(1) Number of pages 72

(2) Date of repair 30-9-40

(3) Initials of the Referencer

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No. 1356 Press / Mis. -

230-231.

Dated 25 - 6 - 1875.

33/34

Not to be folded or roughly handled

30-9-40

Government {1875} of Madras

FINANCIAL

Recd. } 1875. *Enclosures*

Regd. *Spare copies*

G.O., No. 1356, 25th June 1875.

JUNE.

Nos. 230-231

Stationery Depot.

The annual report on the operations of the — during 1874-75, reviewed; and a copy of the Proceedings forwarded to the Government of India.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Stationery Depot.

Read—the following paper:—

No. 230. From Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, to the Honourable D. F. CARMICHAEL, Officiating Chief Secretary to Government, Fort St. George, dated Fort St. George, 26th May 1875, No. 23-S:—

Stationery Department.

I have the honor to enclose, in original, a report * by the Superintendent of Stationery on the operations of the depot during the official year 1874–75.

* No. 130, dated 17th May 1875.

2. The report, which is accompanied by five statements (A to E) is so complete in itself that I have no remarks to make.

From Lieutenant-Colonel T. I. M. HOG, R.A., Superintendent of Stationery, to Colonel A. STEWART, R A, Inspector-General of Ordnance and Magazines, Fort St. George, dated Fort St. George, 17th May 1875, No. 130.

In accordance with G.Os., Nos. 1577 and 1168, dated 28th November 1861 and 2nd August 1871, respectively, I have the honor to forward, for submission to Government, a report of the operations of the Stationery Department for the year ending 31st March 1875, together with the usual appendices.† The transactions of receipts, and issues, and stock remains are shown in statement marked A.

† A, B, C, D and E.

2. 1*st*, *Stock*.—The value of stock at the beginning of the year was Rupees 2,09,350–2–8. The receipts from all sources amounted to Rupees 6,36,889–3–3, while the cost of issues was Rupees 3,92,348–13–4, thus leaving the value of stock at the close of the year at Rupees 4,53,890–8–7.

3. This excess in the receipts is owing to the arrival during this year of the balance of articles due on the indents of previous years and to the transfer to this department, under Orders of Government, ‡ of the stock of drawing materials of the Public Works Stores.

‡ No. 633, dated 20th April 1874.

4. Owing to the non-receipt of the articles included in my general indent on the Home Government, No. 78, dated 1st November 1873, until late in December 1874, blotting-paper, octavo post, and some few other articles were exhausted in stock, and this necessitated their purchase in the local market. Accordingly ten reams of octavo post and seventeen reams and fourteen quires of blotting-paper were so purchased.

5. Tenders were invited for the supply of the articles by open contract, and they were obtained, the former at Rupees 2–12–0, and the latter at Rupees 9 and Rupees 9–8–0 per ream, respectively.

6. 2*nd*, *Receipts*.—The value of receipts from England aggregate Rupees 5,81,127-6-8. This does not, however, include certain articles of stationery, § consisting of military stores and school-books, for which no invoices have been yet received. As no means existed of ascertaining the value of these articles, they were not brought into account during the year under report.

§ Received per S.S. *Hydaspes, Fenella, Malda, Dunphaile Castle, El Dorado, Zenobia,* and *Pekin*.

7. A few of the articles indented for on the Home Government in my general indent, ‖ and all of those included in the supplemental indent ¶ submitted from this office, have not yet been received. Among the latter is a requisition for 390,000 yards of green twisted twine, specially required for the Postmaster-General of Madras, and, as no advice regarding the despatch of this article has been received up to date, I presume the requisition will have to be met by local purchase.

‖ No. 78, dated 1st November 1873.
¶ „ 79 „ 2nd February 1874.

8. 3*rd*, *Issues*.—The issues to public offices during the year cost Rupees 3,74,274–11–9 against Rupees 3,19,615–15–5 in the previous year. The excess cost of Rupees 54,658–12–4 is consequent on excess demands, as shown in the accompanying statement, marked E.

9. The issues to Army and Regimental Schools during the year amounted to Rs. 5,528–2–2 against Rupees 2,791–11–3 in the pevious year.

10. The issues under the head of "Ecclesiastical" also demands notice, amounting this year to Rupees 1,085–9–2 against Rupees 328–11–2 in the previous year. This unusual excess is mainly attributable to the supply of a large quantity of Bibles with the Scotch version of the Psalms to the Senior Chaplain of the Church of Scotland for the use of the Soldiers attending his ministration. The last time these Bibles were issued was in 1867, and a large quantity was left in store.

11. Local Fund Boards still continue to be supplied with stationery free of charge. A reference was made by this office whether supplies to Local Fund Boards should not be paid for from Local Funds, as is done in the case of Municipalities, but the Board of Revenue * intimated that the charge should be treated as supplies to the Revenue Department. Nothing further has been done on the subject.

* Revenue Board's Proceedings, No. 6866, dated the 10th October 1873.

12. 4*th*, *Local Purchases*.—The local purchases during the year aggregate Rupees 38,421–6–4 against Rupees 37,525–4–6 in the previous year. French paper will, under orders of Government, No. 1768, dated 19th October 1874, Financial Department, be hereafter purchased locally.

13. 5*th*, *Sealing-wax*.—The sample article ordered to be furnished to this department by Government in their Proceedings, No. 203, dated 30th October 1873, Revenue Department, has not yet reached this office. In G.O., No. 88, dated 15th September 1873, Collectors have been authorized to purchase this article from the local market. This, however, as pointed out in my letter, No. 579, dated 27th November 1873, is opposed to the subsequent orders of Government conveyed in their Proceedings † quoted above, and I would, in the interests of Government, earnestly deprecate any attempt to revert to the former system of each department being allowed to purchase its own articles, as this will assuredly once tend to introduce the abuses referred to in the report of the Commissioners for investigating public establishments. It would perhaps be, on the whole, better if, as before recommended, the seal could be manufactured in, and procured from, District Jails.

† No. 203, dated 30th October 1873.

14. The Board of Revenue, in their Proceedings, No. 547, dated 6th March 1875, refer to the Order of Government authorizing Collectors to purchase this article in the local market, and remark that "this will remove the inconvenience hitherto experienced"; they also request Collectors to bring the black sealing-wax, the cost of which is only half that of the red, into more general use, so that the cost on account of this article may be reduced; but no steps have been taken either to discontinue the supply to Collectors or to reduce the quantity of red sealing-wax. In the year 1874–75, 1544 lbs. of red and 1345 lbs. of black sealing-wax were supplied. In the current year (1875–76) 1687 lbs. of red and only 988 lbs. of black sealing-wax are indented for.

15. 6*th*, *General and Supplemental Indents*.—The general indent of the Board of Revenue has just (8th May 1875) been received with a request that the articles indented for may be supplied as soon as possible. The demand for extensive supplies for out-stations in April and May is somewhat inconvenient, as the Stationery Department is fully occupied at this time in issuing articles to the offices at the Presidency. The request will, however, receive early attention, and the stationery indented for despatched to the different Collectors as soon as they can be packed.

16. There were 208 supplemental indents received during the year under consideration, sixty-seven of these being for drawing materials, &c., from District Engineers and twenty-eight from the Revenue Department. There is no doubt that a greater saving will be effected in the expenditure of stationery if the check contemplated by Government in their Orders, Nos. 1577 of 28th November 1861, and 429 of 9th April 1862, was more attended to by Controlling offices.

17. 7*th*, *Machine-made Paper*.—Machine-made paper still continues to be disliked, and even the Government Secretariat object to its use for ordinary requirements, and applications are constantly received to exchange this description of paper for the hand-made. The article is, however, except in the case of special applications from the Government Secretariats, issued in the proportion sanctioned by Government, and the practice is not deviated from.

18. 8*th*, *Blotting-paper*.—The supply of blotting-paper not having been received in time the stock on hand became exhausted before December, and a small quantity was, as before stated, purchased in the local market. No complaints were received regarding the quality of the paper supplied this year.

19. 9*th*, *Slate Pencil-holders*.—The slate pencil-holders supplied for the use of Army Schools during the year have been universally condemned as totally useless. The diameter is stated to be much too large for slate pencils, and some of smaller size are asked for.

20. 10*th*, *Black-ink Powder.*—It has been determined to procure black-ink powder in future entirely from England. The Europe powder is of superior quality, and is, moreover, much cheaper than that procurable either from Bombay or in the local market, the price at which it can be obtained in England being As. 4-9 per dozen papers, while in Bombay the same quantity costs As. 9-6 and in Madras As. 11-9.

21. 11*th*, *Ecclesiastical Forms.*—These forms are now, under Orders of Government, No. 51, dated 16th March 1874, supplied to Marriage Registrars from the Stationery Depot.

22. 12*th*, *Taking Stock and Audit of Accounts.*—The whole stock in the Stationery Department was taken in December last by Mr. Greatorex, and on his report, Government, in their Proceedings, No. 550, dated 10th March 1875, directed the distribution, gratis, of certain books, which have been for a long time on hand, to the different Native Regiments in the Presidency, and the sale of certain others to the Curator, Book depot. Steps have accordingly been taken to distribute the books to the Native Regiments, and the Curator was communicated with in respect to the others. He has, however, declined to accept them for the Educational Department, and Government have ordered their sale by public auction (*vide* G.O., No. 974, dated 1st May 1875).

23. The accounts are also, under Orders of Government,* being audited by Mr. Mayne, Assistant to the Accountant-General of Madras, and the result, as far as it has gone, has proved very satisfactory.

* Proceedings of Government, No. 564, dated 7th April 1874.

24. 13*th*, *Change of Managership.*—Mr. James Clark, who since 1862 held the appointment of Manager of this office, was compelled, owing to growing infirmity, to retire on pension in October last. Mr. Clark was for a long time in the Stationery Department, and the zeal and energy he displayed in the management of the office have frequently been brought to the notice of Government. His son, Mr. George F. T. Clark, late Head Clerk of the District and Session Court of Nellore, was appointed in his stead, and assumed charge of his duties on the 1st October 1874. As far as my short tenure of office enables me to judge, the son appears a fit successor to his father.

25. 14*th*, *Check of Indents.*—This important business continues to receive an efficient check under the careful supervision of the Manager. In all instances of demands in excess of estimates or of the average annual expenditure of previous years the necessary explanation was called for, agreeably to paragraph 8 of the Rules for the issue of stationery. Several reports were received explaining that the extra expenditure was necessitated by increase of business, but, notwithstanding the admission of these explanations, there was a reduction in the expenditure of Rupees 2,774-5-8 by means of the check exercised in this office, *viz.*:—

	Rs.	A.	P.
In issues to Public offices	2,745	7	2
„ school materials	28	14	6
Total ..	2,774	5	8

26. 15*th*, *Cost of Establishment.*—The cost of the office establishment for the whole year amounted to Rupees 6,569-2-2. Deducting from this sum Rupees 3,394-15-5, total value of sums realized as per margin, the net cost to Government will be Rupees 3,174-2-9, or about 4 Annas and 11 Pies, or ·31 of a Rupee per cent. of the cost of the receipt and issue transactions. The working of the establishment at this reduced rate must be considered very satisfactory.

	Rs.	A.	P.
By commission realized	516	11	6
„ sale of waste paper, packing materials, &c.	2,429	2	10
„ Indian Atlas sheets, maps, &c. ..	283	13	4
„ forfeiture of contractor's deposits ..	160	0	0
„ money unclaimed for cooly hire credited to Government	0	14	0
„ sale of service books	4	5	9
Total ..	3,394	15	5

No. 231. Order thereon—No. 1356, Financial, dated 25th June 1875.

With the foregoing letter the Inspector-General of Ordnance and Magazines submits the annual report of the Stationery Depot for the year 1874-75.

2. The total value of

	Rs.
Stock dealt with was	8,46,239
Issued	3,92,349
Balance ..	4,53,890

3. The value of stock in 1874-75 was larger than in 1873-74 by Rupees 2,95,244 consequent on supplies due on previous indents having been received from England during the year. The value of supplies thus received has fluctuated considerably during the last three years, viz.:—

	Rs.
1873-74	5,50,995
1874-75	8,46,239

	Rs.
In 1872-73	1,74,478
„ 1873-74	71,165
„ 1874-75	5,81,127

The local purchases for the same periods were Rupees 29,257, Rupees 37,525 and Rupees 38,421.

4. The value of stationery issued to public offices was larger than in the two preceding years, and is to be ascribed to the increase of work generally in all departments.

	Rs.
1872-73	2,67,324
1873-74	3,19,616
1874-75	3,74,275

5. The amount realized by commission, sale of waste paper, &c., was Rupees 3,395, or Rupees 634 less than in 1873-74.

6. The value of the balance of stock, though considerably larger than in 1873-74, was not much in excess of what it was in 1872-73.

	Rs.
1872-73	4,40,338
1873-74	2,09,350
1874-75	4,53,890

7. The value of stationery supplied to Provincial Services and Local Funds will not, under paragraph 24 of the Comptroller-General's circular, dated 6th April 1875, No. 199, be recovered.

Paragraph 11.
Proceedings of Government, dated 3rd June 1875, No. 1198.

8. The purchase in the local markets of French paper will, as observed in G.O., dated 19th October 1874, No. 1768, result in a saving of Rupees 16,000.

Paragraph 12.

9. The remarks of the Superintendent of Stationery regarding sealing-wax will be communicated to the Revenue department, with request that the orders issued in that department on the subject in 1873 may be communicated to the Financial department, and the Board of Revenue requested to furnish the "sample" sealing-wax to the Superintendent.

Paragraphs 13 and 14.

10. The Board of Revenue will also be requested to arrange for the earlier transmission of their annual indent, to admit of the Stationery department dealing with it without inconvenience. Supplemental indents should, as a rule, be discouraged by heads of departments. If the actual expenditure of stationery in each year is correctly kept, and stock *actually* taken prior to the submission of each year's indent, the necessity for a supplemental indent will rarely occur. The Orders of 1861 and 1862 will be republished in a supplement to the *Fort St. George Gazette* for the information and guidance of all officers.

11. It is not stated whether the slate pencil-holders were of the pattern indented for or not. The Superintendent of Stationery will furnish the requisite information in view to the Secretary of State being addressed on the subject.

Paragraph 19.

12. The arrangement to obtain black-ink powder from England is approved.

Paragraph 20.

13. The pen-knives supplied to the Secretariat offices are of a very inferior kind and do not last for the prescribed number of years.* The Superintendent of Stationery will note this in his next indent for knives.

* Five.

14. He will further submit with his report for the next and following years a statement in the annexed form to enable the Government to ascertain the value of stationery consumed in the several departments:—

FORM.

Departments.	Value of Stationery issued in		
	1873-74.	1874-75.	1875-76.
Government Offices.			
Public department			
Revenue do.			
Military do.			
Public Works department			
Judicial.			
High Court			
District Judge of			
Board of Revenue.			
Police.			
Jails.			
Registration.			
&c., &c., &c.			

15. The report on the audit of the accounts has not yet reached Government. It should be expedited.

(True Extract.)

D. F. Carmichael,
Officiating Chief Secretary.

To the Inspector-General of Ordnance and Magazines.
,, the Superintendent of Stamps and Stationery.
,, the Board of Revenue.
,, the Accountant-General.
,, all departments.

1

Stationery Depot. Financial Department.

No. 1356-A.

From
The Hon. D. F. CARMICHAEL,
Officiating 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, dated the 21st July 1871, No. 1267 (Accounts), I am directed to transmit copy of the Orders* of this Government on the Administration Report of the Superintendent of Stationery for the year 1874-75.

* Dated 25th June 1875, No. 1356.

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

Officiating Chief Secretary.

Ootacamund,
25th June 1875.

Extd. A. S. Rodgers.

1875.

FINANCIAL DEPARTMENT.

From
The Offg. Chief Secretary to Government,
Fort St. George.

To
The Secretary to the Govt. of India,
Financial Department.

Dated 25th June 1875.

Issued

Recd.

No. 1356-A.

Enclosure.

Stationery Depôt.—Forwarding copy of the Proceedings of this Government reviewing the Annual Report on the operations of the Stationery Depôt during 1874-75.

2

No. 130

Stationery Office
Fort Saint George
17th May 1875

From
The Superintendent of Stationery
Fort Saint George

To
The Inspector General
of Ordnance and Magazines
Fort Saint George

Sir

In accordance with Government Orders Nos. 1577, and 1168 dated 28th November 1869, and 2nd August 1871, respectively, I have the honor to forward for submission to Government, a report of the operations of the Stationery Department for the year ending 31st March 1875, together with the usual appendices.

A.B.C.D&E

The transactions of receipts, and issues,

and

and stock remains are shown in statement marked A.

1st Stock

2. The value of stock at the beginning of the year was Rupees 209,350-2-8. The receipts from all sources amounted to Rupees 6,36,889-3-3, while the cost of issues was Rupees 392,348-13-4, thus leaving the value of stock at the close of the year at Rupees 453,890-8-7.

3. This excess in the receipts is owing to the arrival during this year of the balance of articles due on the indents of previous years, and to the transfer to this Department under Orders[a] of Government, of the stock of drawing materials of the Public Works Stores.

(a) No. 633 dated 20th April 1874

4. Owing to the non-receipt of the articles included in my General Indent on the Home Government No. 78 dated 1st November 1873 until late in December 1874,

Blotting

Blotting paper, Octavo post, and some few other articles were exhausted in stock, and this necessitated their purchase in the local market. According 10 Reams of Octavo post and 17 Reams 14 quires of Blotting paper were so purchased.

5. Tenders were invited for the supply of the articles by open contract and they were obtained, the former at Rupees 2-12-, and the latter at Rupees 9-, and 9-8- per Ream respectively.

2d Receipts

6. The value of receipts from England aggregate Rupees 58,127-6-8. This does not however include certain articles of Stationery[b] consisting of military stores, and school books, for which no invoices have been yet received. As no means existed of ascertaining the value of these articles, they

(b) Received per S.S. Hydaspes- Fenella- Nubia- Dumphail Castle- Eldorado- Zenobia and Pekin

they were not brought into account during the year under report.

7. A few of the articles indented for on the Home Government in my General Indent (C) and all of those included in the Supplemental Indent (d) submitted from this office, have not yet been received. Among the latter is a requisition for 390,000 yards of green twisted twine, specially required for the Postmaster General of Madras, and as no advice regarding the despatch of this article has been received up to date, I presume the requisition will have to be met by local purchase.

(C) No 78 dated 1st November 1873.

(d) No 79 dated 2nd February 1874.

3. Issues

8. The issues to Public offices during the year cost Rupees 3,74,274-11-9 against Rupees 3,19,615-15-5 in the previous year. The excess cost of Rupees 54,658-12-4 is consequent on excess demands, as shown in the accompanying statement marked E.

The

9. The issues to Army and Regimental Schools during the year amounted to Rupees 5,528-2-2 against Rupees 2,901-11-3 in the previous year. 13

10. The issues under the head of "Ecclesiastical" also demands notice, amounting this year to Rupees 1,085-9-2 against Rupees 328-11-2 in the previous year. This unusual excess is mainly attributable to the supply of a large quantity of Bibles with the Scotch version of the Psalms, to the Senior Chaplain of the Church of Scotland, for the use of the soldiers attending his ministration. The last time these Bibles were issued was in 1867, and a large quantity was left in store.

11. Local Fund Boards still continue to be supplied with stationery free of charge. A reference was made by this office whether supplies to Local

Fund

Fund Boards should not be paid for from Local Funds, as is done in the case of Municipalities, but the Board of Revenue (c) intimated, that the charge should be treated as supplies to the Revenue Department. Nothing further has been done on the subject.

(c) Revenue Board's Proceedings No. 6866 dated 14th October 1873.

12. The local purchases during the year aggregate Rupees 38,421-6-4 against Rupees 37,525-4-6 in the previous year. French paper will, under orders of Government No. 1768 dated 19th October 1874, Financial Department, be hereafter purchased locally. 4th Local purchases

13. The sample article ordered to be furnished to this Department by Government in their Proceedings No. 203 dated 30th October 1873, Revenue Department, has not yet reached this office. An Government Order No. 88 dated 15th September 1873 Collectors have been authorized to purchase this article 5th Sealing Wax

article from the local market. This however, as pointed out in my letter No. 579 dated 27th November 1873, is opposed to the subsequent orders of Government conveyed in their Proceedings quoted above, and I would in the interests of Government, earnestly deprecate any attempt to revert to the former system of each department being allowed to purchase its own articles, as this will assuredly only tend to introduce the abuses referred to in the report of the Commissioners for investigating public establishments. It would perhaps be, on the whole, better if, as before recommended, the article could be manufactured in and procured from District Jails.

No. 203 dated 30th October 1873

14. The Board of Revenue in their Proceedings No. 547 dated 6th March 1875, refer to the order of Government authorizing Collectors to purchase this article in the local market

market, and remark that this will "remove the inconvenience hitherto "experienced", they also request Collectors to bring the black sealing wax, the cost of which is only half that of the red, into more general use, so that the cost on account of this article may be reduced, but no steps have been taken either to discontinue the supply to Collectors, or to reduce the quantity of red sealing wax. In the year 1874-75 1,544 lbs of red, and 1,345 lbs of black sealing wax were supplied. In the current year (1875-76), 1,687 lbs of red and only 988 lbs of black sealing wax are indented for.

6th General and Supplemental indents

15. The General Indent of the Board of Revenue has just (8th May 1875), been received with a request that the articles indented for may be supplied as soon as possible. The demands for extensive supplies for outstations in April and May is somewhat

somewhat inconvenient, as the Stationery Department is fully occupied at this time, in issuing articles to the offices at the Presidency. The request will however receive early attention, and the stationery indented for despatched to the different Collectors as soon as they can be packed.

16. There were 208 Supplemental indents received during the year under consideration, 67 of these being for drawing materials &c. from District Engineers and 28 from the Revenue Department. There is no doubt that a greater saving will be effected in the expenditure of stationery, if the check contemplated by Government in their Orders Nos. 1577 of 28th November 1861, and 429 of 9th April 1862, was more attended to by Controlling Offices.

7th Machine-made paper

17. Machine-made paper still continues to be disliked, and even the Government Secretariat object to its use

use for ordinary requirements, and applications are constantly received to exchange this description of paper for the hand made. The article is however, except in the case of special applications from the Government Secretariats, issued in the proportion sanctioned by Government, and the practice is not deviated from.

8th Blotting paper

18. The supply of Blotting paper not having been received in time, the stock on hand became exhausted before December, and a small quantity was, as before stated, purchased in the local market. No complaints were received regarding the quality of the paper supplied this year.

9th Slate pencil holders

19. The slate pencil holders supplied for the use of Army schools during the year have been universally condemned as totally useless. The diameter is stated to be much too large for slate pencils, and some of

of smaller size are asked for.

10th Black ink powder

20. It has been determined to procure black ink powder in future entirely from England. The Europe powder is of superior quality, and is moreover much cheaper than that procurable either from Bombay, or in the local market. The price at which it can be obtained in England being annas 4-9 per dozen papers, while in Bombay the same quantity costs annas 9-6, and in Madras annas 11-9.

11th Ecclesiastical Forms

21. These forms are now, under orders of Government No. 51 dated 16th March 1874, supplied to Marriage Registrars from the Stationery Depôt.

12th Taking Stock and Audit of Accounts.

22. The whole stock in the Stationery Department was taken in December last by Mr. Greatorex, and on his report

Government

Government in their Proceedings No. 550 dated 10th March 1875, directed the distribution gratis of certain books, which have been for a long time on hand, to the different Native Regiments in the Presidency, and the sale of certain others to the Curator Book Depôt. Steps have accordingly been taken to distribute the books to the Native Regiments, and the Curator was communicated with, in respect to the others. He has however declined to accept them for the Educational Department, and Government have ordered their sale by public auction, vide Government Order No. 974 dated 1st May 1875.

23. The accounts are also under orders of Government being audited by Mr. Mayne, Assistant to the Accountant General of Madras, and the result as far

Proceedings of Government No. 564 dated 7th April 1874

far as it has gone, has proved very satisfactory.

13th Change of Managership

24. Mr. James Clark, who since 1862, held the appointment of Manager of this Office, was compelled owing to growing infirmity to retire on Pension in October last. Mr. Clark was for a long time in the Stationery Department, and the zeal and energy he displayed in the management of the office, have frequently been brought to the notice of Government. His son Mr. George T. Clark, late Head Clerk of the District and Sessions Court of Nellore, was appointed in his stead, and assumed charge of his duties on the 1st October 1874. As far as my short tenure of Office enables me to judge, the son appears a fit successor to his father.

14th Check

14th Check of Indents.

This important business continues to receive an efficient check under the careful supervision of the Manager. In all instances of demands in excess of estimates, or of the average annual expenditure of previous years, the necessary explanation was called for, agreeably to para 8 of the Rules for the issue of Stationery. Several reports were received explaining that the extra expenditure was necessitated by increase of business, but notwithstanding the admission of these explanations there was a reduction in the expenditure, of Rupees 2774-5-8 by means of the check exercised in this office viz-

In issues to Public offices	Rs	2745-7-2
—"— school materials	"	28-14-6
Total Rupees		2774-5-8

15th Cost of Establishment.

26. The cost of the office establishment for

for the whole year amounted to Rupees 6,569-2-2- Deducting from this sum

By commission realized	Rs	516-11-6
—"— Sale of waste paper packing materials &c.a	"	2,129-2-10
—"— Indian Atlas sheets, maps &c.a	"	283-13-4
—"— forfeiture of Contractors deposits	"	160-—-—
—"— money unclaimed for cooly hire, credited to Government	"	14-—-—
—"— Sale of Service books	"	4-5-9
Total Rupees		3,394-15-5

Rupees 3394-15-5 total value of sums realized as per margin, the net cost to Government will be Rupees 3,174-2-9, or about 4 annas 11 pies, or .31 of a Rupee per Cent of the cost of the receipt and issue transactions. The working of the establishment at this reduced rate, must be considered very satisfactory -

I have the honor to be
Sir
Your most obedient Servant
W. Pogue Lt. Col. R.A.
Superintendent of Stationery
Lico.

Stationery Department. 1

ORDNANCE OFFICE;
Fort Saint George,
26 May 1875. 25

No. S/23

From

Colonel A. Stewart R.A.

Inspector General of Ordnance and Magazines.

To

The Chief Secretary to Government,
Fort St. George.-

Sir,

I have the honor to enclose in Original, (a) a report by the Superintendent of Stationery, on the operations of the Depôt during the Official year 1874/75.-

(a) No. 130 dated 17th May 1875.-

2.- The report which is accompanied by five Statements A to E, is so complete in itself, that I have no remarks to make.-

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

A. Stewart Colonel, R.A.
Insp.r Gen.l of Ord.ce & Mag.s.

From
The Superintendent
of Stationery
Fort St. George

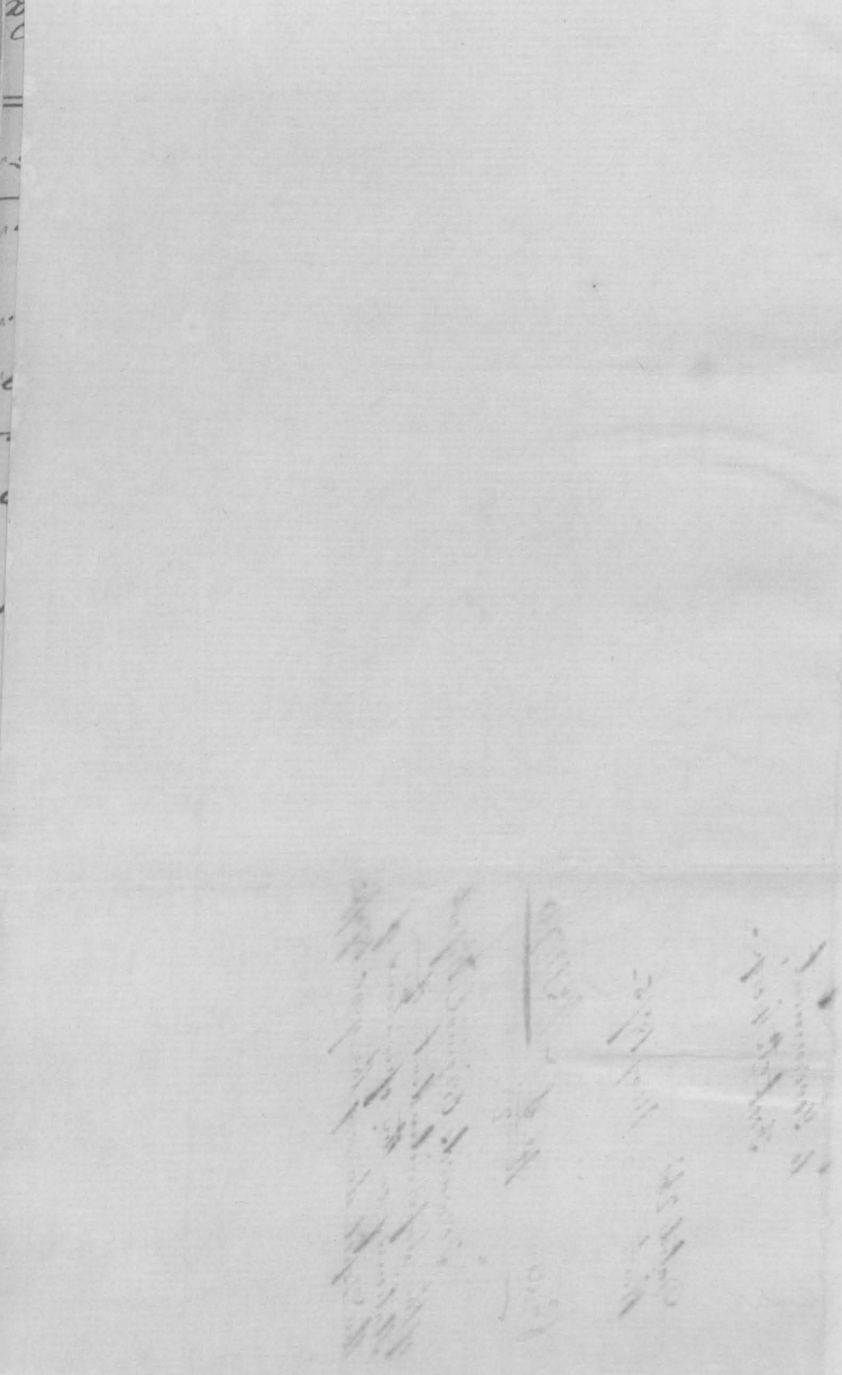
To
The Inspector General
of Ordnance & Mags.
Fort St. George

Dated 15th
Received 17th May 1875.
Enclosures 5
No. 130

Submitting Administration Report
of the Stationery Depôt
for 1874/75 - & forwards
for submission to
Government.

A. Stewart
18.5.75 Rec.d 18.5.75
1270/75.

This Letter to Govt. No. 22
Dated 26th May 1875



No 230.

Statement of Expenditure for January 1875 Rs 22.

Statement of Expenditure for January 1875 Rs

Forwarded with Chief Secretary's Endorsement dated 28th May 1875 No 1356

Dated 26th May 1875

Rec'd 28th May 1875

Rec'd 31/12/20

No of Letter 23

Forwarded Original Statement with reference to Audit Appropriations for the Department during the year 1874-75.

Statement A

	Rs	A	P	Rs	A	P
Balance on the 1st April 1874				209,350	2	8
Receipts						
From England	581127	6	8			
" Local purchase	38,421	6	4			
" Gun Carriage Manufactory Madras	599	15	8			
" Public Works Store Chepauk	15,001	4	10			
" Miscellaneous	1739	1	9	636,889	3	3
Total				846,239	5	11
Issues						
To Sales	10,333	15	"			
" Army and Regimental Schools	5528	2	2			
" Ecclesiastical	1085	9	2			
" Obsolete articles sold by Public auction	1126	7	3			
" Public Offices	374,274	11	9	392,348	13	4
Balance 31st March 1875				453,890	8	7
Gain						
By commission realized				516	11	6
" Sale of Waste paper, Packing Materials and exchanged articles				2429	2	10
" " " of Indian Atlas sheets Maps &c				283	13	4
" " " of Service books				4	5	9
" Forfeiture of Deposit from contractor				160	"	"
" Money unclaimed for coolly hire credited to Government				"	14	"
Total				3,394	15	5

Fort Saint George
Stationery Office
17th May 1875

Superintendent of Stationery

31

Statement A

S-O-Wt-1356-56 A-87. 25th June 1875

Recd 13/7/75

Brought forward	576857	30085	359	11768	619059	374806	410925
Slates	"	"	"	"	"	93	"
Sponges	842	"	"	8	850	237	2179
Scissors	"	"	"	"	"	273	30
Sealing wax	"	2801	"	"	2801	2519	403
Tape twine and thread	373	3952	"	35	4360	4278	471
Vellum	243	"	"	"	243	171	681
Wafers	93	"	"	"	93	76	31
Miscellaneous	2720	1583	240	4891	9434	5119	12097
School books & materials	"	"	"	19	49	47716	27074
Total Rupees	581128	38421	599	16741	636889	392348	453891

Fort Saint George.
Stationery Office
17th May 1875

Lieut.t Colonel R.A
Superintendent of Stationery

Form B

Abstract of Receipts for the Year 1874/75

Articles	From Europe	Purchased in India	From Guns Carriage Manufactory	Returned into Stores by Offices &c.	Total	Abstracted for issue to Public Offices &c.	Balance
Paper Drawing	9330	"	"	1022	10352	3506	17267
" " Continuous	"	"	"	1125	1125	387	738
" Section	120	"	"	31334	32254	3511	2900
" Lithographic	18072	"	"	"	18072	15410	18162
" Plate	"	"	"	"	"	10334	2574
" Writing	183904	28	"	62	183994	130717	146694
" Printing	336442	"	"	863	337305	175385	172795
" Waterwarked	393	"	"	"	393	1005	1587
" Blotting and Marble	4939	167	"	2	5108	2230	3080
" Country manufactured and French	"	19686	"	23	19709	16555	4885
Bibles and Prayer Books	"	"	"	"	"	1973	7606
Books Levelling &c	246	"	"	277	523	311	270
Books leather bound and marble covered	"	1490	"	"	1490	1305	276
Colors and Drawing materials	723	295	"	3001	4019	695	4190
Cloth Tracing	571	"	"	1413	1984	864	1137
" Waxed &c	"	33241	"	152	31476	3521	987
Hones and Strops	92	"	"	3	95	87	101
Ink bottles Stands &c	232	"	359	"	591	739	827
" Pounces	2914	993	"	1	3908	1805	3951
" Printing	5696	"	"	"	5696	5454	5695
Maps, Atlas &c	"	"	"	"	"	118	6315
Mathematical Instruments	156	"	"	"	156	148	204
Parchment	259	"	"	"	259	222	64
Paste boards	109	4102	"	"	4211	2956	1785
Pen knives	285	"	"	"	285	522	415
Pencils	4268	"	"	671	4939	4177	1457
Quills	4828	"	"	"	4828	5421	2166
Rubber	644	"	"	"	644	785	294
Steel Pens & Pen holders	2634	"	"	9	2643	1690	2503
Carried forward	576857	30085	359	11758	619059	374806	410925

In Fuel 1270/75

Form B

Abstract of Receipts
Issues and Balance for
the Year 1874/75

S.O.W^s. 1356-56.A-27-25 th June 1875

Rec'd 1870/75

Brought forward	148260	428326	191594	98678	619059	224886	306269	275274	326184	374806	
Slates	"	"	"	1	"	106	82	82	70	93	
Sponges	176	908	1346	"	850	421	448	220	569	237	
Seizors	"	698	"	"	"	66	111	188	116	273	
Sealing wax	2108	1616	1737	1817	2801	1834	1958	1683	1864	2519	
Tape, Twine and Thread	2746	4605	3566	4422	4360	3429	4463	4048	4568	4278	
Vellum	"	462	"	200	243	339	252	230	37	171	
Wafers	"	100	32	39	93	58	55	58	77	76	
Miscellaneous	3865	2377	4634	5474	9434	2243	6153	4131	5447	5119	
Tehort books and Materials	4538	5367	2626	25	49	7224	4872	2050	2713	4776	
Total Expres	161693	444459	205535	110656	636889	240606	324663	287964	341645	392348	

Fort Saint George
Stationery Office
17 May 1875

J. W. Ring Lt Col R. A
Superintendent of Stationery
Ceo.

Form C

Abstract of Receipts and Issues for each of five years.

Articles	Receipts					Issues.				
	1870/71 Rupees	1871/72 Rupees	1872/73 Rupees	1873/74 Rupees	1874/75 Rupees	1870/71 Rupees	1871/72 Rupees	1872/73 Rupees	1873/74 Rupees	1874/75 Rupees
Papers Drawing	881	10741	2162	46	14731	3016	934	2757	5725	4247
" Lithographic & Plate	"	27667	10229	50	18072	4412	5232	7826	12609	11874
" Writing	766	74220	48943	46264	183994	52018	46596	47202	113884	130717
" Printing	63244	224826	67829	18239	337305	81027	166054	126780	108934	175385
" Water marked	2407	953	197	373	393	1830	211	853	980	1005
" Blotting and Marble	"	2728	1367	1802	5108	845	1490	1811	2756	2230
" Country Manufactured & Tinted	57757	49686	15436	18861	19709	46659	50500	55535	37920	16555
Bibles and Prayer books	2411	1	6	"	"	3055	690	777	343	1973
Books Dwelling &c	401	169	"	69	523	575	250	385	227	311
" Blank bottle bound & Marble covered	6310	984	975	14614	1490	5614	5944	1733	1662	1305
Colors and Drawing Materials	77	542	478	207	4019	281	340	470	409	695
Cloth Drawing	3501	269	383	"	1984	957	1142	964	1224	864
" Waxed and Calampore	3034	3005	4797	3501	3476	3202	3012	4001	5487	3521
Stones and Slips	"	412	24	2	95	90	140	166	205	87
Ink bottles, stands &c	287	1259	742	397	591	1265	785	850	715	739
Ink Powders	753	1265	8876	1888	3908	3719	3492	3237	7468	1805
" Printing	33	12046	8702	5	5696	5162	6816	4961	8114	5454
Maps Atlas &c	524	199	4	"	"	812	273	133	105	118
Mathematical Instruments	"	120	"	221	156	10	10	"	145	148
Parchment	"	61	"	277	259	89	234	15	251	222
Paste boards	2998	1964	531	2068	4211	2294	1377	2836	2318	2956
Penknives	"	1765	319	37	285	234	338	551	788	522
Pencils	43	2928	3651	509	4939	2794	2859	3617	2842	4177
Quills	"	7395	8558	83	4828	4745	4843	4859	6556	5421
Rubber Indian	"	911	666	168	644	414	481	660	526	785
Steel Pens & Penholders	2833	2210	6718	147	2643	2827	2226	2295	3991	1690
Carried forward	148260	428326	191594	98678	619059	224886	306269	275274	326184	374806

Form C

Abstract of Receipts and Issues for each of five years.

S.O.W. 1356-56 A.G. 25th June 1875.

Ex Encl. 1270/75

Brought forward	358027	480,849	397,597	169,144	414,008
Vellums	466	676	446	609	681
Wafers	33	78	52	14	31
Miscellaneous	11028	7252	7755	7782	12097
Schoolbooks and Materials	33418	33913	34189	31801	27074
Total Rupees	402,972	522,768	440,339	209,350	453891

Fort Saint George
Stationery Office
17 May 1875

D. Mylvey Lt Col R.A
Superintendent of Stationery
&c &c

Form D

Abstract of balances for each of five years.

Articles	Balances 1870-71	1871-72	1872-73	1873-74	1874-75
	Rupees	Rupees	Rupees	Rupees	Rupees
Papers Drawing	6887	16694	16100	10421	20905
" Lithographic and Plate	22759	24694	27097	14538	20736
" Writing	131672	159296	161037	93417	146694
" Printing	101749	160521	101570	108755	172795
" Watermarked	2720	3462	2806	2199	1587
" Blotting and Marble	367	1600	1156	202	3080
" Country Manufactured and Tweak	61703	60889	20790	1731	4885
Bibles and Prayerbooks	11382	10693	9922	9579	7606
Books Levelling &c.a	682	601	216	58	270
" blank leather bound & Marble covered	1007	1047	289	91	276
Colors and Drawing Materials	858	1060	1068	866	4190
Cloth Tracing	2695	1822	1241	17	1137
" Wanid and Salampore	229	222	1018	1032	987
Cones and Stropes	166	438	296	93	101
Inkbottles, Stands &c.a	927	1401	1293	975	827
" Powders	4016	1789	7428	1848	3951
" Printing	4591	9821	13562	5453	5695
Maps Atlas &c.a	6741	6667	6538	6433	6315
Mathematical Instruments	10	120	120	196	204
Parchment	189	16	1	27	64
Pasteboards	2498	3085	780	530	1785
Penknives	208	1635	1403	652	415
Pencils	2925	7994	3028	695	1457
Quills	2981	5533	9232	2759	2166
Rubber	357	787	793	435	294
Steel Pens and Penholders	987	971	5394	1550	2503
Slates	326	244	162	93	"
Sponges	549	1009	2135	1566	2179
Scissors	20	607	419	303	30
Sealing wax	456	114	168	121	403
Tape Twine and Thread	875	1017	535	389	471
Carried forward	358027	480849	397597	169144	414008

Form D.

Abstract of balances for each of five year

S-O-W- 1356-56-A-87-25th June 1875

R Dril 1/10/75

E

Statement showing the difference of the Value of Stores during the year 1873/74 and 1874/75.

Articles	1873/74	1874/75	Difference	Value Rs	a	p	Total Rs	a	p
Revenue Department									
Royal — paper — Reams	9	15	6	9	6				
Medium — " — "	5-18	7-19	2-1	4	7	10	1		
Vingpann — " — "	94-10	95-10	1-6		5	8	7		
Quarto Post — " — "	53-9	60-9	5		35	3	8		
Octavo Post — " — "	62-1	64-15	2-14		7	5	10		
Double Post 12 lbs — " — "		1238	1238	174	15	8	6		
D — D Post thick 46 lbs —	3089	4115	1026	11991	6				
Double Royal 35 lbs — "		301	301	3061	11	9			
Country Demy — "	154	197	43	155	14				
— D — Foolscap — "	1121-5	1224	102-15	282	9				
Blotting — "	28-10	30-15	2-5		17		4		
Marble — "	2-10	3-13	1-3		16	3	1		
Country Cartridge — "	37-8	69-4	31-16		151		9		
Envpe Parte boards — No	132	381	249		13	13			
Country — Do — Do — "	2395	2560	165		15	7	6		
Demy Books leather bound — "	24	54	30		93	5	6		
Carried forward				33319	1	7			

Articles	1873/74	1874/75	Difference	Value	Total
Brought Forward				33319 1 7	
Foolscap books leather bound	No	6	40	34	46 1 .
Demy books marble covered	"	14	60	46	36 10 2
Memorandum books Quarto	"	121	139	18	7 3 .
" D° " Octavo	"	111	154	43	7 10 10
Quills		331790	342794	11004	84 4 .
Steel Pens	Dozens	2799	3163	364	46 13 5
Black lead Pencils	No	12975	14594	1619	75 . 6
Red " Do " Do	"	2118	3929	1811	119 2 6
Black Printing Ink 12 + 6 lbs tins		1008	1098	90	197 11 8
Black Ink powders	Papers	6488	7132	644	31 13 10
Red " Do " Do	"	1791	2063	269	13 2 1
Indian Rubber	Pieces	1230	1382	152	15 13 4
Wax Cloth	Yards	2073½	2806	732½	228 14 6
Pins	Papers	282	287	5	. 11 3
Needles Common	Nos	1295	2011	716	1 5 6
Cotton thread twisted	Qrs	1150	1308	158	5 10 6
Twine Europe	Qrs	497¾	531	33¼	1 7 "
Twine Bengal	Lbs	1431½	1573	138½	40 6 4
Country Tape B & W	Rolls	1777	2072	295	58 6 2
Scissors	No	6	375	369	186 6 9
Glass pulleys & Wooden Inkstands	"	10	58	48	9 " "
Carried Forward				34532 11 11	

Articles	1873/74	1874/75	Difference	Value	Total
Brought Forward				34532 11 11	
Wooden Inkstands	No	32	175	143	94 9 5
Deep Ink bottles	"	65	380	315	42 10 6
Ruled Rulers	"	92	120	28	5 13 4
					34675 13 2
Jn. Surgical Department					
Royal F. M.	Reams	1-10-6	15-2	5-5-2	110 1 3
Medium	"	2-18-"	17-"	14-2	317 14 6
Demy	"	65-3-"	94-1	28-18	488 8 9
Foolscap	"	103-14-"	215-2-6	111-8-6	1233 2 9
Quarto Post	"	6-13-"	10-19-"	4-6	30 4 9
Imperial	M	M	"	"	2 2 4
Medium	"	"	"	5-18-12	20-6-"	14-7-12	287 12 10
Foolscap	"	"	"	207-8-"	222-11-21	15-3-21	69 1 "
D° Cream laid white	"	4-"	16-"	12-"	30 10 8
Ringcorn	"	32-"	35-7-"	3-7-"	13 11 5
Quarto Cast M. M	"	13-6-"	17-16-14	4-10-14	11 6 2
Octavo Cast	"	"	"	6-11-"	8-14-"	2-3-"	2 15 1
Blotting	"	19-11-12	21-2-3	1-10-15	11 6 8
Marble	"	1-3-7	1-10-"	"	6-17	4 12 1
R. Royal price thin 18 lbs	"	"	2-10-"	2-10-"	10 " "
Carried Forward					2025 14 3	34675 13 2

51

Articles	1873/74	1874/75	Difference	Value	Total
Brought forward				2625 14 3	34675 13 2
Demy 17 lbs Reams	"	40	40	152 8 10	
" D. D. Cat thin 28 lbs "	1-15	2	5	1 10 "	
Country Cartridge "	8-12	10-13-6	2-1-6	9 13 8	
" Chellonian Medium "	9-3-12	16-19	7-15-12	34 15 10	
Royal Book leather bound Nos	31	37	6	35 6 10	
Demy books marble covered "	66	89	23	15 14 10	
Foolscap Do Do "	73	74	1	4 3	
Memo books Quarto "	78	112	34	4 13 4	
Country Cartboards "	487	608	121	8 15 8	
Envelopes Do Do "	24	51	27	1 8 "	
Pencils black lead "	2866	3010	144	6 9 "	
D° Blue "	"	166	166	13 4 4	
D° Red & Blue "	"	18	18	1 13 8	
Indian Rubber Pieces	451½	554½	103	10 10 10	
Wafer Boxes No	92	100½	8½	1 6	
Gum lbs	3	15¼	12¼	2 5 9	
Parchment Skins	83½	90½	7	8 3 "	
Round Rulers No	50	54	4	" 13 4	
Flat Do "	4	6	2	" 1 7	
Tape Red Rolls	"	50	50	18 12 "	
D° White Broad "	1018	1159	141	36 11 6	
Carried forward				2992 1 "	34675 13 2

Articles	1873/74	1874/75	Difference	Value	Total
Brought forward				2992 1 "	34675 13 2
Tape white narrow Rolls	735	965	230	48 8 4	3037 9 4
Revenue Survey Department					
French paper blue Reams	"	206-5	206-5	5 19 " "	
Demy Double "	"	7 "	7 "	5 8 11 9	
Country Foolscap "	272-7-12	314-17-18	42-15-6	117 9 7	755 5 4
Post Master Generals Office					
Double Royal 38 lbs Reams	523 "	923 "	400 "	406 8 12 "	
" D° Demy "	53 "	80-10	27-10	23 0 12 "	
" D° D. Cat 14 lbs "	"	270-15	270-15	111 2 9 10	
" D° Foolscap "	24-15 "	83 "	58-5 "	27 2 7 "	
" Foolscap "	"	270 "	270 "	80 1 9 "	
English Foolscap "	28-14	59-18	31-4 "	20 0 1	
Brown Packing paper "	11-19-18	33-10	21-10 6	7 7 9 11	
Quarto Post "	1-8	4 "	2-12	6 8 4	
Blue Royal "	"	10 "	10 "	3 4 1 "	
Octavo Post "	"	3 "	3 "	1 4 4 "	
Blotting "	"	9 "	14-18	5-18	1 13 "
Drills No	4004	5410	1406	10 12 3	
Carried forward				1821 2 5	38468 11 10

Articles	1873/74	1874/75	Difference	Value	Total
Brought Forward				1821 2 5	38468 11 10
Indian Rubber — Pieces	17	21½	3½	. 6 2	
Tape — Rolls	29	35	6	1 8 6	
Gum — lbs	56½	62	5½	1 . 6	
Foolscap book leather bound — A°	1	3	2	2 11 4	
D° — Do marble covered	2	4	2	" 8 6	
Red Tape — Pieces	"	35	35	2 10 4	6829 15 9
Public Works Department					
Drawing Antiquarian — Reams	14-4	16-4	2	46 11 1	
D° Double Elephant	19-9	2-7-23	1-8-14	154 15 10	
D° Single — Do	16-9	1	" 3-15	10 4 5	
D° Demy	1-12-3	2-2-20	10-17	8 11 3	
Octavo Post W. M.	4-3	7-6	3-3	11 5 3	
Medium M — M	6-13-12	50-5-15	43-12-3	873 6 6	
Kingsmill M — M	4-5-19	225-14-8	221-8-13	998 12 11	
Blotting	9-19-23	23-5-6	13-5-7	98 14 9	
Printing Royal thin 18 lbs	"	"	8-12	1 11 2	
D° Medium 28 lbs	"	"	10	2 5 9	
D° D D Post thick 46 lbs	"	"	150	1753 2 .	
D° D D Post thin 28 lbs	"	"	50	411 11 6	
D° Demy Superior 28 lbs	"	"	20	123 4 7	
D° Double Foolscap 21 lbs	"	"	40	187 3 11	
Carried Forward				4682 8 11	45298 11 7

Articles	1873/74	1874/75	Difference	Value	Total
					55
Brought Forward				4682 8 11	45298 11 7
Printing Royal 28 lbs — Reams	"	50	50	307 13 .	
Country Challenge Demy	72-3	76-9-12	4-6-12	18 11 6	
Royal book leather bound A°	30	56	26	152 4 3	
Foolscap — Do — Do	303	454	151	206 1 9	
Doly Ink bottles	10	18	8	1 1 4	
Black lead Pencils	3254	4502	1248	56 14 .	
Blue — Do — Do	336	385	49	3 14 8	
Red & Blue — Do	"	160	160	19 7 4	
Rubber — Pieces	252¼	980¼	728	75 7 3	
Cloth blue Salompore Yards	21	33	12	1 15 4	
Tracing Cloth	996	1122	126	48 14 9	
War Cloth	"	64	64	20 " .	
Twisted thread — lbs	7 13/32	27 17/64	19 55/64	11 4 8	
Empire thread balls	11 54/64	13 29/32	2 1/16	2 13 6	
Sealing Wax red	136 17/32	153 23/64	16 53/64	10 1 .	
Sponge — Pieces	126	141/2	15 1/2	19 13 5	
Tape Red	12	17	5	" 6 .	
Color Box 1st Sort A°	"	5	5	187 8 .	
D° 2nd Do	"	21	21	584 . 7	
D° 3rd Do	"	1	1	11 . .	
Indian Ink — Sticks	160	223	63	41 5 6	
Carried Forward				4463 6 9	45298 11 7

Articles	1873/74	1874/75	Difference	Value	Total
Brought forward				6463 6 9	45298 11 7
Mathematical Instruments 2d sort A°	"	4	4	108 . 10	
D° Fish skin	"	1	1	12 12 2	
Pennys Patent book large	"	138	138	143 9 2	
D° D° small	10	96	86	45 11 .	
Crow Quills steel	40	414	374	13 15 4	
Survey books	21	130	109	35 2 3	
Smelling bottles ruled in glass	2	10	8	12 5 8	
D° small	"	34	34	289 . .	
Pencils pr small Compasses	6	39	33	1 6 5	
Ruled foolscap Reams	"	6	6	2 6 2	
Steel Pens Drawing A°	"	8	8	15 4 8	
D° Mapping	"	18	18	" 12 2	
Pencils Sable hair	"	24	24	1 1 "	
Color Saucers round	"	17	17	1 6 3	
Color box sliding covers	"	1	1	2 12 "	
Camel hair brushes	"	42	42	10 10 2	
Drawing Pins	"	60	60	3 1 3	
Color Ultramarine blue small Cakes	6	11	5	" 15 7	
D° Gamboge do	4	19	15	2 9 5	
D° Prussian blue large	"	1	1	1 4 10	
D° Gamboge A°	"	3	3	3 14 8	
Carried forward				7171 7 9	45298 11 7

Articles	1873/74	1874/75	Difference	Value	Total
Brought forward				7171 7 9	45298 11 7
Colors Carmine small Cakes	"	11	11	7 9 5	
D° Cobalt large	"	1	1	3 7 8	
D° D° small	"	12	12	40 8 10	
D° Lake small	"	4	4	1 6 11	
D° Sepia small	"	4	4	1 7 3	
Mounted and flap Drawing Paper 54 Inches	Yard	88 2/3	88 2/3	166 4 .	
D° D° 30 Inches	"	24	24	45 " .	
Section Paper Royal to Inch	Reams	" 8-2	8-2	62 12 6	
D° D° 1/2	"	" 15	15	4 14 9	
D° Medium 1/10	"	" 11-14	11-14	90 8 2	
D° D° 1/20	"	" 4-19	4-19	37 9 8	
D° Demy 1/10	"	" 11-2	11-2	86 9 1	
D° D° 1/20	"	" 4-19	4-19	37 9 7	775-7 3 7
Inspector General of Registration Medium W. M.	Reams	20	20	465-5 "	465 5 "
Carried forward				" "	53521 4 2

Articles	1873/74	1874/75	Difference	Value	Total.
Carried forward					53521 4 2
Pay Examiner					
Foolscap white wove Reams	226-3-5	226-3-5		1123 13 8	1123 13 8
					54645 1 10
Other articles issued of less value than the previous year					13 10 6
				Total Rupees	54658 12 4

Fort Saint George
Stationery Office
17th May 1875.

Lt. Col. R.A.
Superintendent of Stationery
&c. &c.

E

Statement shewing the Difference of the Value of Issues during the year 1873/74 and 1874/75

S.O. No. 1356-56 A-27-25th June 1875

Re Rec'd. 12/7/75

Statement

Financial Department.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the Insp. Genl. of Ordnance and Magazines. dy 26 to May 1875, No 23.

Order thereon. ordered. 25 June 1875. No 1356.

With the foregoing letter the Inspector General of Ordnance and Magazines submits the annual report of the Stationery Depôt for the year 1874-75.

2. The total value of stock dealt with was ——— Rs 8,46,239
Issued ——— 3,92,349
Balance Rs 4,53,890

3. The value of stock in

in 1874-75 was larger than in 1873-74 by Rs 2,95,244 consequent on supplies due on previous indents having been received from England during the year. The value of supplies thus received has fluctuated considerably during the last three years, viz:

	Rs
1872-73	5,50,995
1873-74	8,46,239
1874-75	

in 1872-73 — Rs 1,74,478
1873-74 — " 71,165
1874-75 — " 5,81,127

The local purchases for the same periods were Rs 29,257, Rs 37,525, and Rs 38,421.

4. The value of Stationery to Public Offices upon which was larger than in the two preceding years and is to be ascribed to the increase of work generally in all departments.

1872-73	Rs 2,67,324
1873-74	" 3,19,616
1874-75	" 3,72,275

5. The amount realized by

1

by Commission, sale of waste paper, &c., was Rs 3,395 or Rs 634 less than in 1873-74. 63/

6. The value of the balance of stocks, though considerably larger than in 1873-74, was not much in excess of what it was in 1872-73.

1872-73	Rs 4,40,338.
1873-74	" 2,09,350
1874-75	" 4,53,890

7. The value of Stationery supplied to Provincial Services and Local Funds will not, under para 24 of the Comptroller General's Circular dated 6th April 1875 No 199, be recovered.

para 11.

Proc: of Govt of 3rd June 1875 - No 1198.

8. The purchase in the local markets of French paper, will, as observed in G.O. of 19th October 1874, No 1768, result in a saving

para 12.

saving of Rs 16,000.

9. The remarks of the Supt. of Stationery regarding sealing wax will be communicated to the Revenue Depts, with request that the Orders issued in that Department on the subject in 1873, may be communicated to the Financial Department, and the Board of Revl requested to furnish the "sample" sealing wax to the Superintendent.

paras 13 and 14.

10. The Board of Revl will be requested to arrange for the earlier transmission of their annual indent, to admit of the Stationery Dept dealing with it without inconvenience. Supplemental indents should as a rule be discouraged by Heads of Departments. If the actual expenditure of Stationery in each year is correctly kept, and stock actually taken prior to the submission of each year's indent, the necessity for a supplemental indent will rarely occur. The Orders of 1861 and 1862 will be re-published in a supplement to the Fort Saint George Gazette for the information and guidance of all officers.

para 19.

11. It is not stated whether the state pencil holders were of

of the pattern indented for or not. The Superintendent of Stationery will furnish the requisite information in view to the Secretary of State being addressed on the subject.

12. The arrangement to obtain Black Lead powder from England is approved. para 20.

13. The pen-knives supplied to the Secretariat offices are of a very inferior kind and do not last for the prescribed number of years. The Supt. of Stationery will note this in his next indent for knives. × 5.

14. He will further submit with his report for the next and following years a Statement in the annexed form to enable the Govt. to ascertain the value of stationery consumed in the several departments. 15 61

Form

Note. It is desirable to have a Statement also for despatch boxes &c which form separate heads.

Recently a statement is printed of Stationery used in each office in the Dept. in the Secretariat in the Dept. Dept.

Departments.	Value of Stationery issued in		
	1873-74	1874-75	1875-76.
Govt. Offices.			
Public Secy.			
Revenue			
Military.			
P. W.			
Judicial			
High Court			
Dist Judge of			
Board of Revenue.			
Police			
Jails.			
Registration			
per per			

15. The report on the audit of the accounts has not yet reached Govt. It should be expedited.

Dy. No. 1356 A

To

The Secretary to the
Govt. of India
Financial Dept.

Sir,

Referring to paragraph 8 of the Resolution of the Govt. of India of the 21st July 1871, No. 1267, (Accounts) I am directed to transmit copy of the [x] Order of this Govt. on the Administration Report of the Superintendent of Stationery for the year 1874-75.

I have, &c.

[x] of 25th June 1875. No. 1356

Ootacamund 25th June 1875.

Sd/- 21/6/75.

To

The Surveyr. Genl. of Ordnance & Magazines.
Supt. of Stamps and Stationery. 3
Board of Revenue 14
~~Secty. Genl.~~ 6
All Departments. Rs. 11
" 21
" 11
66
L.A. 6
Edn. 12
Mys. 15
99
106 (Two)

Dept. 13/7.

To

Dy. No. 1356 A

Dept. 13/7.

Offce. of the Supt. of Stamps & Stationery 19th Augt. 1875.

15. The report on the audit of the accounts has not yet reached Govt. It should be expedited.

Gobt. of {1875} Madras.

Financial

To

Dated 25 June
Recd. 1875. No. 1356

Nos. 230-2

Stationary Dept: The Annual report on the operations of the Stationery Depot during 1874-75, reviewed and a copy of the Proceedings forwarded to the Government of India.

Print. Lr. to Engd. 16th Novr. 1875 Pp. 22.

3-9-05 S

Financial Dept.

~~June~~ 1875.

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From Govrnement of

Fort St. George.

Dated 25 June 1875 No. 135 to 137 Enclosures. spare copies.

Ll. No.

L. No.

Progs. D. No.

Nos. 230-2

Stationery Depot. Forwarding Copy of the Proceedings of this Government sanctioning the Order