

Financial (1897) Department.

ORDINARY MS.

G.O., No. 851

Dated 11-6-97

INDEXED.

5/5

[Despatch Abstract.]

Passing orders on letter from
Mr E.C. Woods-Scalven submitting
his report on the stock-taking of
the Govt. stationery & stores for 1897-98

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
2762/98	856/97						

Financial (1897) Department.

CURRENT No. 3068

BC
In draft. In last statement report there were remarks
in reference to the present statement. How do they
compare with this?
There is a great decrease in
the deficiency according to the present
report which shows a net saving
of Rs. 3. The remarks in the
stationary report relate to the
deficiency of the past three
years. 8/10/97

From
E C Woods Scawen Esq
Madras.

No.

Dated 28-9-97
Received 29
Registered 30 } 9.97
Enclosures 2
Spare copies.

SUBJECT.

Report on stock-taking of
the govt. stationery and stores

CA
T. 10/97

BACK PAPERS.

G.O.	No.	Department.	Date.
R	1039	File	3-8-97
R	603	"	19-9-96
R	784	"	16-7-96

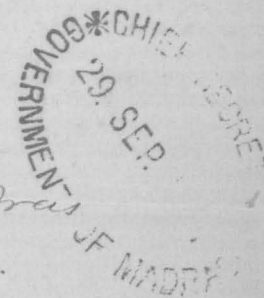
FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No 3068

Madras 28th September 1897

To
The Chief Secretary
to the Government of Madras
Cotacumund.



Sir,

With reference to G.O. No 1039 dated 3rd August 1897, appointing me to take stock of the Government Stationery and Stores, I have the honour to submit herewith the usual statements - viz
A: Showing Excess valued at Rs 340. 2. 3
and Deficiency do do 296. 9. 5
B: Damaged Articles do do 148. 10. 3

The values having been furnished to me by the Stationery Office

The work of Stock-Taking occupied me fourteen working days of an average of 2½ hours a day. The nature of my work consisted in verifying the stock on hand, by counting, weighing or measuring as necessary, the various articles. Articles such as Gunpowder, Gum &c were weighed - unopened bales of paper were verified with relative Invoices - and all loose quantities were counted. In this way 1047 items were examined and checked with

* & Book lost.

with corresponding entries in 7 Stock ledgers,
the ledger balances being initialed by me.

The stores were arranged with
sufficient regard to order & identification,
and on this score I had comparatively
little difficulty in examining and
counting them.

I received ready help from the
Storekeeper Mr. A. S. Krishnaswami
Aiyengar and his subordinates.

I have the honour to be

Sir

Your Obedient Servant

E. Woods Scawen

Papers to be read in proceedings:—

Again G.O., No. ^R 1039^{Finl} dated 3 August 1897.
Again G.O., No. dated 189 .
Current No. 3068 of 1897, dated 28 Sep , from E. C. Woods Leaven Esq.
" " , 189 , " , "
" " , 189 , " , "

ORDER.

W. 851 of 11th Oct 97

Note

The following statement gives the value of the deficiencies in stock and of the excesses found during the three years ending 1897.

	Deficiencies	Excesses	Net deficit or excess
	Rs	Rs	Rs
1895	753	969	+ 216
1896	1039	970	- 69
1897	297	370	+ 73

As the rise in the deficiencies during the last three years was found to synchronise with the term of the present Store-keeper, the Govt. observed in para 7 of G.O. No. 746-757 Finl of 13 Sep: '97 that the remedy which is in the Supdt's hands should be speedily applied. The deficiency has, however, been small this year.

Recorded.

2 Payment of the usual fee of Rs 150 to Mr. E. C. Woods. Leaven is sanctioned.

3 The Supdt. of Stationery is requested to ^{for the} will arrange ^{the} disposal of the damaged articles. His attention will be drawn to para 7 of G.O. No. 746 Finl of 13 September 1897.

Cms
10/10/97

11/10/97

To The Supdt. of Stationery
(2 of 10 & 1 of current) with encl.
" Acett. Genl. in orig.
(2 of 10 & 1 of current)
" E. C. Woods. Leaven Esq.
(2 of both & paras 1 & 2 of 10)

When given for copying

When copied

When examined

When signed

18/10

14/10

189

READ AGAIN G.O., No.

189

DATED

CORRESP. No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DIETS

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

N.B.—

A = Copy in full.

B = Not to be copied.

P = Copy abstract only.

Q = Copy heading only.

A A A A A A A