M.R.O. 1—77,000—8-6-37.

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.	963—64	Press / Mis.
54-56		
Dated	5—6—	1894.

3/32

Not to be folded or roughly handled

K.V. 15-6 40

No. 54. Read the following letter from Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, to the Hon. D. F. CARMICHAEL Acting Chief Secretary to Government, Fort St. George, dated Fort St George, 19th May 1874, No. S-34 :—

Stationery Department.

In obedience to Government Order,* I have the honour to enclose, in original, a report† by the Superintendent of Stationery, on the operations of the Depôt during the official year 1873-74 ; and I trust the same will be satisfactory to Government.

* No. 1577, dated 28th November 1861.
† No. 116, dated 11th May 1874.

2. The report is accompanied by five statements, A to E, and two samples of blotting-paper.

3. I have no remarks to add upon the clear report of the Superintendent.

From Lieutenant-Colonel L. F. C. THOMAS, R.A., Superintendent of Stationery, to Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, Fort St. George, dated Fort St. George, 11th May 1874, No. 116.

In accordance with the Government Order,* I have the honour to forward a report of the operations of the Stationery Department for the year ending the 31st March 1874, as also the appendices† since ordered to be furnished.

* 28th November 1861, No. 1577.
† 2nd August 1871, No. 1168.

The transactions of receipts and issues and stock remains are shown in statement appended marked A.

I. *Stock.*—The value of stock at the beginning of the year was Rupees 4,40,338-9-6. The receipts from all sources during the year amounted to Rupees 1,10,656-5-8, while that of issues was Rupees 3,41,644-12-6, consequently the value of stock at the close of the year was reduced to Rupees 2,09,350-2-8.

2. This great reduction of stock was, owing to the non-receipt up to the close of the year, of the stationery articles included in my General Indent on the Home Government, No. 74, dated 14th December 1872. Some articles have since been received ex steamer *Mazeppa*, but the bulk of the stationery articles proper such as, writing, blotting and marble papers, ink-powders and other materials, included in my General Indent of above date, have not yet been received, although seventeen months have elapsed since it was forwarded from hence.

3. Owing to the non-receipt of the articles above alluded to, blotting-paper, Indian rubber, blacklead-pencils, and some few other stationery articles, were all exhausted in stock ; this necessitated their purchase in the local market, but the latter was, however, unequal to our demand ; hence a part supply only was obtained.

II. *Receipts.*—The value of receipts from England aggregate Rupees 71,165-4-8, against Rupees 1,74,478-4-8 in the previous year. During the two years 1872-73 and 1873-74 there were balances of stationery articles due, which should have been received here before the close of those years, respectively.

III. *Issues.*—The issues to Public Offices during the year cost Rupees 3,19,615-15-5, against Rupees 2,67,324-3-10 in the previous year. The excess cost in 1873-74 of Rupees 52,291-11-7 is consequent on the excess demands, as per statement annexed marked E.

2. The issues to Army and Regimental Schools during the year were Rupees 2,901-11-3, against Rupees 2,062-7-8 in the previous year.

3. There was an issue during the year of 300 Reams of machine-made foolscap-paper to the Bombay Government, on account of the urgent want of this article in that Presidency ; the sale

transactions, as per appended Statement A, include the supply of stationery articles on payment to the Mysore Commission for Rupees 7,212-13-7.

4. Upon inquiry from this office, whether supplies to Local Fund Boards should not be paid for by Local Funds, the Revenue Board recorded in their Proceedings, No. 6866, of 10th October 1873, "that, pending the disposal of the question as to Local Fund Stationery, the charge should be treated as for supplies to the Revenue Department."

IV. *Local Purchases.*—The local purchases during the year were Rupees 37,525-4-6.

2. *Sealing Wax.*—The sample article ordered to be furnished to this department in Government Proceedings, dated 30th October 1873, * has not reached this office, and the competition of the Revenue Officers against the Stationery Department has already tended to increase the price of this item. The Contractor of the Stationery Department says that he supplies the Revenue Department with sealing-wax of a precisely similar quality to that given by him to the Stationery Department at a more advantageous price than that contracted for here; the inferior quality of this article was complained of by the Revenue Department only, for some years past, and the circumstance has been brought regularly to the notice of Government in my several annual reports. Authority was not conveyed to this office to purchase wax of a better quality, and, in the absence of special instructions, it was considered inexpedient to purchase a more expensive article for one department only, when the quality of that issued was the same as was supplied for very many years past to all Public Offices, and was found to answer all public purposes equally as well as the more expensive article. The quality of the article was also equal to the samples furnished to this office for guidance in 1862. There are few departments, if any, that use sealing-wax more largely than the Stationery office, and yet no inconvenience whatever has been experienced by it, when sealing the numerous packages forwarded from hence. Even the Revenue Board in their Proceedings† recorded their opinion that the supply from this office for 1872-73 was good and equal to the purpose, and that no complaints were received regarding its inferiority except from Bellary, and for the supply in 1873-74, the samples were previously submitted to and approved by the Revenue Board, ‡ and yet, notwithstanding this precaution, the article was complained of by the Revenue Department only. As regards the supply of this article I may, however, mention that, while 1,686 lbs. only were issued in 1872-73, the supply in 1873-74 from this office was 2,076 lbs.; this was further increased by local purchase, and, so far as this department is aware, it is not known how the rejected article for which other sealing-wax was obtained during the year by local purchases was disposed of, or if Government or this office was duly credited for the quantities replaced by local purchases. Even good wax will deteriorate when kept long in store, and precautionary measures are not taken to keep the sticks apart to prevent the wax all running into a mass. If, however, it was determined that wax of a better quality was actually necessary for the Revenue Department, the Revenue Board should have adopted the course ordered by Government§ to furnish the Stationery office with samples of the description and quality of articles required; this was all that was needed, and notwithstanding these samples were asked for frequently for years past, none have been received in this office up to this time. If, therefore, the quality of articles purchased locally was short of the Revenue Board standard, the Stationery Department, I submit, cannot justly be blamed, when the department wanting the stores failed to submit samples of such articles.

* Revenue Department, No. 203.

† 31st July 1872, No. 5240.

‡ 5th June 1873.

§ 28th November 1861, No. 1577.
28th January 1863, No. 187.

3. Blacklead-pencils were purchased locally on account of the exhaustion of this article in stock. Tenders were invited for the supply of the article by open contract, and it was obtained at 2 Annas and 5 Pies per dozen. Exception was, however, taken afterwards by the Revenue Board to the quality of the supply, although in doing so, the Stationery Department was guided by the sample received from, and the recommendation of, the Revenue Board recorded in their Proceedings, that the blacklead-pencils procurable in the bazaar by retail at quarter anna each were better suited for the requirements of the Revenue Department than the supply from England.

Proceedings of the Madras Government, Financial Department,
5th June 1874.

4. *Machine-made Paper*.—Machine-made paper continues to be disliked, and applications are generally received for the issue in exchange of hand-made paper. The article is, however, issued in the proportion sanctioned by Government, which is not deviated from, except in the instances of special applications from Government Secretariats.

5. *Blotting-paper*.—The Inspector-General of Jails reported that the article last supplied to him was inferior in quality to the article issued to the Quartermaster-General. It was explained that this article was received from England, and that the issue to the Quartermaster-General was the remains from old stock, while that supplied to the Inspector-General of Jails was received per s.s. *Agra* in January 1873. The last supply to a limited extent was inferior in quality to former supply, and the samples received from the latter functionary are herewith forwarded, marked A and B, respectively.

A, old supply.
B, new supply ex *Agra*.

6. The purchase of stationery articles by one Public Department on behalf of Government for issue to all Public Departments will itself insure the purchase of articles according to samples specially approved by contract, because any inferiority to approved samples will assuredly be complained of by any party receiving the supply, and their rejection on account of their inferiority to approved samples will occasion the risk of their rejection in the accounts of the Supplying Officer, whereas the old system of the several departments purchasing their own requirements, although it will effectually prevent future complaints as regards their quality, yet this system on the other hand will reopen the door to those irregularities alluded to in the Report* of the Commissioner for investigating Public Establishments. The system of stationery articles being obtained from one Public Department only, was disliked from the commencement of the order directing this course to be adopted, and in less than one month after publication of the above order, an application was received from a Revenue Officer† to make his own purchases, when it was ascertained that very large quantities of paper of very inferior quality were accepted and received by him at a rate for which a superior article was contracted to be supplied. Should, however, such articles as coloured twist, sealing-wax, and other stationery articles for issue to Public Departments generally be manufactured in any local Jail or Public Department, I would suggest in this case that these articles be obtained from the public institution in question for issue to Public Departments adjacent thereto, which will effect a saving of transit charges and also guarantee the supply being equal in quality to that contracted for. There is no reason, however, that issues made to one Public Department should be exceptional to those of all other Public Offices.

* 31st October 1859.

† 24th December 1862, No. 2695.

V. *Check of Indents*.—This important duty continues to be exercised under the careful supervision of the Manager, Mr. James Clark, whose watchfulness over public expenditure led to the savings during the year of Rupees 2,181-8-3.

VI. *Cost of Establishment*.—The cost of the office establishment for the whole year is Rupees 6,561-10-5. If we deduct therefrom Rupees 4,029-1-11 as per margin, the net cost will be Rupees 2,532-8-6, or about 8 Annas and 11 Pies, or ·56 of a rupee per cent. of the cost of the receipt and issue transactions. The working of the establishment at this reduced rate, must, on the whole, be considered favourable, and the economy exercised in its management appears highly creditable to the zealous exertions of the Office Manager, Mr. James Clark.

	Rs.	A.	P.
By Commission realized	539	11	9
By sale of waste paper, packing materials, &c.	2,870	8	11
By forfeiture of Contractors' deposits	290	9	4
By sale of Indian Atlas Sheets, Maps, &c. ..	284	10	8
By sale of Service-books	43	9	3
Total ..	4,029	1	11

No. 55. ORDER THEREON, 5th June 1874, No. 963.

It appears from the report of the Superintendent of Stationery for the year ending 31st March 1874, and the statements submitted with it, that the aggregate

value of stock dealt with during the year was Rupees 5,50,994-15-2, of which stock to the value of Rupees 3,41,644-12-6 was issued, and there remained on the 31st March 1874, stock valued at Rupees 2,09,350-2-8, or Rupees 2,30,988-6-10 less than on the 1st April 1873.

2. The stationery, &c., received from England during the year was valued at Rupees 71,165-4-8, and that purchased in the local markets at Rupees 37,525-4-6.

3. The amount realized by commission, sale of waste paper, &c., was Rupees 4,029-1-11.

4. The value of stationery issued to Public Offices was Rupees 3,19,615-15-5, or Rupees 52,291-11-7 in excess of the preceding year, consequent on the expenditure of stationery, &c., having been greater in the following Departments : —

Revenue,
Public Works,
Revenue Survey,
Telegraph, and
Registration.

5. Paragraphs 2 and 3 of the Report relating to "Sealing Wax" and "Blacklead Pencils," and also paragraph 6, will be communicated to the Revenue Department for consideration.

6. Paragraph 5, with the samples of the old and new supply of blotting-paper, will be communicated to the Secretary of State for India, in view to such instructions being issued as will prevent inferior quality of blotting-paper being again sent out.

(True Extract.)

D. F. CARMICHAEL,
Acting Chief Secretary.

To the Inspector-General of Ordnance and Magazines.
" Revenue Department.
" Accountant-General.

Exd. J. Wright.

FINANCIAL DEPARTMENT.

No. 964.

FROM

THE HON. D. F. CARMICHAEL,
Acting Chief Secretary to the Government of Fort St. George,

TO

THE SECRETARY TO THE GOVERNMENT OF INDIA,
FINANCIAL DEPARTMENT.

SIR,

Referring to paragraph 8 of the Resolution of the Government of India, Financial Department, dated the 21st July 1871, No. 1267 (Accounts), I am directed to transmit copy of the Order* of this Government on the Administration Report of the Superintendent of Stationery for the year 1873-74.

* Dated 5th May 1874, No. 963.

I have the honour to be,
Sir,
Your most obedient servant,

OOTACAMUND,
5th June 1874.

Acting Chief Secretary.

Exd. J. Wright.

1874.

FINANCIAL DEPARTMENT.

From

The Acting Chief Secretary to Govt.,
Fort St. George

To

The Secretary to the Govt. of India,
Financial Department

Dated 5th June 1874.

Recd.

No. 964.

Enclosure.

Stationery Depôt.—Copy of the Proceedings of the Madras Government on the Administration Report of the Superintendent of Stationery for the year 1873-74, transmitted.

Govt. of India 1874 Madras

FINANCIAL.

To

THE INSPECTOR-GENERAL OF ORDNANCE AND MAGAZINES, &c., &c., &c.

Dated June, 5th.

Recd.

Answd.

G.O., 5th June 1874, *No.* 963.

JUNE.
Nos. 54–56.

Stationery Depôt.—The Report of the Superintendent of Stationery on the operations of the Depôt for the year 1873-74, reviewed. Certain parts of the Report referred to the Revenue Department for consideration, and the Secretary of State ordered to be addressed in regard to the inferior quality of blotting-paper sent out. Copy of these Proceedings forwarded to the Government of India.

No 116

9 2

To

The Inspector General
of Ordnance & Magazines
Fort St George

Sir.

In accordance with the
Government order, a dated 28th November 1861 No 1577
I have the honor to
forward a Report of the operations of
the Stationery Department for the year
ending 31st March 1874, as also the
appendices since ordered to be furnished b dated August 2d 1871 No 1168
The transactions of receipts
and issues, and stock remains are
shown in statement appended marked
A

I Stock

The value of stock at the
beginning of the year was Rupees
440,338 — 9 — 6. The receipts from all
sources during the year amounted to
Rupees 110,656 — 5 — 8, while that of issues
was Rupees 341,644 — 12 — 6, consequently
the value of stock at the close of
the year was reduced to Rupees
209,350 — 2 — 8
2
This great reduction
of stock was, owing to the non receipt
up to the close of the year, of the
Stationery articles included in
my General Indent on the Home
Government

Government No 74 dated 14th December 1872, some Articles have since been received Ex Steamer "Mazeppa" but the bulk of the Stationery Articles proper such as Writing, Blotting, and Marble papers, Ink Powders, and other materials included in my Indent of above date, have not yet been received, although 17 months have elapsed since it was forwarded from hence.

3 Owing to the Non receipt of the Articles above alluded to, Blotting paper, Indian Rubber, Black lead Pencils, and some few other Stationery Articles, were all exhausted in Stock, this necessitated their purchase in the Local market, but the latter was however unequal to our demand, hence a part supply only was obtained.

II Receipts

The value of receipts from England aggregate Rupees 7,1165-4-8, against Rupees 1,74,478-4-8 in the previous year, During the two years 1872/73 and 1873/74 there were balances of Stationery Articles due, which should have been received here before the close of those years respectively

III Issues

11 3

The issues to Public Offices during the year cost Rupees 3,19,615-15-5 against Rupees 2,67,324-3-10 in the previous year. The excess cost in 1873/74 of Rupees 52291-11-7 is consequent on the excess demands, as per statement annexed marked E.

2 The issues to Army and Regimental schools during the year were Rupees 2901-11-3 against Rupees 2062-7-8 in the previous year.

3 There was an issue during the year of 300 Reams of Machine made foolscap paper to the Bombay Government, on account of the urgent want of this Article in that Presidency, the sale transactions as per appended statement A include the supply of Stationery Articles on payment to the Mysore Commission for Rupees 7212-13-7.

4 Upon enquiry from this Office whether supplies to Local Fund Boards should not be paid for by Local funds, the Revenue Board recorded in their Proceedings No 6866 of 10th October 1873 "that, pending the disposal

"disposal of the question as to local
"fund Stationery the charge
"should be treated as for supplies
"to the Revenue Department"

IV Local purchases.

The local purchases during the year were Rupees 37525–4–6.

Sealing Wax

2 The sample article ordered to be furnished to this Department in Government Proceedings dated 30th October 1873 has not reached this Office and the competition of the Revenue Officers against the Stationery Department has already tended to increase the price of this item. The Contractor of the Stationery Department says that he supplies the Revenue Department with Sealing Wax of a precisely similar quality to that given by him to the Stationery Department at a more advantageous price than that contracted for here, the inferior quality of this article was complained of by the Revenue Department only, for some years past, and the circumstance has been brought regularly to the notice of Government in my several Annual Reports.

c Revenue Department № 293

Authority

Authority was not conveyed to this Office to purchase Wax of a better quality, and in the absence of special instructions, it was considered inexpedient, to purchase a more expensive article for one Department only, when the quality of that issued was the same as was supplied for very many years past to all Public Offices, and was found to answer all public purposes equally as well as the more expensive article. The quality of the article was also equal to the samples furnished to this Office for guidance in 1872. There are few Departments, if any that use Sealing Wax more largely than the Stationery Office, and yet no inconvenience whatever has been experienced by it, when Sealing Wax numerous packages forwarded from hence. Even the Revenue Board in their Proceedings recorded their opinion that the supply from this Office for 1872/73 was good and equal to the purpose, and that no complaints were received regarding its inferiority except from Bellary and for the supply in 1873/74, the samples were previously submitted

d 31st July 1872 № 5240

to

to and approved by the Revenue Board, and yet notwithstanding this precaution, the Article was complained of by the Revenue Department only, as regards the supply of this Article, I may however mention that, while 1686 lbs only were issued in 1872/73 the supply in 1873/74 from this Office was 2076 lbs, this was further increased by local purchase, and so far as this Department is aware, it is not known, how the rejected Article, for which alter Sealing Wax was obtained during the year by local purchases, was disposed of, or if Government or this Office was duly credited for the quantities replaced by local purchases. Even good wax will deteriorate when kept long in store, and precautionary measures are not taken to keep the sticks apart to prevent the Wax all running into a mass. If however it was determined that Wax of a better quality was actually necessary for the Revenue Department the Revenue Board should have adopted

E 5 9th June 1873

15

F 28 9th November 1861 No 1577
28th January 1863 No 187.

adopted the course ordered by Government to furnish the Stationery Office with samples of the description and quality of Articles required; this was all that was needed, and notwithstanding these samples were asked for frequently for years past, none have been received in this Office up to this time. If therefore the quality of Articles purchased locally was short of the Revenue Boards standard, the Stationery Department I submit, cannot justly be blamed, when the Department wanting the Stores failed to submit samples of such Articles.

3. Black lead Pencils were purchased locally on account of the exhaustion of this Article in stock. Tenders were invited for the supply of the Article by open contract, and it was obtained at 2 annas and 5 pies per dozen. Exception was however taken afterwards by the Revenue Board to the quality of the supply, although in doing so, the Stationery Department was guided by the sample received from, and the

the recommendation of the Revenue Board recorded in their Proceedings, that the Black lead Pencils procurable in the Bazaar by retail at 1/4 Anna each were better suited for the requirements of the Revenue Department, than the supply from England.

Machine made paper

4 Machine made paper continues to be disliked, and applications are generally received for the issue in exchange of Hand made paper. The article is however issued in the proportion sanctioned by Government, which is not deviated from, except in the instances of Special applications from Government Secretariats.

Clothing paper

5 The Inspector General of Jails reported that the Article last supplied to him was inferior in quality to the Article issued to the Quarter Master General. It was explained that this Article was received from England, and that the issue to the Quarter Master General was the remains from old stock, while, that supplied to Inspector General

17

General of Jails was received per S.S. Agra in January 1873. The last supply to a limited extent was inferior in quality to former supply, and the samples received from the latter & sanctionary are herewith forwarded marked A and B respectively

A Old supply
B New supply
ex Agra

6 The purchase of Stationery articles by one Public Department on behalf of Government for issue to all Public Departments, will itself ensure the purchase of articles according to samples specially approved by contract because any inferiority to approved samples will assuredly be complained of by any party receiving the supply, and their rejection on account of their inferiority to approved samples will occasion the risk of their rejection in the accounts of the supplying Office, whereas the old system of the several Departments purchasing their own requirements although it will effectually prevent future complaints as regards their quality yet this system on the other hand will reopen the door to those irregularities alluded to in the Report of the Commissioner for

G 31st October 1859

for investigating Public Establishments.

The system of Stationery Articles being obtained from one Public Department only, was disliked from the commencement of the order directing this course to be adopted, and in less than one month after publication of the above order, an application was received from a Revenue Officer to make his own purchases, when it was ascertained that very large quantities of paper of very inferior quality were accepted and received by him at a rate for which a superior Article was contracted to be supplied, should however such Articles as Colored twist, Sealing Wax, and other Stationery Articles for issue to Public Departments generally be manufactured in any local Jail or Public Department, I would suggest in this case, that these Articles be obtained from the Public institution in question for issue to Public Departments adjacent thereto, which will effect a saving of transit charges and also guarantee the supply being equal in quality to

No 24 December 1862 Pr 2695

19

to that contracted for. There is no reason however, that issues made to one public Department, should be exceptional to those of all other Public Officers.

V Check of Indents

This important duty continues to be exercised under the careful supervision of the Manager Mr James Clark, whose watchfulness over public expenditure leads to savings during the year of Rupees 2181—8—3.

V Cost of Establishment

The cost of the Office Establishment for the whole year is Rupees 6561—10—5.

By Commission realized on Sale of Waste paper packing materials &c	539	11	9	If we deduct
" Forfeiture of Contractors Deposits	2870	8	11	therefrom
" Sale of Indian Atlas Sheets & Maps &c	290	9	4	Rupees
" of Service Books	284	10	8	4029—1—11
Total Rupees	43	9	3	as per margin
	4029	1	11	

the net cost will be Rupees 2532—8—6, or about 8 annas and 11 pies, or .56 of a Rupee per cent of the cost of the Receipt and issue transactions. The working of the Establishment at this reduced rate, must, on the whole, be considered favorable,

and

and the economy exercised in its management appears highly creditable to the zealous exertions of the Office Manager Mr James Clark.

I have the honor to be
Sir
Your Most Obedient Servant
W. H. Thomas Lt Col Retd
Superint of Stores

Fort St George
Stationery Office
11th May 1874

P.O.

231

Stationery Department.

ORDNANCE OFFICE:
Fort Saint George,
19th May 1874.

No. 5/34

From,

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

To

The Chief Secretary to Government.-

Sir,

(a) No. 1577 dated 29th November 1861.-

(b) No. 116 dated 11th May 1874.-

In obedience to Government Order,(a) I have the honor to enclose, in original, a report(b) by the Superintendent of Stationery on the operations of the Depot during the Official year 1873/74, and I trust the same will be satisfactory to Government.-

2.- The report is accompanied by 5 Statements, A to E and 2 samples of blotting paper.-

3.- I have no remarks to add upon the clear report of the Superintendent.-

I have the honor to be,
Sir,
Your most obedient Servant,

Alex Stewart Colonel, R. A.,
Insp: Genl: of Ord: & Mags:

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Encl: &c.

From No. 116.
The Superintendent
of Stationery
to
Inspector General
of Ordnance &
Fort Saint George.

To The Inspector General of Ordnance & Magazines
Fort Saint George.

Dated 11th May 1874.
Received 13th do.

Enclosure
5 Statements and 2 samples
of blotting paper.

Report of the Operations
of the Stationery Depart-
ment for the year ending
31st March 1874.
Rs. 1,10,077-4-6
12.5.74.

Statement A

Remaining 1st April 1873			4,40,338 9 6
Receipts			
From England	7,11,654 8		
" Local purchase	37,525 4 6		
" Gun Carriage Manufactory	598 13 1		
" Miscellaneous	1,321 2 9		
" Surplus Vide Proceedings of Government No 1774 dated 8th December 1873	45 12 8		
		110,656 5 8	
Total			550,994 15 2
Issues			
To Deficient articles as per Proceedings stated above	15 3 4		
" Sales	11,249 5 6		
" Army and Regimental Schools	2901 11 3		
" Ecclesiastical	328 11 2		
" Bombay Government	1,476 9 0		
" Adjustment of prices between assumed and actual cost	6057 4 10		
" Public offices	319,615 15 5	341,644 12 6	
Remains 31st March 1874		209,350 2 8	
Gain			
By Commission realized		539 11 9	
" Sale of Waste paper, packing materials and exchanged articles		2870 8 11	
" Forfeiture of Deposits		290 9 4	
" Sale of Indian Atlas Sheets, Maps &c		284 10 8	
" Sale of Service books		43 9 3	
Total Rupees		4029 1 11	

Fort Saint George
Stationery Office
11th May 1874

W. C. Thomas Lt Col & A.
Superintendent of Stationery

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Statement A

A.
12.5.73.

33

Brought forward	67287	29879	309	803	98278	314830	157950
Prayer books	"	"	"	"	"	204	3946
Quills	82	"	"	1	83	6556	2759
Rubber	78	64	"	26	168	526	435
Steel Pens and Penholders	136	"	"	11	147	3991	1550
Slates	"	"	"	1	1	70	93
Strops	"	"	"	2	2	77	32
Sponges	"	"	"	"	"	569	1566
Scissors	"	"	"	"	"	116	303
Sealing Wax	"	1809	"	8	1817	1864	121
Tape	29	2472	"	2	2503	2713	174
Twine	"	1325	"	"	1325	1263	207
Thread	"	594	"	"	594	592	8
Vellum	200	"	"	"	200	37	609
Wafers	39	"	"	"	39	77	14
Gum	"	203	"	"	203	152	58
Glue	"	596	"	"	596	608	62
Mats	"	174	"	"	174	148	26
Needles	"	70	"	"	70	49	26
Rope baling	"	153	"	"	153	152	45
Pins	"	186	"	1	187	179	10
Rulers	"	"	91	"	91	90	28
Wooden flats with lead	"	"	199	"	199	204	22
Miscellaneous	3295	"	"	506	3801	3865	7565
School books & Materials	19	"	"	6	25	2713	31801
Total Rupees	71165	37525	599	1367	110656	341645	209350

Fort Saint George
Stationery Office
11th May 1874.

W. H. Thomas Lt Col R.A.
Superintendent of Stationery

Form B

Abstract of Receipts for the year 1873-74.

Articles	From Europe	By purchase in India	From Govt Carriage Manufactory	Returned unissued Stores by Offices &c	Total	Abstract of Issues to Public Offices &c	Remarks
	Rupees	Rupees	Rupee	Rupees	Rupees	Rupees	Rupees
Papers Drawing	46	"	"	"	46	5725	10421
" Lithographic	50	"	"	"	50	8632	1630
" Plate	"	"	"	"	-	3977	12908
" Writing	46089	69	"	106	46264	113884	93417
" Printing	17850	"	"	389	18239	108934	10875
" Watermarked	373	"	"	"	373	980	2199
" Blotting	395	80	"	3	478	1369	7
" Marble	1324	"	"	"	1324	1387	195
" Country Manufactures	"	18832	"	29	18861	37920	1731
Bibles and French	"	"	"	"	"	139	533
Books Levelling &c	69	"	"	"	69	227	58
Books leather bound and Marble covered	"	1449	"	15	1464	1662	91
Brushes and Pencils	"	"	"	"	"	173	405
Cord Boards &c	"	"	"	"	"	2	"
Colours spare	"	"	"	"	"	84	441
Cloth Tracing	"	"	"	"	"	1224	17
" Waxed &c	"	5265	"	236	5501	5487	1032
Cones	"	"	"	"	"	128	61
Ink bottles or glasses	76	"	"	2	78	342	809
" Stands	"	"	309	10	319	373	166
" Powders	85	1800	"	3	1888	7468	1848
" Indian	"	207	"	"	207	200	20
" Printing	"	"	"	5	5	8114	3453
Maps. Atlas &c	"	"	"	"	"	105	6433
Mill boards	143	"	"	"	143	121	104
Mathematical Instruments	271	"	"	"	271	145	196
Parchment	277	"	"	"	277	251	27
Paste boards	"	1925	"	"	1925	2197	426
Penknives	37	"	"	"	37	788	652
Pencils	252	252	"	5	509	2842	695
carried forward	67287	29879	309	803	98278	314830	157950

Fin 1080/74.

Form B

Abstracts of Receipts, Issues and Remains for the year 1873-74.

A.
12.5.74.

Revenue Dept. No. 1080/74

Vellum	230	〃	462	〃	200	317	339	252	230	37
Wafers	83	〃	100	32	39	56	58	55	58	77
Miscellaneous	2121	3865	2377	4634	5474	1362	2243	6153	4131	5447
Schoolbooks and Materials	13548	4538	5367	2626	25	5585	7224	4872	2050	2713
Total Rupees	398145	161693	444459	205535	110656	306491	240606	324663	287964	341645

Fort Saint George
Stationery Office
11th May 1874

V. Fitz. Thomas Lt-Col R.A
Superintendent of Stationery
&

Treasy June 1874 No
Print 1080/74

Form C

Abstract of Receipts and Issues for each of five years.

Articles	Receipts					Issues.				
	1869/70	1870/71	1871/72	1872/73	1873/74	1869/70	1870/71	1871/72	1872/73	1873/74
	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees
Brought forward	371527	145427	426116	184876	98531	289747	222059	304043	272979	322193
Steel Pens and Penholders	2235	2833	2210	6718	147	2193	2827	2226	2295	3991
Slates	"	"	"	"	1	511	106	82	82	70
Sponges	912	176	908	1346	"	450	421	448	220	569
Scissors	"	"	698	"	"	431	66	111	188	116
Sealing Wax	2032	2108	166	1737	1817	1940	1834	1958	1683	1864
Tape Twine and Thread	5457	2746	4605	3566	4422	3899	3429	4463	4048	4568
Vellum	230	"	462	"	200	317	339	252	230	37
Wafers	83	"	100	32	39	56	58	55	58	77
Miscellaneous	2121	3865	2377	4634	5474	1362	2243	6153	4131	5447
School books and Materials	13548	4538	5367	2626	25	5585	7224	4872	2050	2713
Total Rupees	398145	161693	444459	205535	110656	306491	240606	324663	287964	341645

Fort Saint George
Stationery Office
11th May 1874

V. F. G. Thomas Lt.Colo R.A
Superintendent of Stationery

Recd June 1874
Finl 1080/74

Form C

Abstract of Receipts and Issues for each of five years.

Articles	Receipts					Issues.				
	1869/70	1870/71	1871/72	1872/73	1873/74	1869/70	1870/71	1871/72	1872/73	1873/74
	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees
Paper Drawing	1131	881	10741	2163	46	82451	3016	934	2757	5725
" Lithographic & Plate	7887	"	27667	10229	50	7887	1412	5232	7826	12609
" Writing	140826	766	74220	48943	46264	57782	52018	46596	47202	113884
" Printing	105065	63244	224826	67829	18239	109333	81027	166054	126780	108934
" Watermarked	1953	2407	953	197	373	2197	1830	211	853	980
" Blotting and Marble	932	"	2728	1367	1802	938	845	1490	1811	2756
" Country manufactures & French	67731	57757	49686	15436	18861	66862	46659	50500	53535	37920
Bibles and Prayer books	180	2411	1	6	"	1249	3055	690	777	343
Books Lewelling &c.	701	401	169	"	69	735	515	250	385	227
" blank leather bound and Marble covered	4957	6310	984	975	1464	5304	5614	5944	1733	1662
Colors and Drawing Materials	628	77	542	478	207	336	281	340	470	409
Cloth Tracing	226	3501	269	383	"	249	957	1142	964	1224
" Waxed and Salampore	4125	3034	3005	4797	5501	4467	3202	3012	4001	5487
Homes and Strops	1	"	412	24	2	326	90	140	166	205
Inkbottles, Stands &c.	571	287	1259	742	397	1196	1265	785	850	715
Ink Powders	3904	753	1265	8876	1888	3506	3719	3492	3237	7468
" Printing	12745	33	12046	8702	5	7305	5162	6816	4961	8114
Maps Atlas &c.	13	524	199	4	"	211	812	273	133	105
Mathematical Instruments	"	"	120	"	221	161	10	10	"	145
Parchment	50	"	61	"	277	127	89	234	15	251
Paste boards	1664	2998	1964	531	2068	1271	2294	1377	2836	2318
Penknives	383	"	1765	319	37	919	234	338	551	788
Pencils	4286	43	2928	3651	509	1685	2794	2859	3617	2842
Quills	10688	"	7395	8558	83	6612	4745	4843	4859	6556
Rubber Indian	880	"	911	666	168	448	414	481	660	526
Carried forward	371527	145427	426116	184876	98534	289747	222059	304043	272979	322193

Transd June 74 L.

Trial 10/80/74

Form C

Abstract of Receipts and Issues for each of five years

A.
12.5.74.

Recd. 1880/74

49

Brought forward	431446	354814	476887	388784	165122
Steel Pens and Penholders	981	987	971	5394	1550
Slates	432	326	244	162	93
Sponges	794	549	1009	2135	1566
Scissors	86	20	607	419	303
Sealing Wax	182	456	114	168	121
Tape Twine and Thread	1558	875	1017	535	389
Vellum	805	466	676	446	609
Wafers	91	33	78	52	14
Miscellaneous	9406	11028	7252	7765	7782
School books and Materials	36104	33418	33913	34489	31801
Total Rupees	481885	402972	522768	440339	209350

Fort Saint George
Stationery Office
11th May 1874.

W. H. C. Thomas Lt Col & A.
Superintendent of Stationery

6

Trans^d June 1/74 in Lr. 5

Rd. 1080/74

Form D

Abstract of balances for each of five years

Articles	1869/70	1870/71	1871/72	1872/73	1873/74.
	Rupees	Rupees	Rupees	Rupees	Rupees
Papers Drawing	9022	6887	16694	16100	10421
" Lithographic and Plate	3671	2259	24694	27097	14538
" Writing	182924	131672	159296	161837	93417
" Printing	119582	101749	160521	101570	10875
" Watermarked	2143	2720	3462	2806	2199
" Blotting and Marble	1207	362	1600	1156	202
" Country Manufactured & French	50605	61703	60889	20790	1731
Bibles and Prayer books	12026	11382	10693	9922	9579
Books Levelling &c.	796	682	601	216	58
" blank leather bound and marble Covered	5311	6007	1047	289	91
Colors and Drawing Materials	1062	858	1060	1068	866
Cloth Tracing	151	2695	1822	1241	17
" Waxed and Salampore	397	229	222	1018	1032
Hones and Strops	256	166	438	296	93
Inkbottles, stands &c.	1905	927	1401	1293	975
" Powders	6982	4016	1789	7428	1848
" Printing	9720	4591	9821	13562	5453
Maps Atlas &c.	7029	6741	667	6538	6433
Mathematical Instruments	20	10	120	120	196
Parchment	278	189	16	1	27
Pasteboards	1794	2498	3985	780	530
Penknives	442	208	1635	1403	652
Pencils	5676	2925	2994	3028	695
Quills	7726	2981	5533	9232	2759
Rubber	771	357	787	793	435
Carried forward	431446	354814	476887	388784	165722

Vide 5th June 74 Ln D.S.

Ind. 1080/74

Form D

Abstract of balances for each of five years.

A

12.5.74.

E

53

Statement Showing the difference of the Value of Issues issued during the years 1872/73 and 1873/74.

Articles	1872/73	1873/74	Difference	Value	Total
	Rms Qrs ~	Rms Qrs ~	Rms Qrs ~	Rs as Ps	Rs as Ps
Revenue Department					
Demy	22-11 ~	27-9 ~	4-18 ~	61 14 2	
Foolscap	243-4 ~	303-18 ~	60-14 ~	364 8 7	
Octavo Post	50-2 ~	62-1 ~	11-19 ~	26 3 11	
Cream Laid Foolscap	42-10 ~	80 ~	37-10 ~	91 14 4	
French Foolscap 2nd sort	11994 ~	13367 ~	1373 ~	97 9 10	
Double Double Post thin	3412 ~	4227-10 ~	815-10 ~	3645 2 7	
Country Foolscap	885 ~	1121-5 ~	236-5 ~	649 11 4	
Blotting	22-3 ~	28-10 ~	6-7 ~	35 9 3	
Marble	2-1 ~	2-10 ~	4-9 ~	6 1 5	
Country Cartridge	21-13 ~	37-8 ~	15-15 ~	73 13 3	
" Paste boards	2130	2395	265	23 7 5	
Demy books leather bound No	3	24	21	60 12 ~	
Quills	292167	331790	39623	305 8 ~	
Steel penholders — Gross	111-7 ~	154 ~	42-5 ~	60 14 ~	
Black lead pencils — No	10727	12975	2248	100 9 8	
Black printing Ink — lbs	936	1008	72	170 13 ~	
			Carried forward	5774 8 5	

Articles	1872/73 Rems 2nd ∘	1873/74 Rems 2nd ∘	Difference Rems 2nd ∘	Value Rs	as	Ps	Total Rs	as	Ps
Brought forward				5	7	4	8	5	
Black Ink Powder Papers	6062	6488	426	17	15	9			
Red ——— " ——— " ——— "	1557	1794	237	23	2	4			
Indian Rubber Pieces	930	1230	300	32	13	∘			
Red Sealing wax lbs	1686	2076	390	174	11	∘			
Black "	1443	1705	262	507	14	11			
Glue "	634	1055	421	144	8	∘			
Needles thru Cornered №	853	1292	439	5	7	10			
Europe thread lbs	40 7/16	57 7/64	16 37/64	22	7	∘			
Twine Bengal "	1230	1434½	204½	69	4	∘			
Desk penknives №	368	1743	1375	340	8	6			
Wooden paper weights "	70	115	45	12	9	5	7	125	14 2

Public Works Department

Drawing antiquarian "	5-14	14-4	8-14	194	9	10			
" Double Elephant "	16-3	19-9	3-6	16	15	10			
" Single "	12-15	16-9	3-18	9	14	5			
" Imperial "	11-21	14-8	2-9-11	24	6	4			
" Royal "	12-6	1-3	7-21	10	10	2			
" Medium "	7-14	1-10-23	1-3-9	28	6	∘			
" Demy "	8-22	1-12-3	1-3-5	18	13	5			
Carried forward	303	12	∘	7	125	14 2			

Articles	1872/73 Rems 2nd ∘	1873/74 Rems 2nd ∘	Difference Rems 2nd ∘	Value Rs	as	Ps	Total Rs	as	Ps
Brought forward				303	12	∘	7	125	14
Drawing Tracing "	2-20	7-14	4-18	11	15	3			
Writing Imperial Hand Made	1-7-9	5-4-20	3-17-11	178	4	3			
" Demy "	9-11-18	15-18-∘	6-6-6	90	3	4			
" Foolscap "	224-2-20	236-17-20	12-15-∘	128	3	8			
" " Ruled "	∘	∘-10	∘-10	3	15	9			
" Imperial Machine Made "	17-11	3-19-13	3-2-2	127	14	9			
" Foolscap "	183-7-13	243-7-7	59-19-18	231	17	2			
" " Cream Laid White	127-8-21	148-15-12	21-6-15	47	12	4			
" Octavo post Machine Made	5-15-12	20-14-6	14-18-18	15	∘	5			
Europe Cartridge "	∘	12	12	9	3	5			
Imperial Cap "	∘	6	6	3	3	∘			
Marble "	2	32-10-10	30-10-7	505	6	4			
Printing Royal yellow 50 lbs "	∘	∘-10	∘-10	1	11	∘			
French paper blue "	∘	325-10-12	325-10-12	880	5	9			
" " yellow "	∘	834-7	834-7	2261	3	1			
Printing Demy 17 lbs "	∘	17-11-12	17-11-12	60	∘	9			
" " Superior 25 lbs	∘	1	1	5	2	7			
" Double Demy 34 lbs "	∘	25	25	169	4	4			
" Double Post thin 14 lbs "	17	4021	4020-3	1149	5	1	10		
" Double Double Post 46 lbs "	∘	30-6	30-6	275	3	7			
Carried forward	16805	∘	7	7	125	14 2			

Articles	1872/73	1873/74	Difference	Value		Total	
	Rims 2os	Rims 2os	Rims 2os	Rs	as	Rs	as
Brought forward				16805	7	7125	14 2
Printing Foolscap thick	" "	39	39	83	14	1	
Country Cartridge	19	"	28-14-8	9-14-8	46	2	6
" Chellans Demy	40-7-8	72-3-	31-15-16		107	1	8
" " Foolscap	66	" 8	114-14-10	48-14-2	146	1	9
Royal books leather bound No	28	30	2		11	7	6
Medium " " "	100	125	25		109	3	4
Demy " " "	188	267	79		236	14	9
Foolscap " " "	262	303	41		47	12	7
Marble books demy size	449	956	507		334	13	4
" " Foolscap "	460	1023	563		139	8	"
Memo " Quarto "	503	918	415		53	4	6
" " Octavo "	441	844	403		70	1	8
Country Paste boards	571	774	203		18	8	"
Glasses for Ebony and Wooden Inkstands	210	406	196		35	12	5
Delf Ink bottles No	1	10	9		1	2	10
Ink Stands Ebony "	6	18	12		6	9	9
" Pewter Round Complete	"	14	14		3	1	5
" " Wooden No	89	116	27		16	11	6
Ink Powder Black Country	2609	4182	1573		96	4	3
Slate Pencils No	443	615	172		"	9	5
Carried forward				18370	1	10	7125 14 2

Articles	1872/73	1873/74	Difference	Value		Total	
	Rims 2os	Rims 2os	Rims 2os	Rs	as	Rs	as
Brought forward				18370	1	10	7125 14 2
Quills No	48313	53443	5130	91	10	1	
Slates Large and Small	28	70	42	7	"	8	
Long Cloth yds	377¼	917¼	540	107	9	3	
Cotton thread twisted lbs	5 3/32	7 13/32	2 8/8	1	3	4	
" " Colored "	28 7/16	33 5/64	5 7/16	3	6	8	
Europe thread in balls	9½	11½	2	3	3	10	
Glue "	30 7/16	44 7/16	14 8/8	5	5	4	
Gum "	24	71 7/16	47 7/16	9	10	7	
Hones No	11	38	27	22	"	6	
Needles Common "	911	1036	125	"	4	"	
" Sail "	264	498	234	2	14	11	
Parchment Skins	"	2	2	1	15	9	
Pins Papers	129½	258½	129	18	2	3	
Rulers Round No	53	160	107	19	7	2	
" Flat "	"	6	6	"	4	10	
Scissors "	30	75	45	22	12	8	
Sealing wax black lbs	33 3/8	83 7/8	50½	9	7	6	
Strops No	19	25	6	6	6	8	
Tape broad Rolls	465	499	34	9	"	6	
Tape in pieces Pieces	221	799	578	29	9	8	
Carried forward				18741	10	"	7125 14 2

Articles	1872/73 Rims 2000	1873/74 Rims 2000	Difference Rims 2000	Value Rs	as	Ps	Total Rs	as	Ps
Brought forward				18741	10	-	7125	14	2
Twine Country ——— lbs	146	177	31	9	8	5			
" Hemp Fine ——— "	"	2	2	3	-	-			
Wooden plate with lead — №	124	200	76	20	11	3			
Gillotts Printing Pens Gross " " "	"	2-4	2-4	15	1	-			
Levelling Books large №	42	91	49	46	3	1			
" " " Small —	42	86	44	23	6	-			
" " " Ruleding Columns	"	2	2	3	1	5			
Brushes Camel Hair in Quills	"	6	6	"	6	-			
Pencils for Small Compasses №	"	6	6	"	4	-			
Prussian blue — Cakes —	"	6	6	1	5	8			
Gamboge ——— " ———	"	4	4	"	14	5			
Emerald green ——— " ———	"	1	1	"	3	7			
Ebony Ruler 12 inches Rolling	"	1	1	11	8	-	18877	2	10
Revenue Survey Department									
Drawing Antiquarian ———	1	-	2	1	-	-	460	8	-
" Double Elephant	10	-	30	20	-	-	2107	-	-
Lithographic Stone Double Elephant ———	"	-	20	20	-	-	3519	-	-
" Double Royal 80 lbs	"	-	300	300	-	-	5604	-	-
Carried forward				11690	8	-	26003	1	-

Articles	1872/73 Rims 2000	1873/74 Rims 2000	Difference Rims 2000	Value Rs	as	Ps	Total Rs	as	Ps
Brought forward				11690	8	-	26003	1	-
Tracing Cloth ———	1500	2000	500	201	-	-			
Lithographic Double Medium "	"	235	235	2889	-	-	14780	8	-
Telegraph Department									
Carbonic Paper ——— " "	"	9	9	"	295	-	295	-	-
Inspector General of Registration									
Royal Hand Made — 25	-	350	325	1015	7	1			
Registration Ink Bottles "	1200	1200	1291	-	-	-	1148	15	1
Rupees							52527	8	1
Other articles issued of less Value than the previous year							235	12	6
Net Rupees							52291	11	7

Fort Saint George
Stationery Office
11th May 1874

J. H. Thomas Lieut & Comptroller
Superintendent of stationery

8

Financial Department

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the Inspector General of Ordnance and Magazines, dated 19th May 1874, No. 8/34.

Order thereon of Colonel 5th June 1874 No. 963.

It appears from the report of the Superintendent of Stationery for the year ending 31st March 1874, and the Statements submitted therewith, that the aggregate value of Stock dealt with during the year was Rs 5,50,994-15-2, of which Stock to the value of Rs 3,41,644-12-6 was issued, and there remained on the 31st March 1874, Stock valued at Rs 2,09,350-2-8, or Rs 2,30,988-6-10 less than on the 1st April 1873.

2. The Stationery so received from England during the

the year was issued at Rs 71,165-4-8, and that purchased in the local markets at Rs 37,525-4-6.

3. The amount realized by commission, sale of waste paper, &c, was Rs 4,029-1-11.

4. The value of Stationery issued to Public offices was Rs 3,19,615-15-5, or Rs 52,291-11-7 in excess of the preceding year, consequent on the expenditure of Stationery, &c having been greater in the following departments.

Revenue
Public Works
Revenue Survey
Telegraph, and
Registration.

5. Paragraphs 2 and 3 of the Report relating to "Sealing wax" and "Black-lead Pencils", and also para.

There has been a great increase of work in the 2 first departments & Registration is now on less a new & self supplying paper & I am waiting a call for an indent.

para 6, will be communicated to the Revenue Department for consideration.

6. Paragraph 5, with the samples of the old and new supply of blotting paper, will be communicated to the Secy of State for India, in view to such instructions being issued as will prevent an inferior quality of blotting paper being again sent out.

To
The Revenue Dept.
Insp. Genl of Ordnance & Magazines.
Accountant General.

Genl 6
dated 13/6
11
59
2180

Genl 29/5/74

Dept P 13/6
in the 6 Cases of Nos 963.

10 65

Financial Department.

No. 964.

To

The Secretary to the Government
of India,
Financial Department.

Sir,

Referring to Paragraph 8 of the Resolution of the Govt of India, Financial Department, dated the 21st July 1871, No. 1267 (Accounts), I am directed to transmit copy of the Order of this Govt on the Administration Report of the Superintendent of Stationery for the year 1873-74.

I have &c.

Govt. of Madras.

Financial

To
The Secy: Govt of India
Financial Department

Dated June 5. 1874, No. 963
Read.

Nos. 54. 57.

Stationery Dept. The Report of the Supdt of Stationery for the year 1873-74 is submitted for the orders of Government.

2. Certain parts of the Report referred to the Board of Revenue and the Board of Trade, and their remarks thereon are recorded in the annexed Extracts.

3. In regard to the question raised by the Board of Revenue in paragraph 2 of their Proceedings, whether the Stationery Department should be conducted on the principle of a trading concern, or whether it should be treated as a Department of State ordered for the convenience of the Public, the Government are of opinion that the latter is the correct view of the case. The Stationery Department is not a trading concern, and it is not desirable that it should be made one. The Government are not prepared to sacrifice the interests of the Public to the interests of the Stationery Department, by charging for articles supplied to the Public prices which will yield a profit to the Department. The Government of India have decided that the Stationery Department shall be conducted on the principle that the Public shall be supplied with Stationery at the lowest possible rates consistent with the maintenance of the Department in a state of efficiency, and that the Department shall not be required to make a profit. The Government of India have also decided that the Stationery Department shall be conducted on the principle that the Public shall be supplied with Stationery at the lowest possible rates consistent with the maintenance of the Department in a state of efficiency, and that the Department shall not be required to make a profit.

27. 5 May 1874, No. 963

S. D.

Countersigned
5th June 1874

Mdl
4/6

12/6

Jud Ltr to England
8/19 June 1874 No 252

Jud 1874 Department.

No. 964

To
The Secretary to the
Government of India
Jud. Department.

No. 54. 56

Dated June. 5. 1874.

Stationery Depôt: Copy of
the Pros. of the Madras Govt. on the
Administration Report of
the Supt: of Stationery for
the year 1873-74. Transmitted