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Financial (1895) Department.

ORDINARY MS.

G.O., No. 202.

DATED 28th Feb. 1895

INDEXED. 11/12

[Despatch Abstract.]

STATIONERY.

Drawing the special attention of the Superintendent of Stationery to the steps taken in Bombay for substituting articles of country manufacture for those hitherto obtained from England.

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BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	2635		1895				

3909

Bombay 16th October 1894

To
The Chief Secretary to Govt.
Financial Department,
Sir,

I have the honor to submit
my annual Report on the working
of the Stationery Department
during the years 1893/94.

2. The value of stock at the
beginning of the year was
Rs 2,09,384-12-4 and the receipts
from all sources amounted during
the year to Rs 4,21,014-10-4 making
in all Rs 6,30,399-6-8 to the Credit
of the Department. The total
issues during the year aggregated
Rs 3,43,812-11-3 leaving at the

Statement close of the year a balance of
A Stationery Stock of the value of
Rs 2,86,586-11-5. This balance
has, as usual, been valued at
estimated rates, as the rates for
the current year have not been
settled

Settled.

3. The amount shown under "Receipts" includes the value of European articles purchased in India and issued to officers under the orders which prohibit the purchase by Government Officers of European articles exceeding Rupees 10 in value.

4. As stated in para 3 of the last report, the Bally Paper Mills Company was given a contract for one year for the supply of ten varieties of printing papers required for issue to the several printing Presses in this Presidency, Sind, and the Berars, whose requirements are met by the Stationery Department. These papers were formerly obtained from England & although some of the Indian Paper Mills were in a position to undertake the supply, the prices quoted were not sufficiently low to enable Government to sanction the purchase of the Country Papers.

The

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The Bally Mills Company having consented to charge the English prices, they were entrusted with the work of Supply during 1893/94.

5. It has been found that the prescribed standard of quality has been well kept and the supplies made have been equal, if not superior, to those formerly imported from Europe. This fact

G. R. F. D. has induced Government, to renew the Contract with the same Mills for a further period of two years with slightly enhanced rates, which Government felt justified in accepting owing to the very low state of exchange and the increase in prices of imported papers.

Consequent upon the levy of the new Custom import duties. In any case the rates accepted have not been higher than those quoted by any of the other Paper Mills.

6. Complaints as regards the papers made by the Deccan Paper Mills have been very rare during

the

the year under report. The only
two papers which did not give
satisfaction have so far improved
in quality that there has not
been a single complaint of late
as to one of them, at least, viz,
the Pink Blotting. Reports as to
ink sinking through the other paper,
viz, the writing Folscep, have
been made by a few indenting
officers from time to time, but
this, it must be admitted, is due
more to the wet state of the
atmosphere than to any defect
in the manufacture of the paper.
Instances have come to notice in
which the costly English Hand-made
paper and the machine-made
English writing Folscep Paper
obtained through the Secretary of
State, have also been found to
have the same defect. With a
view, therefore, to do away with
the evil once for all, I have
proposed in a separate commu-
nication to slightly increase the
weight per Ream of the writing
Folscep

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Folscep both Country and English
and raise it to a uniform standard
of 16 lbs per Ream instead of the
present weight of 14 lbs. This will
not only place a superior
Folscep within the reach of
indenting officers, but will make
the paper proof against all
seasons of the year.

7. The Blotting Paper is none
sufficiently absorbent and no
further improvement in this variety
need be demanded.

8. Country made Rubber Seals
and their accessories have, it is
satisfactory to note, continued to
give satisfaction to all indenting
officers, though the demand for them
has not been as great during the
year under report, as during the
previous year. This fact probably
enhances the value of the seals as
it is likely that the first supplies
made have not got out of order
and have been found to work
sufficiently well.

Probably

Settled
the year, on ... 1 ...

9. Probably owing to the almost indestructible nature of the article, no fresh requisitions for the Copying presses introduced under the orders of Government and referred to in para 8 of the last report have been recently received. But a demand for a new article, viz, the Type-writer, has arisen. This machine is finding favour with many offices as there are several advantages attached to its use.

Its strongest recommendation is the neatness and the excellence of the writing it produces and the speed with which it can be executed. But how far this will lead to a saving in clerical establishment and stationery, is a question which experience alone can determine, considering the large initial cost of the machines.

Government have accordingly authorized me to obtain from England one Dozen machines, & to distribute them among —
important

G. R. No 1890
dated 2 June
1894

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important offices for trial. If it is found that a demand for these is established the supply will be continued. In the meantime a few urgent requisitions have been met by local purchases.

10. As observed last year powder to make Blue Black Ink was substituted for the Black Ink powders and the liquid Blue Black Ink formerly issued for use in all public offices. The change was effected with a view to put a stop to the numerous complaints that were constantly made by officers with regard to the quality of the Black Ink powders. It is to be regretted that although the number of unsatisfactory reports in regard to the new powders has not been so large, the innovation has failed to give complete satisfaction and a further improvement in this direction is looked forward to by some indenting officers.

Officers. I therefore, propose to obtain for trial a small supply of both the liquid Blue Black Ink and the powders from another firm of dealers, whose specimens have been found to suit office work remarkably well. If these stand the test of trial by competent authority, the facts will be duly brought to the notice of Government.

11. It is gratifying to find that the expectations in regard to obtaining good Country Fac-simile copying Ink have been fully realized in as much as the ink manufactured by the Universal Rubber Stamp Company which, as stated in para 13 of the last Administration Report, is being issued in displacement of that supplied by a Parsee Firm of Dealers in accordance with the marginally noted order, has given full satisfaction to indenting officers. It has been found that as many as one hundred copies can be struck off

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G. R. No
3586 dated
14th Oct/11

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off at a time. As the ink besides costs Rupees 6 less per Dozen than the rate formerly charged, I have continued obtaining the same from the Universal Rubber Stamp Company, and I trust Government will approve of my action in the matter.

12. As Government are aware, it is the expressed wish of the Supreme Government to encourage local industries as far as practicable. Endeavouring were therefore made to obtain from local manufacturers the Round Penster Inkstands which are required in large quantities for issue to the public Service. Manufactories existed in other Presidencies but no dealer in Bombay was in a position to undertake the supply. There was no alternative therefore but to get the quantity required from a firm in Bengal and for

for the sake of convenience the supplies required were obtained through the Calcutta Stationery Office. That Officer for obvious reasons, declined recently to become any longer the medium of supply, but it is encouraging that a manufacturer has started work in Bombay and is in a position to supply a decidedly better article at almost the same cost as the Bengal Ink stands. The quality of the supply just received in store fully justified this change.

13. Similarly it has been found possible to obtain a better description of Country sealing wax from a local dealer than which used to be imported through the Agency of the Calcutta Stationery Office. As in the case of the Ink stands no manufactory of good Office wax existed in Bombay, the only wax that was obtainable being the Black Country wax used

used for inferior purposes.

14. The Calcutta Sealing wax is rather of a dark colour and besides very brittle. Much loss to Government resulted from breakages, as officers, as a rule, refused to receive broken pieces and always demanded in exchange for the wax broken in transit. The pieces in bundles of this wax were also found to have stuck together when opened and as they had necessarily to be separated before being used, large breakages took place in the stores, which realized much below the actual cost at the auction sales. The new sealing wax possesses neither of these defects, and consequently costs a little more than the Calcutta wax. The charge, however is not in excess of the English wax obtainable in the Bazaar.

15. The Supply of Country Sand

Land Boxes too has changed hands during the year under notice. These were heretofore furnished by an artisan in Dohad in the Panch Mahals District. A local dealer has now undertaken the supply at the same cost. There has been no difference in quality but the advantage in this as in the case of the other two articles has been, that, apart from the trouble of receiving, packing & unpacking cases and remitting money, the inconvenience which this office is likely to be put to by having to obtain the supply from remote provinces and the consequent delay in making supplies to indenting officers have been entirely avoided.

16. Amongst the new country articles of stationery introduced during the year, the Stationery Department has undertaken the issue of Silk Tags to public offices and of Guard Books to officers

This has been done in Madras

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officers of the Commissariat Department. The former is a convenient article of its kind and is very desirable for joining official Correspondence. The two edges are fixed in brass tips which remain attached to holes punched in official papers.

Papers in bulky correspondence can be very easily shifted and removed with much comfort when these tags are used than when other methods of joining them together are resorted to. It is expected that when the virtues of the article are made known to officers, a constant and regular demand will be made for it.

17. Guard Books are used mostly by officers of the Commissariat Department. These are made up at the Government Central Press, but the standard of sizes and quality not having yet been fixed, some inconvenience is experienced in their supply.

Sand Boxes too has changed hands

I have been in communication with the Commissary General on the subject and in receipt of his reply the standard will be fixed.

18. He has also been directed that all requirements of Chubb's Locks by Government officers should be met by the Stationery office. Numerous requisitions for them are now being received and will be included in the Indent on the Home Government. But it would be convenient to all concerned, if a stock is obtained from the Home Authorities and kept on hand to meet immediate demands. This I propose doing at the time of submitting the next Indent.

Madras is asked here - we get none here from India yet

19. I beg to submit here with a statement showing the amounts of stores of all kinds of Country manufactures purchased during the year. It will be observed that the total value

marked B

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amounts to RS 2,66,975-11-9 against RS 2,68,052-13-1 during 1872/73, or a decrease of about RS 1000. As observed last year it was fully expected that the expenditure under this head would rise considerably during the year under notice, as ten new varieties of Country printing papers costing in the aggregate RS 1,25,247-3-4 per year were added to the list of country articles supplied from this Depot. But as has been noticed, notwithstanding the supply of these additional varieties, the value during the year has remained almost stationary and this is accounted for solely by the fact that less costly papers have displaced much dearer ones. The value of no description of paper alone which owing to the substitution of a cheaper variety has not been issued to the extent of supplies made in former

former years has amounted to
as much as Rs 60,000. The
increase in the value of the
purchases above referred to is,
therefore, not to be regretted, as
government have benefited
considerably by the change.

20. The institution of Comptrol-
lor for European stores has resulted
on the whole, as far as can be
ascertained, in a saving of
Rs 65,288-14-3 which, I trust,
government will consider satisfactory.

21. I beg also to annex a
Statement showing the value of
Stationery supplied to Government
officers in the Bombay Presidency,
during the year ending 1893/94
arranged according to Budget Heads.
The results show an increase of
Rs 21,371-6-6 over the transac-
tion of the previous year and this is
contributed chiefly by the items
under Revenue "Political Agencies"
and "Postal Department". Other
heads such as Military and
Administration.

marked c.

16

Administration show consi-
derable reduction.

22. Statement D shows the
issues from this Depot of each
variety of Paper to the Government
Central Press at Bombay. In
many descriptions of papers there
has been an increase but this,
as observed in para 19 above,
is met by a decrease in the
quantities of costly papers.

23. I beg to submit Statement
E which shows the values of
the supplies made to the several
Printing Presses whose require-
ments are met by the Stationery
Department. As has already
been observed, the figures against
the Government Central Press
as also those against the Bombay
Education Society's Press and
the Deccan Hyderabad Press
show a decrease amounting
in the aggregate to Rs 7,679-7-7
whereas the value of the papers
supplied to the Postal Press at

Bombay and the Karachi Sind
Commissioner's Press indicate
an increase of Rs 4439-11-4
which is more than counter-
balanced by the total decrease
shown above.

24. In conclusion I would
note with satisfaction that Mr
Salerishnu Wansodeo P. and
his assistants continue to
perform their important duties
in the same careful manner
that was noted in my last
year's report.

I have re:

(Signed) R. E. Enthoven
For Supt of Stationery

" True Copy "

am Supt

Superintendent of Stationery

mf

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No 705

Bombay 14 February 1895

From

J. M. Campbell Esquire D.C.S.
Superintendent of Stationery

To

The Chief Secretary
to the Government of
Madras

Sir

Under instructions from Govern-
ment of the honor to forward
herewith one copy of the Bombay
Stationery Administration Report for the
year 1893-94.

I have the honor to be,
Sir,

Your most obedient servant,
am Supt

For Superintendent of Stationery

N.B.-

A = Copy in full.
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1895

Int. Dept

Enclos. No. 1

Balance

B

1219.20 of 4.12.93
 588R of 13.6.94
 471 of 18.5.93
 30438 of 24.3.93
 1024/A: 23.11.94
 842: 10.10.94
 678.80: 4.9.94
 544: 16.7.94
 4: 4.1.94

18

432

From
 The Supdt. of Stationery
 Bombay

HM
ms

27/2/95

no 705

28-2-95

Dated 14.2.95
 Recd 16/2
 Recd 18/2
 Encl. 1.

The attention of the
 Superintendent of Stationery will
 be specially drawn to the steps
 taken in Bombay for substituting
 articles of country manufacture
 for those hitherto obtained from
 England. Information similar
 similar to that in paras 4 to
 18 of the Bombay report should
 in future be included in
 the local report.

Subject.

Forward one copy of the Bombay
 Stationery admn. Report for the
 year 1893-94.

Ref. to the report for the year 1893-94 in English
 which has been submitted to the Govt. for their consideration.

CB.
 21/2/95
 23/2/95
 Supdt. of Stationery (R) dtd 1/3/95

When given for copying
 When copied
 When examined
 When signed

189.

READ AGAIN G.O., No.
 189

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

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1895
 Enclos. No. 1