

Financial (1895) Department.

ORDINARY PRINTED.

G.O. No: 896

DATED 12th November/95.

INDEXED.

17/18

[Despatch Abstract.]

STATIONERY

Requesting the Superintendent^u to obtain samples of
cotton--used in the Bombay Presidency with a view to ascertain
whether any saving could be effected by their introduction; and also
to procure cloth for the clothing of peons in the various offices of
this Presidency and arrange for the cloths being made up.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	2824		1896				

No. 890, FINANCIAL, 12TH NOVEMBER 1895.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From the Superintendent of Stationery, Bombay, dated 10th October 1895, No. 4058.

ABSTRACT.—Forwarding copy of the Stationery report for 1894-95 of the Government of Bombay.

ORDER—No. 890, Financial, dated 12th November 1895.

The Superintendent of Stationery will obtain samples of the country-manufactured paper, blotting paper, ink, pewter ink-stands, sealing wax, and locks (manufactured in the North-Western Provinces) referred to in the above report, together with information as to their prices in view to ascertaining whether the articles are superior in quality to those in use in this Presidency and whether any saving could be effected by their introduction.

2. The Government considers that, as in Bombay, the Superintendent of Stationery should procure cloth for the clothing of peons belonging to the various offices in this Presidency according to the scale laid down in G.O., No. 26, Public, dated 13th January 1894. A saving would be effected if the Superintendent also arranged for the clothes being made up. The system will be inaugurated immediately, a commencement being made with the clothing of peons attached to the Secretariats, the High Court and the Board of Revenue. Further necessary orders will be passed in the Public Department.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Superintendent of Stationery.

- " Public Department.
- " Revenue Department.
- " Local and Municipal Department.
- " Pension Department.
- " Public Works Department.
- " Hon'ble the Chief Justice (with C.L.).
- " Board of Revenue (Land Revenue).
- " " (Revenue Settlement).
- " " (Separate Revenue).

Exd. T. K. Narayana Aiyangar.

Gobi. of {1895} Madras.
FINANCIAL.

Issued

Recd.

Encl.

G.O., No. 890, 12th November 1895.

NOVEMBER.

Stationery.

Requesting the Superintendent of Stationery to obtain samples of—used in Bombay with a view to ascertain whether any savings could be effected by their introduction, and also to procure cloth for the clothing of peons in the various offices of this Presidency and arrange for the clothes being made up.

No 3516

Bombay 31st August 1895.

To

The Chief Secretary
to Government Financial
Department

Sir,

I have the honour to
submit my annual report on
the working of the Stationery
Department during the official
year 1894/95.

2. The value of stock at
the beginning of the year was
Rs 2,86,586-11-5 and the
receipts from all sources
amounted during the year to
Rs 4,71,364-1-11 making in all
Rs 7,57,950-12-5 to the credit of
the Department. The total issued
during the year aggregated
Rs 4,35,802-1-4 leaving at the close
of the year a balance of Stationery

3
of the value of Rs 322,148-11-1.
balance has, as usual, been
valued at estimated rates as the
rates for the current year have
not been settled.

2. 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 Rs 10 in value.

4. During the year under
report the Bally Mill Company
continued to furnish the ten
varieties of printing papers for
the supply of which they were
given a contract for a period
of two years by Government. The
standard of quality has been
maintained and there have
scarcely

3
scarcely been any complaints
from the several Presses to
which the papers have been
supplied. The reams of papers
have in all consignments, been
found to be over the standard
weight so that papers of the
prescribed thickness have been
furnished.

5. The prices too, as observed
last year may be considered to
be reasonable. If the present
satisfactory supplies continue
it will not be necessary to
revert to the old system of
obtaining these particular
varieties of papers by indent
on England as was done
until the year 1893.

6. The introduction of a
thicker variety of both English
and Country Foolscap paper

G. R. Z. D.

1890

11 May 1894

G. R. Z. D.

11 Nov

1894

⁶
has in some measure done away
with the complaints that were
made in regard to the supply of
the Machine made Foolscap to
Government Offices. It will be
remembered that ink was found
to sink through both the English
and Country writing machine
made Foolscap as also the costly
Hand made paper imported from
Europe. With a view to remedy
the evil thicker paper has been
introduced with good results.

Possibly allusion to
get down to
Ct.

7. The Country Blotting Paper
to which did not give satis-
faction in former years, has
now come up to the prescribed
mark and compares favourably
with the English paper of the
same kind obtainable in the local
market. It is satisfactory that
although there is hardly any
difference

difference in quality, the Cam-
Blotting costs much less than
similar paper of English manu-
-facture.

8. All the other varieties
of paper manufactured at the
Deccan Paper Mills have continued
to receive the approval of indenting
officers. It is encouraging to find
that the Deccan Paper Mills
Company whose term of Contract
has now been extended are
striving hard, as the results
indicate, to improve the quality
of their paper. There has been
a marked improvement during
the last few months in the
quality of all the papers
supplied by them.

9. It is gratifying to have
to report that the Mills are now

in a position to turn out paper of
inferior quality. Trial orders for
note and Letter papers have
therefore been placed with them,
and the paper supplied will be
issued shortly to certain offices
for trial.

10. The rates, moreover, are
not higher than those charged for
similar varieties of English paper.

11. Additional kinds of
printing papers too were obtained
during the year from one or other
of the Indian Mills within the
English coast. These papers also
have given satisfaction and
their purchase in India will
be continued.

In fact taking into
consideration all the requirements
of the Stationery Department the
demand on the Home Government
has more been restricted to
such varieties only as cannot
be turned out in the Indian Mills
and to the costly Hand Made

papers and these are very few
in number.

12. There has been a further
reduction in the demand for
Rubber Seals and their
accessories during the year
under report, as will be seen
from the value shown in the

marginal statement.

1892/93 Rs 4,148-11-6

1893/94 Rs 3,978-1-8

1894/95 Rs 3,727-13-8

This as explained last
year, is due to the
excellence of the ma-

of the seals, against which there
have been no complaints during
the year under review. The
results so far tend to show
that these Rubber Stamps are
very durable and will not
require renewal for a number
of years.

It has been noticed
that there has been a similar
falling

falling off in the demand for these
sales both in the Calcutta and
Madras Stationery offices.

13. There are nine four
different sorts of copying machines
in use in Government offices.

1. Country Copying Presses
2. Typographs
3. Cyclostyle Copying Machines
4. Type writers

No 3 namely the Cyclostyles
were the first machines introduced
into Government offices and but for
a requisition recently made by the
Collector of Poona, are not now in
demand. These were superseded
by the Copying presses made in
Bombay at the Factory of Messrs
Steele Ashdown and Company.
The latter are much more simple
to work with and are very
useful

Manufactured by
the Type-writer is a machine
quite sufficient for
most purposes is not
used to
Ch.

This has not been
found to be the
case here. Our
copies occasionally
have not excellent
work with the
Cyclostyle
Ch

9 useful when a large number
of copies of a circular are
required for distribution. A
special description of ink has
however to be used and this ink
is manufactured in Bombay

14. The writing executed with
the cyclostyle is generally crooked
as a particular description of
a costly wheeled pen has to be
used, whereas that turned out
with the aid of the Copying Press
is as good as ordinary manuscript
work. It is not, therefore, to be
wondered at that except in the
case of the officer above mentioned
there has practically been no
demand of late for the Cyclostyle
machines. Government have,
however, ordered this office to
keep in stock the articles for use
with these machines as there
are a small number of the
machines in use in a few

Public offices.

15. Requisitions for Typographs are very limited and are met by special Indent on England.

16. Typewriters are finding favour with many Government officers and are likely to displace all the other machines in a very short time. The writing the Typewriter produces is almost as distinct and neat as printed matter, and a saving in stationery and clerical labour is likely to result by its use. As stated last year Government have ordered the distribution of a dozen machines as a trial, but before these are received urgent requisitions are being met with their sanction by purchase in the local market.

17. As observed in the last Report it was proposed to substitute Blue Black Ink in Powder and also Ink in a liquid form manufactured by another firm of dealers for the Ink Powder formerly in use, as the latter had failed to give satisfaction to the indenting officers.

18. The liquid ink has been approved of by Government and its supply to Presidency officers only has been ordered, as in the case of these offices the supply has not to be packed in boxes and no breakage is therefore likely to result.

19. As regards the powder which is intended for distribution in the Mofussil the Chemical Analysts to Government have

the manufactured by two dealers capable of producing ink as good as Stephens. Trial orders have accordingly been given to both of them with a view to see which will best suit the requirements of Government offices. After some experience attained the question will be dealt with in a separate report to Government.

20. As stated last year the Inkstands manufactured by a dealer in Bombay were obtained for the first time for issue to public offices. The supply in former years, although made in the Country, was not manufactured by a local artisan but was made in India and was procured through the

assisted materially to swell total purchases made in under the head 'Country' which is shown above by about Rs 78,000 during under report.

31. It much be however that the figures do not include the value of stores of English made as have been purchased under the special contract prescribed by the Government, but indicate only of bona fide articles of manufacture that have substituted for imports.

32. The substitution of Country for European in the whole resulted, can be ascertained, in

the agency of the Calcutta Station
office. With this costing more
article made here is of a much
better material. One solitary
complaint was received in
regard to it and this was
found to be due to the fact that
the outer covering was made
to receive the ink instead of
separate pot being provided for
the purpose.

21. The Substitution of Bombay for Calcutta Sealing wax too has had satisfactory results. There have been no complaints in regard to the new wax and the breakage is much less than when the Calcutta Sealing wax was in use.

22. It appears however, in
line 10, ascertained by a
reference

Our Sealine
Wax is very
good

reference to the Calcutta Stationery
office that the prices of this
article will have to be raised,
as the imports of Bengal Shell-lac
the chief ingredients used in the
manufacture of the wax, are
stated to have fallen considerably.
I understand that the market
prices of the 'lac' have gone up
50% in consequence.

23. So far back as 1883, the G. R. No 2029
intention of Government was dated 2 June
known to the manufacture of
brass padlocks and Tilt and
juyra locks in the Country.
Government were pleased to order
the purchase of the locks for use
in public offices, if they were
not inferior in quality and
dearer in price than similar
articles of European manufacture

G. R. No 2029
dated 2 June
1883

formerly in use. The
locks were manufactured at
Madura and as it was sub-
sequently found that better locks
were turned out by a manufacturer
in Dindigul the purchase of the
latter was sanctioned.

24. In the year 1892 Messrs
Doe and Company of Calcutta
brought the manufacture of their
brass locks to the notice of Govern-
ment. These on examination
the mint were found to be equal
as regards strength to Charles
of the same size, and as the
prices were lower than the Dindigul
locks and much lower than
Charles, Government authorized
heads of offices to obtain Doe
locks for their office use.

25. During the year under

report

report Messrs Das and Company raised their prices by 10 per cent over the rates originally tendered. Accordingly with a view to ascertain whether country locks suitable for use in public offices could be procured at cheaper rates than Das and Company's new rates, addressed the Agent of the Pioneer Lock Works North West Provinces. The specimen locks received appeared to be good enough for ordinary office purposes and as they were much cheaper, Govern. might have ordered their purchase in place of Das' locks.

G. R. Das
dated 14 May
1875

26. Where greater security is wanted Government have already directed that Chubb's locks should be used, and have ordered this price to obtain from England. and keep a stock on hand for use.

G. R. Das
dated 3rd Feb
1873

Since the submission of last report it was found that blue coarse cloth used for

21

the coats of office pens of much better texture and quality than that supplied in former years could be furnished by one of the Indian Mills. A trial order was accordingly placed with the factory but the supply received was not up to the approved sample. The cloth had therefore to be returned and a fresh order has been sent to another mill for the same description of cloth. It is to be hoped that the latter supply of cloth which is expected to reach here shortly will be as good as the specimen submitted by the mills.

28. The other description of cloth for the clothing of pens and Amaldars as also for covering desks has been of the proper

W.
for
in
7
proper
for

quantity. In respect to
no complaints have been
received from Indenting officers.

29. I beg to submit herewith a
Statement showing the amounts
of stores of all descriptions
manufactured in the country and
purchased by this office during
the year under report. It will
be seen that the total value
amounts to Rs 3,44,455-9-0 against
Rs 2,66,975-11-9 during the year

1893/94.

30. As pointed out in the last
annual reports new varieties
of printing and other papers have
been ordered to be purchased in
India, and to these as explained
in the preceding paras it has
been found possible to add a
few more varieties. These have
assisted

Except under 'Revenue' the ²³Account
is not worth noticing.

34. I beg to annex a state-
ment marked D in which are
shown the quantities of each
variety of paper issued to the
Government Central Press at
Bombay during the year under
notice. There has been a marked
increase in the quantity of the
several descriptions of Printing
Foolscaps. As explained last year
the demand for these had fallen
off during that year and con-
sequently an increase was looked
forward to during the year under
report.

35. The value of Supplies
made to the several Printing Presses
by this office during the year
1894/95 will be found noted in
Statement E hereto annexed. All
presses without exception

22

22

24

increase over the values during the preceding year. The increase in the case of the Government Central Press, and in the Presses of the Commissioner in Sind and the Resident at Hyderabad are however very large.

In conclusion I would bring to the notice of Government the thorough and satisfactory manner in which Mr Balakrishna Vasudeva Rao and his staff have continued to discharge their duties.

I have &c:

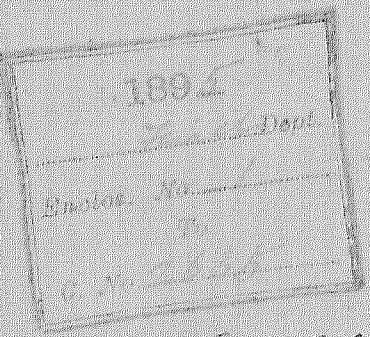
(Signed) J. M. Campbell

Superintendent of Stationery

" True Copy "

R. M. Thacker

Mr V. Superintendent of Stationery



25

CURRENT NO. 115 OCT 95 O.

No 6058

Bombay 10 October 1894

From.

A. M. T. Jackson Esquire, J. C.
Ag. Superintendent of Stationery

To

The Chief Secretary to the
Government of
Madras

Sir,

Under instructions from Government, I have the honour to forward with one copy of the Bombay Stationery Administration Report for the year 1894.

I have the honor to be,

Sir,

Your most obedient servant,

R. M. Thacker

Ag. Superintendent of Stationery

202: 28-2-85

CURRENT NO.

From
The Superintendent of
Stationery,
Bombay

dated 10
Nov 17 } October 1895
19

Encl-1

forwarding one copy.
Bombay Stationery
Administration Report
for 1894-95

[G.
24.
200-5-10-95.

Financial DEPARTMENT.

Papers to be read in proceedings:-

Again G.O., dated

189 , No.

Again G.O., dated

189 , No.

Current No. 2635

of 1895, dated 10. Oct 1895 from

Supdt. of Stationery, Bombay.

" "

, 189 , " , "

" "

, 189 , " , "

ORDER.

No. 890 Dated 12 Nov 1895

+ Paras A-6
① Para 7
② Para 18
③ - 20.
④ - 21.
⑤ - 25

10
7/11/95

The Superintendent of Stationery
will obtain samples of the
country-manufactured paper,
writing paper, ink, penster
inkstands, sealing wax, and
locks (manufactured in the N.W.
Provinces) referred to in the
above report together with infor-
-mation as to their prices in
view to ascertaining whether the
~~quality~~ of the articles are
superior in quality to those in
use in this Presidency and
whether any saving ^{could} be
effected by their introduction

Supdt. of Stationery (2)

Note: With reference to paras 27
+ 28 of the Report it will be seen that
the Supdt. of Stationery, ^{Bombay} arranges for

Bombay Stationery Report

DEPARTMENT.

C. No.

300-5-10-95

FOR ORDERS.

I am in favour of the proposal regarding the clothing. Great difficulty has been experienced here in the matter. The Supt. should however if the job is handed over to him be kept up to temple. I do not think much of the cloth rate comes from any Court's bills.

574/95

Para 2. The ~~Sup~~ Govt. considers, that, as in Bombay, the Supt. of Stationery should arrange for the supply of cloth for the clothing of persons belonging to the various offices in this Presidency according to the scale laid down in G.O. No. 26 Public 9/13 Jan'y 1894. ~~The~~ A saving would be effected if the Superintendent also arranged for the clothes being made up. The system

VII

No harm in trying.
The material left for the pers coats from the same is excellent but they were dominantly made

7/11/95

Public Dept for remarks with ref: to Note

CS

The supply of cloth for persons' clothing. The point was raised in 1893 vide G.O. No. 471, 8/18 May 1893 whether the same procedure might not be followed in this Presidency. The Hon'ble Sir Henry Stokes did not think it worth while. Now that the scale of supply of persons' clothing has been laid down by the Public Dept, it is thought that some advantage would result from a system of central supply. The Supt. might also arrange for having the clothes made up. The measurements are very simple and there would be uniformity in pattern if this were done. The system would further introduce some check in the matter for the clothing would be supplied on indents and according to scale. If the Hon'ble Member is in favour of the system on commencement might be made with the clothing of the Secretariat persons and those of the Board of Revenue and High Court.

CS
11/11/95

I would strongly recommend that this system be given a trial. The existing method is not satisfactory and causes a great deal of trouble. I hope shortly to be able to draw up rules regarding women's clothing but my time is so greatly occupied that I cannot wait for it.

to inaugurate immediately a
commencement being made with
the clothing of peons attached to
the Secretariats, the High Court
and the Board of Revenue. Further
necessary orders will be passed
in the Public Dept.

CS
PS
FOR ORDERS.

Public Dept. for
Counter-Initials
H. E. THE GOVERNOR.
THE HON'BLE MR. H. W. BLISS, C.I.E.
THE HON'BLE MR. J. GROSE.

11/11/95.
Supd. Stationery 6
Public Dept. 1
Rev. Dept. 7
Secy. Dept. 6
Pension Dept. 1
P. B. Dept. 11
The Hon'ble the C.J. (with C.L.) 6
Board of Rev. Land Rev. 21
Rev. Secy. 21
Pension Rev. 21

Dr. 20/11/95

Ref. Reference
There is a scale
sufficient to procure clothing
and also in some Public
Offs. but we have no
printed ph. plan

2A
Please see 50 11/11/95
11/11

No. 890, FINANCIAL, 12TH NOVEMBER 1895.

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—the following paper :—
From the Superintendent of Stationery, Bombay, dated 10th October 1895,
No. 4058.
Able to form and my copy of the Stationery Dept. for 1894-95
of the Govt of Bombay
ORDER—No. 890, Financial, dated 12th November 1895.

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in this Presidency according to the scale laid down in G.O., No. 26, Public, dated
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for the clothes being made up. The system will be inaugurated immediately, a com-
mencement being made with the clothing of peons attached to the Secretariats, the High
Court and the Board of Revenue. Further necessary orders will be passed in the
Public Department.

(True Extract.)

Chief Secretary.

- To the Superintendent of Stationery.
- " Public Department.
 - " Revenue Department.
 - " Local and Municipal Department.
 - " Pension Department.
 - " Public Works Department.
 - " Hon'ble the Chief Justice (with C.L.).
 - " Board of Revenue (Land Revenue).
 - " " (Revenue Settlement).
 - " " (Separate Revenue).

Govt. of {1895} Madras
FINANCIAL.

Issued

Recd.

Encl.

G.O., No. 890, 12th November 1895,

NOVEMBER.

Stationery.

Requesting the Superintendent of Stationery to obtain samples of—used in Bombay with a view to ascertain whether any savings could be effected by their introduction, and also to procure cloth for the clothing of peons in the various offices of this Presidency and arrange for the clothes being made up.

Copy sent to Press.

Returned for signature.

Despatched in print.

AS AGAIN G.O. No.
119

DATED

URGENT No.

ENCLOSURE TO G. No.

OF GOVERNMENT

URGENT

DEPARTMENT WITH DOTO.

PAPER NOT FILLED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.

NUMBER OF COPIES
REQUIRED.

Order complete.

Letter only.

Order complete with letter.