each Dept. in the year following that in which the estimates are framed.

of Ordnance Grand Arsenal in reference to the Stationery Depot.

Col. Stewart stated

(1) that all Civil & Military Departmental Payment and other Indents for Stationery, as well as the correspondence thereon, almost entirely pass thro' the Head. Quarter Ordnance Office, thereby constituting the Inspr. Genl. of Ord. to that extent the administrative head of an essentially Civil Dept.

(2) that in January 1866 the duty of auditing the Store Accounts of the Stationery Office, heretofore confided to the Accountt General, was delegated to the D.G. of Ordnance, the former officer confining himself to the audit of its mere Cash Accounts, altho' it was laid down as the duty of the Accountts General to satisfy themselves that the Stores shown in the Registers are brought on the Store Accounts of the proper Depts. – Colonel Stewart could not see how this could be attained, so long as the Store Accounts are audited & recorded in his office.

× Pros. Mily Dept. 5 June 1872. No. 1854.

The Inspector Genl. of Ordnance further stated his conviction that with the charge of the Grand Arsenal & Bullet Factory, the Commissary of Ordnance has not at his disposal the time requisite for superintending the ever increasing work of the Stationery Depot as its executive head - and urged the adoption of some more satisfactory arrangement than the present one.

To illustrate the expansion of the Stationery Deptt, Col. Stewart submitted figures showing that while in 1841 the value of Stationery dealt with was Rs. 95,628, in 1871 it was Rs. 847,430 - and he further stated that taking a comparatively recent date (1856-57) only 207 Offices and Departments then drew their supplies from the Depot, whereas that number has now increased to above 600 offices, exclusive of a large number of Army & Regimental Schools & Army & Regimental Staff Officers.

Colonel Stewart stated, in conclusion, that in Calcutta, and he believed also in Bombay, the Stationery Depot is under the charge of an uncovenanted officer - an arrangement which he thought it might be advisable to adopt in this Presidency.

This letter was referred to the Accountant General for his remarks, and also for enquiry and report as to what system is followed in the other Presidencies in regard to the superintendence of the Stationery Deptt.

The Accountant General explained in regard to the apparent disregard by his Office of the Order requiring the annual submission of Stationery Estimates, that the requisition was cancelled by a subsequent Resolution of the Govt. of India which relieved his Department of the duty of submitting, with its Civil Budget Estimate of the Presidency, copies of the Departmental Estimates of Europe Articles of Stationery and other Civil Stores.

In

of 15 Aug. 1873. No. 242 in Pros. above quoted.

In regard to the enquiry as to the practice elsewhere, the Accountt. General stated that in Bengal the charge of the Stationery Dept. is entrusted to an officer who is also Supdt. of Stamps and receives a joint salary of Rs. 1500 per mensem for both duties.

That in Bombay the Collector has charge of both the Stationery & Stamp office in addition to his own duties, and is in the receipt of a consolidated salary of Rs. 2500 per mensem.

It was also stated that in Bengal the Store Accounts are audited by the out-door Audit Deptt. of the Comptroller General, the Accountt. General having no check over the Store Account; but that in Bombay the Audit is conducted in the Book and Compilation Dept. of the Accountt. General by a clerk who does the work in addition to his own duties.

The Govt. upon this appointed a Committee, composed of the Senior Member of the Board of Revenue, the Accountt. General and the Inspector Genl. of Ordnance

G.O. 27 Augt. 73. No. 1211

and Magazines to enquire and report whether any, and if so what change in the superintendence of the Stationery Dept. is desirable.

The Committee have now submitted their Report.

Paras 4 @ 26 are taken up in detailing the duties devolving on the Commissary of Ordnance Grand Arsenal.

Paras 27 @ 49 describe the duties pertaining to the Supdt. of Stationery.

The Committee have arrived at the following conclusions

(1) That the amount of labor at present devolving on Lt. Col. Thomas the Commissary of Ordnance Grand Arsenal & Supdt. of Stationery is more than is usually allotted to one officer.

(2) That the administrative control as now exercised by the Inspector Genl. of Ord. may advantageously be vested in the Supdt. of Stationery himself who should be directly responsible to Govt.

(3) That the annual stock-taking by an independent officer should be maintained.

On the question of the future superintendence of the Stationery Depôt, the Committee suggest three courses.

1st That the Collector of Madras might be appointed Supt. with some small addition to his present emoluments to cover the expenses which would be necessarily incurred in attending at the Depôt as well as to his particular duties elsewhere.

2d - That the superintendence might devolve on the Supt. of Stamps, who might similarly receive an extra allowance for the charge.

3d - That an intelligent and experienced Uncovenanted officer might be placed in charge of the Stationery Depôt on such salary as the Govt. may consider commensurate with the responsibility and extent of the charge.

In the event of the Stationery Depôt being placed under the charge of an Uncovd. Officer, the Committee state that they have ascertained that the portion of the Arsenal building now occupied by the Depôt could be retained for the purpose without any inconvenience.

By Chiplin.

I don't think the Govt. of Madras or Customs could undertake the addl. duty. The Supt of Stamps has a very responsible charge - & his attention should not be withdrawn from it.

Neither the Collr. nor the Supt. offices are so situated as to allow of the Stationery being stored there. Even if

them some accommodn.
Mr. Kerr is not.

The Commissary of Stores should certainly I think be relieved of the charge as soon as possible.

I think the best plan will be to obtain sanction for attaching a Staff Salary & to obtain the services of some "doing duty" officer for the work

I request orders.

L.P.

I think this rule be the best plan. At all events I cannot suggest any better

J.O.L.

I see no objection to the Collector of Madras being required to do the duty of Superintendt of Stationery. He has little enough to do as compared with his confreres in the Presidencies. I would not add to the pay of an Easy office on this account.

Govt should prefer to attach it to the Superintendt of Stamps - whose office is responsible, it is true, but by no means onerous, and would easily admit of this attending to this in addition to his other duties. I would give the allowance to the present incumbent with the understanding that on a vacancy occurring the two duties should be done for the same pay. The Superintendt of Stamps has more time than the Collectors - moderate though his duties are.

The plan of employing of a doing duty officer with staff pay is opposed to sound principles of finance Account, as laid down by Govt of India, and could not be submitted with any prospect of success.

5/3 W.L.

Mooney is appointed, must be all day at the Stationery Office - it is in the Fort, while Collr & Stamp Supt are on the Beach - they have no room for the Stock of Stationery or other Office. A 6/3

I do not think the duties are incompatible (I only a accent after locality of the Office) with those of Collector & Inspector. & Surveyor. It is an important charge: and those only selected to be entrusted a special Inspect. of Statistics, who have and will be highly qualified for part - I wd. advise Dr Saunter to the employment of a young clerk "Wm" as suggested

S-O-W.P.-5644-77 & April 1874 - Private & Confidential.

Change of Public Statistics

Memorandum

Enclosure

Prov 74-74-564

Prov 4 of 74

Financial 1873 Dec
No. 1902

Committee appointed by Government to enquire and report regarding the Superintendence of the Stationery Depôt.

Letter forwarding Report of the Committee.

Dated 14th October 1873.

Received 23rd October 1873.

3 Enclosures.

Forwarding Report of a Committee appointed to enquire into the Superintendence of the Stationery Depôt, and recommending for reasons assigned that the Commissariat Officer now attached to the Depôt be relieved of the charge of the Stationery Depôt, that the Collector of Madras be appointed Superintendent of the Depôt, and that a Clerk be attached to the Depôt under the Superintendence of the Collector of Madras.

S.O. No. 564

To the Chief Secretary to Government.

C 8/1
R-2.
a-2.
R 13

1612 5

(69)

Financial Department.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following ~~letter~~ Report from the Committee appointed by Government to enquire & report regarding the Superintendence of the Stationery Depôt, dated 14th October 1873.

Order thereon, 7 March 1874. No. 564.

On consideration of the foregoing report of the Committee on the Stationery Depôt, the Governor in Council finds himself unable to adopt any of the courses suggested by them, for the future supervision of the Depôt.

2 He observes that the Collector of Madras & Sea-Customs, & Superintendent of

Stamps are both situated on the North Beach, and those officers could not, without detriment to their own duties, attend daily at the Stationery office which is in the Fort.

3 On the other hand, the Stationery Depôt could not be removed to either the office of the Collector of Madras & Sea Customs, or to that of the Superintendent of Stamps, there being no accommodation available in either office for the storage of the large stock of Stationery in store.

4 Under these Circumstances, and as it is necessary that the Superintendent should

what is proper Official designation?

? 250 or 300 -

settled in Council 3/3

should be present all day at the Stationery office, the Governor in Council is of opinion that ~~a long duty officer~~ an officer doing general duty should be selected for the appointment, and that a staff salary of Rs three hundred (300) should be attached to it.

5 His Excellency the Commander-in-Chief will be asked through the Military Department, whether an officer can be made available for the duty, and on the receipt of His Excellency's reply, application will be made to the Government of India to sanction the proposed appointment and staff salary.

Under

6 Under the opinion
espressed by the Com-
-mittee in paras 53 & 57
of their report, the
Governor in Council will then
~~recommend~~ relieve the
Inspector General of
Ordnance & Magazines
of the administrative
Control of the Stationery
Depôt, and will vest
such Control entirely
in the Superintendent
of Stationery, who will
hereafter be held
directly responsible
to Government, not only
for the stores under
his charge, but for the
punctual rendering
of all statements,
Estimates & Indents
which have to be
furnished to them,
or

or to other heads of
Departments.

7 The audit of the
Stationery Store ac-
-counts will be under-
-taken by an officer
of the Account Depart-
-ment. The Accountant
General will arrange
accordingly for the
performance of the
duty.

8 The thanks of Government will
be conveyed to the
Committee. Ltr 13/3/74

To J. S. Fokes Esqr
R. G. Lodwick Esqr
Coll A. Stewart RA
For the Military Dept
Inspr Genl of Ordnance
& Magazines.
Accountant

Ltr R. 13/3/74.

Orders only - 36
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Govt. of 1874 Madras.

Financial

To

G. S. Forbes Esqr.

Dated April 7 }
Recd. } 1874, No. 564.

Nos. 50-57.

Stationery Depot. Orders passed on the report of the Comtee appt. to report on the question of the future Superintendence of this Depot.