

URGENT. (288) Department.

ORDINARY PRINTED.

G.O., No. 916

DATED 21-10-78

11/11

[Despatch Abstract.]

Establishment

Sanctified the proposition statement for an increase to the — of the office of the Dept of Stationery, Quarters, & making an addl. allotment of 20 lakh from savings under 33 famine relief to 30 Stationery & Printing - Province under certain heads.

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21/10/78

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1898} of Madras. FINANCIAL.

Recd.

Enclosures

Regd.

1898.

Spare copies

G.O., No. 916, 21st October 1898.

OCTOBER.

Establishment.

Sanctioning the proposition statement for an increase to the — of the office of the Superintendent of Stationery, Madras, and making an additional allotment of 20 lakh from savings under 33. *Famine Relief* to 30. *Stationery and Printing*—Provincial under certain heads.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper:—

From J. N. ATKINSON, Esq., I.C.S., Superintendent of Stationery, to the Chief Secretary to Government (through the Accountant-General), dated Madras, 3rd September 1898, No. 2086.

I regret to be under the necessity of applying for an increase to the establishment of the Stationery office, but I trust that upon a perusal of the facts hereafter detailed, His Excellency the Governor in Council will hold not only that I am justified in doing so but that the interests of the public service demand it.

2. The existing establishment, as detailed in the proposition statement herewith forwarded, was sanctioned in 1884 with the exception of the Forms clerk who was added by G.O., No. 414, Financial, dated 21st April 1896. The number of indents received in the office in each year since 1886-87 is shown below:—

Years.	Stationery Indents.		
	Annual Indents.	Supplemental Indents.	Total.
1886-87	628	167	795
1887-88	951	113	1,064
1888-89	790	119	909
1889-90	767	168	935
1890-91	746	247	992
1891-92	598	403	1,001
1892-93	553	289	842
1893-94	502	299	801
1894-95	524	240	764
1895-96	483	171	654
1896-97	540	170	710
1897-98	497	517	1,014

and the following reasons *inter alia* account for the increases which have taken place since then. The annexation of Upper Burma in 1887-88 led to 32 extra annual indents, while the supply of stationery direct to Executive Engineers of the Public Works department increased the numbers still further by 80. In the same year 15 officers of the Salt and Abkari department were added to the free indents list. In the following year the Registrar-General of Births and Deaths and the Agent for Government Consignments were included and in 1889-90 the Circle Paymaster, Rangoon, the Sanitary Engineer to Government, and the Engineer-in-Chief, East Coast Railway, were brought on the list, while the amalgamation of the Madras and Bombay clothing Agencies led to a further increase of work.

3. In 1890-91 the supply of mathematical instruments was transferred from the Public Works Stores to this office. This involved a further addition to the work of the office. In 1894-95, 21 indents from District Registrars were received for the first time. I would particularly invite attention to the fact that these are consolidated indents and include the supplies required by about 380 Sub-Registry officers. This was the last large increase in indents until the current year, in which those from officers of the Educational department have already risen from 6 to 101 by the addition of the following:—

Inspectors and Inspectresses, Assistant and Sub-Assistant Inspectors of Schools, Principals of Government Colleges, Headmasters of Government Schools, the School of Arts and the Inspecting Schoolmaster of Muhammadan Schools. Here again a large number of the indents are consolidated, but I am not in a position to say exactly how many individual supplies are included in the 101 already received. It may be thought that the unusually large number of supplementary indents this year is due to the officers of the Educational department having had to prepare their annual indents for the first time and that the number of supplemental ones will greatly decrease next year. This is no doubt so but it must be remembered that the articles demanded in the supplemental indents this year will be included in the annual indents next year and consequently the work of check and supply will not decrease although the actual number of indents received may fall off. It will thus be seen how very considerably the work of supply has increased and when it is remembered that each indent after registration has to be carefully checked, objection item statements prepared, invoices and advices made out, issues noted, issues made and packed and despatched and that various other minor details have to receive attention between the date of the receipt of the indent and its final passing into the records as complied with, the great increase in the work of the establishment in this particular alone can be readily recognised.

4. The next item of additional work for which no compensation has been

Indents for Rubber-stamps.			
Years.	Number of stamps.	Ounces of ink.	Number of indents.
1890-91	484	2,657	..
1891-92	469	2,580	339
1892-93	924	2,385	367
1893-94	763	2,358½	292
1894-95	1,107	2,713	349
1895-96	1,016	3,190	415
1896-97	961	2,523	349
1897-98	1,335	4,217	478

received in the way of extra establishment is the supply of rubber-stamps. In the margin will be found the numbers of indents and stamps and the quantity of ink dealt with in each year since 1890-91. It will be seen that the number of stamps issued in that year was 484 and that the amount of ink was 2,657 ounces and that those figures rose to 1,335 and 4,217, respectively, in 1897-98. Here again it may be said that the large number of stamps dealt with last year and the recent orders of Government and of the Board of Revenue restricting the number of stamps

to be used in various offices will result in a considerable decrease in the demands before long. But it must be remembered that under G.O., No. 17, Financial, dated 7th January 1898, this office has to arrange for the repair as well as the supply of stamps. With such a large number in use it is to be expected that a considerable number will always be in need of repair and that renewals from fair wear and tear must also be frequent. I am unable to afford even approximate figures to represent the saving which has been effected by this office arranging for all such supplies and repairs from one contractor, but I can give two recent instances which will speak for themselves. The Surgeon, 3rd district, Madras, and the Registrar-General recently indented direct on the contractor for a rubber-stamp and repairs to one respectively. In each case the officer was charged the ordinary rate for supplies to the public, which was Rs. 3. If the work had been arranged for through the medium of this office, the charges would have been Rs. 2-7-0 and As. 10-4, respectively, showing a saving of Rs. 2-14-8 on these two items alone. I may mention *en passant* that I declined to pass more than the contract rate in each case. I am convinced that the services of an additional clerk for this work are necessary and that the small salary I have proposed for him will be amply covered by the savings effected.

5. The next matter to which I would invite attention is the supply by this office of clothing, both woollen and cotton, to the menial establishments throughout the Presidency for which it is sanctioned. I have already mentioned in the Administration Report of the Stationery department now before Government that I have hitherto been unable to arrange to carry out the orders of Government in this matter in their entirety. This has been largely due to the want of establishment to deal with the preliminary details. I would point out that owing to this the additional

work in connection with indents, rubber-stamps, clothing, &c., has to be done as best it can by distribution among the existing clerical establishment, whose other duties are sufficiently heavy without them. As the unavoidable result, the work of the office was, up to recently, on a most disorganised and unsatisfactory condition and I much fear that for want of careful check of indents unauthorised supplies and consequent loss to Government have not been infrequent; in fact, when demands are now questioned the reply is that the supply has been made before without demur. The state of affairs became very apparent when the preparation of the statements required for the Administration Report was begun, and it was only by exceptional efforts, and at the expense for the time of the current work of the office, that the report was ready for submission to Government within a few days of that on which it was due.

6. To return to the subject of clothing, I would mention that in 1896 and 1897, 28 and 50 indents respectively were complied with, while for the first half of 1898 the number is 44. I am now in correspondence with the several officers concerned and I hope before long to be in a position to make some definite arrangements for the regular supply of clothing. There are, however, a great number of minor details and difficulties to be first disposed of which involve many references, and I fear that unless I am shortly able to place an intelligent clerk on duty in connection with this subject, further delay will ensue.

7. It will not be out of place here for me to invite attention to the expenditure incurred by the Stationery office on stores in each year since 1885-86. The particulars are given in the margin. The increase from Rs. 4,44,114 in 1891-92 to Rs. 7,18,621 in 1897-98 is a sufficient index, without further remarks from me, to the large increase of work in the office in connection with the various details of receipt and supply.

8. The foregoing facts would not be complete without the numbers of letters received and despatched during the past few years. The figures given below do not include invoices, advices, &c. :-

Year.	Number of letters received.	Average per month.	Number of letters Despatched.	Average per month.
1885-86	4,50,374			
1886-87	3,36,515			
1887-88	5,88,967			
1888-89	5,30,672			
1889-90	5,03,951			
1890-91	4,48,746			
1891-92	4,44,114			
1892-93	4,49,741			
1893-94	4,63,174			
1894-95	5,75,866			
1895-96	6,48,940			
1896-97	6,04,781			
1897-98	7,18,621			

It will be seen that the monthly averages have risen from 456 and 319 respectively in 1894 to 772 and 600, respectively, in the first six months of the current year. I may mention as an instance of individual heavy work that at present the duties of typing, fair copying and despatching ordinary correspondence are carried out by the same clerk, who receives Rs. 17-8-0 per mensem. It is usually necessary for him, after working late at office, to take drafts to fair copy at home. On a recent occasion he took with him and copied before office hours next day no less than 57 drafts. The practice is inconvenient and irregular but I cannot put a stop to it without causing much delay in the disposal of current work.

9. From the statement which accompanies this letter, it will be seen that I now ask for three additional hands only, viz., a clothing clerk, a rubber-stamp clerk and an assistant packer on Rs. 17, 17 and 15, respectively. I hope by a redistribution of the rest of the work among the existing establishment to bring the office into a more

satisfactory condition. It will be observed that I have taken this opportunity to propose a revision of the existing scale of salaries. This involves a reduction in two cases and an increase in seven, but present incumbents are not to be affected, with the exception of the correspondence clerk, who, in consideration of the nature and amount of his duties, I recommend for an immediate increase of Rs. 3. There are at present two hands on Rs. 35, two on Rs. 30, five on Rs. 20 and four on Rs. 17-8-0 out of a total strength of 18. I would submit that it is preferable to have a difference in pay, however small, in the higher appointments and not more than two on the same pay in the lower ones. My experience is that men work better when they have a reasonable prospect of receiving even a slight increase on the occurrence of a vacancy.

10. The statements submitted show that the increased expenditure proposed amounts to Rs. 59 per mensem, of which Rs. 52 would be immediate and Rs. 7 prospective. The cost of the existing and revised establishments is Rs. 746 and Rs. 800 per mensem, respectively. Although I am unable to give a reliable estimate I can confidently assert that the additional expenditure will be more than covered by the saving effected by the supply of clothing and rubber-stamps being undertaken by the Stationery office. I have already in paragraph 4 *supra* given some idea of the economy under rubber-stamps, and in regard to clothing I may mention that the office rate for the supply of uniforms for Forest Guards, which is the only regular contract for clothing entered into so far, is much less than that demanded by certain suppliers in Madras from whom other articles of clothing are known to have been procured. The actual saving on the rates sanctioned in G.O., No. 1036, dated 4th August 1897, which has resulted from the small transactions in clothing undertaken during the past three years has been Rs. 45, 77, and Rs. 380, respectively. The saving of Rs. 380 was effected on a total sanctioned expenditure of Rs. 8,831, and as the grand total of the sanctions enumerated in the appendix to Government Order last above quoted amounts to Rs. 30,930 a substantial saving may reasonably be expected.

11. In conclusion I would apologise for the length of this letter and would respectfully request the favour of early orders on it. A proposition statement in the prescribed form accompanies.

ORDER—No. 916, Financial, dated 21st October 1898.

The proposition statement is sanctioned.

2. This sanction has been registered as No. 61 of 1898-99.

3. An additional allotment of 20 lakh from savings under 33. FAMINE RELIEF will be made to 30. STATIONERY AND PRINTING—Provincial under the following heads :-

	LAKH.
Stationery office at the Presidency	05
Do. supplied from Central Stores	15

The Superintendent of Stationery will report in due course as to the adequacy of the allotment under the latter head.

(True Extract.)

G. STOKES,
Chief Secretary.

To the Superintendent of Stationery.
" Accountant-General.

Exd. P. Seetharam.

Thro' the Accountant General.
Financial
Judicial (1898) Department.

CURRENT No. 2526

From

ms/r
800
The Superintendent of
Stationery, Madras.

Order

No. 2086

Dated 3rd September 1898.

Received 14

Registered 16

Enclosures 2. (in duplicate)

Spare copies.

Ref 7 PM
SUBJECT.

Requesting the sanction
of Government to an
increase of Establishment
in the Stationery Department
and forwarding Proposition
statements etc. —

4111
21. 11. 96

BACK PAPERS.

G.O.	No.	Department.	Date.
713:	24-8-98	673:	15-8-97
3312A:	30-5-98	1063:	4-8-97
2857:	18-3-98	608:	3-8-97
124:	10-2-98	1065:	25-9-96
17:	7-1-98	576-21:	26-8-96
1014:	6-12-97	R414:	21-4-96
852:	12-10-97	205:	27-3-96
7834:	24-9-97	890:	12-11-95
7465:	13-9-97	313:	11-4-95

977: 12-11-94 mil 255: 2-4-94 se
2628: 2-11-94 mil 48: 19-1-94 mil
527: 6-7-94 " 28: 13-1-94 se

FURTHER PAPERS.

G.O.	No.	Department.	Date.
730:	2-8-93 mil	908/9:	4-12-90 se
651:	13-7-93 "	584/5:	26-8-90 "
R373:	26-5-93	747/8:	29-10-89 "
959:	10-5-93 mil	712:	14-10-89 "
352:	5-4-93 mil	59/12:	3-8-88 "
650:	28-3-93 "	152/3:	28-10-87 "
189:	22-2-93 "	1076:	1-10-87 "
197:	15-2-92 "	916:	16-8-87 "
61:	18-1-92 "	577:	9-5-87 "
131:	18-2-91 "	1286:	26-11-86 "

1008: 1-10-86 se 876: 1-9-86 se
2609: 12-11-84 mil 1753: 30-7-84 mil

ACCOUNTANT-GENERAL'S REPORT.

14 SEP 1898

No. *A.D.S.*
116

The entries in the column of "Present Scale" have been compared with the Registers of this office and are correct with the exception of the items altered in red ink.

The proposed increase is within the sanctioning powers of the Local Government and the expenditure can be sanctioned if specific re-appropriation is made to meet the extra cost.

ACCOUNTANT-GENERAL'S OFFICE,

Fort St. George,

12 September 1898.

W. Dawson
For Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

FORT ST. GEORGE,

The

189

Secretary to the Government
of Fort St. George.

Statement of Proposition & Revision of Establishment.

Order sanctioning proposition at establishment at Government of		Office to which the proposition refers.	NATURE OF CHARGE.												PROPOSITION.								Ground of proposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA.		
Department.			Present scale.						Proposed scale.						Permanent.				Temporary.						Home Department.	Financial Department.	
Number.	Date.		Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		Remarks.	Remarks.				Orders.	
					Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.				Period.	Amount.	Period.	Amount.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
					Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.							
			1	Manager	150.		150.		(1)	1	Manager	150.		150.													
			1	Storekeeper	100.		100.		(2)	1	Storekeeper	100.		100.													
			1	Head Acctt.	60.		60.		(3)	1	Head Acctt.	60.		60.													
			1	Clerk	40.		40.		(4)	1	Clerk	40.		40.													
			1	Asst. Storekeeper	35.		35.		(5)	1	Asst. Storekeeper	35.		35.													
			1	Accountant	35.		35.		(6)	1	Accountant	33.		33.		2.											
			1	Clerk	30.		30.		(7)	1	Clerk	30.		30.													
			1	do	30.		30.		(8)	1	Head Packer and Despatcher	27.		27.		3.											
			1	Accountant	25.		25.		(9)	1	Accountant	25.		25.													
			1	Clerk	20.		20.		(10)	1	Clerk	23.		23.		3.											
			1	do	20.		20.		(11)	1	do	22.		22.		2.											
			1	do	20.		20.		(12)	1	do	21.		21.		1.											
			1	do	20.		20.		(13)	1	do	20.		20.													
			1	Head Packer and Despatcher	20.		20.		(14)	1	do	20.		20.													
			1	Asst. Packer	17 8		17 8		(15)	1	Asst. Packer	19.		19.		1 8											
			1	Accountant	17 8		17 8		(16)	1	Clerk (Supply)	19.		19.		1 8											
			1	Clerk	17 8		17 8		(17)	1	Clerk	18.		18.		8											
			1	do	17 8		17 8		(18)	1	do	18.		18.		8											
									(19)	1	Clerk for Clothing	17.		17.		17.											
									(20)	1	Clerk for Rubber stamps	17.		17.		17.											
									(21)	1	Asst. Packer for Clothing	15.		15.		15.											
			1	Master	9.		9.		(22)	1	Master	9.		9.													
			1	Muchli	8.		8.		(23)	1	Muchli	8.		8.													
			5	Lascars at Rs 8 each	40.		40.		(24)	5	Lascars at Rs 8 each	40.		40.													
			2	Peons at Rs 7 each	14.		14.		(25)	2	Peons at Rs 7 each	14.		14.													
							746.						800.		800.		59.		5.								

444 Financial

21st April 1896

Stationery Office

To take effect immediately

Vide letter from the Superintendent of Stationery N^o 2086 dated 3rd September 1898.

Vide letter from the Superintendent of Stationery
N^o 2086 dated 3rd September 1898.

Take effect immediately

Stationery Office
Madras August 1898

To
Chief
The Secretary to Government, Financial Department,
through the Accountant-General, with reference
dated the 23rd September 1878

N.B. x The proposed reduction in cases 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

If Local Government is competent to sanction, its order will be written across these four columns.

Signature J. V. Atkinson

(Officer's Designation) Superintendent of Stationery

No.	Nature of duties	Sanctioned pay	Proposed pay	Pay to be drawn by present incumbent	Variations on sanctioned pay.		Total Extra Expenditure.	
					+	-	Immediate	Respective
1.	Manager.							
2.	Storekeeper.	150	150	150				
3.	Head Accountant.	100	100	100				
4.	Indent clerk	60	60	60				
5.	Assistant Storekeeper.	40	40	40				
6.	Cash transactions clerk	35	35	35				
7.	Contingent clerk	35	33	35				
8.	Head Packer, Store department	30	30	30		2		
9.	Ledger keeper.	30	27	30		3		
10.	Correspondence clerk	25	25	25				
11.	Day book clerk	20	23	23	3		3	
12.	Invoice clerk	20	22	20	2			
13.	Issue register clerk	20	21	20	1			2
14.	Forms clerk	20	20	20				1
15.	Assistant Packer, Store department.	20	20	20				
16.	Typist, fair Copyist and despatcher.	17 1/2	19	17 1/2	1 1/2			1 1/2
17.	Despatcher of invoices and railway receipts and office forms Clerk	17 1/2	19	17 1/2	1 1/2			1 1/2
18.	Ecclesiastical, pension, and indent forms Clerk	17 1/2	18	17 1/2	1/2			1/2
19.	Clothing clerk.	-	17	-	17		17	1/2
20.	Printer Stamp clerk	-	17	-	17		17	
21.	Second Asst. Packer to attend to despatch of Clothing	-	15	-	15		15	
22.	Address marker, Store department.	9	9	9				
23.	Muchi and fine lacears, Store department at Rs 8.	48	48	48				
24.	Two peons at Rs 7.	14	14	14				
Rs.		746	800	749	59	5	52	7

Note.

To fully detail the various items of work done by each clerk would take up too much space. A general designation has therefore been adopted.

J. H. Atkinson
Superintendent of Stationery.

Slit 11/10
12/10
G.
25 A
500-9-8-08.

Financial DEPARTMENT.

C. No. 2526.

SUBJECT.

Revision of Establishment of
the Superintendent of Stationery.

RM
FOR ORDERS.

*But where's the urgency
about this, that I
should set other important
papers aside first?*

RM
*20.2. 10710798
8 30 July 82.*

E
*" 20.4.14 216
8 21 April 96.*

*Was it urgent?
12/10/82*

CB

*The linked file was as
the disposal of this file was
required before the linked file could
be dealt with, this file was treated
as urgent also.*

*Cent.
15. 10 8*

*RM has noted at the end
Cent*

The
In the foregoing current ~~the~~
Suplt of Stationery
Robinson applies for an increase to
the establishment of the Stationery
Office. He shows in detail how the
work has considerably increased in ~~200~~
several directions since the existing
establishment was sanctioned in 1884,
the only addition since then being
~~one clerk~~
added in 1896. For instance, stationery
indents are shown to have risen from
795 in 1886-87 to 1014 in 1897-98 and
indents for rubber stamps from 339 in
1891-92 to 478 in 1897-98; the number
of rubber stamps and ink issued having
risen from 484 and 2657 ounces in 1890-
91 to 1333 and 4217 respectively in
1897-98. The number of clothing indents
complied with in 1896 and 1897 and for
the first half of the current year
~~stood~~ at 23,50 and 44 respectively, and
shows a progressive increase. The cor-
respondence work of the office is also
shown to have greatly increased, the
monthly

y averages of the number of letters
ived and despatched, excluding invoices
ices &c, having risen from 456 and 319
spectively in 1894 to 772 and 600
spectively in the first six months of the
current year. Mr. Atkinson further draws
attention to the large increase in the value
of issues since 1885-86, from 4.50 in that
year to 7.13 lakhs in 1897-98, which he
remarks is a sufficient index to the large
increase of work in connection with the
various details of receipt and supply.

2. The increase asked for in the number
of hands; viz a clothing clerk, a rubber
stamp clerk and an Assistant packer on
Rs. 17, 17 and 15 respectively appears to
be moderate compared with the increase
in work. In the meantime the Superintendent
proposes a revision of the existing scale
involving a further slight increase of
Rs. 5, without affecting present incumbents,
except the correspondence clerk, whom he
recommends for an immediate increase of
Rs. 3. The cost of the existing establishment
is Rs. 746; the revised scale will cost
Rs. 800 or Rs. 54 more. The Superintendent
shows the savings already effected in the
supply of rubber stamps and clothing and
anticipates that the additional expenditure
will be more than covered by further
savings in this direction.

3. The Superintendent lays stress on
the recent disorganized and unsatisfactory
condition of the work of his office, the
want of sufficient check of indents and
his inability owing to want of establishment
to carry out fully the orders of Government
especially

especially in the matter of the supply
of clothing, and appears on the whole
to have made out a good case. If his
proposals are sanctioned the necessary
provision will have to be made in the
budget submitted with the linked file.

19/10/98

The experience here has been
that the Stationery Office ~~work~~
requires remodelling. Mr.
Atkinson appears to have
taken this in hand and it is
submitted that his proposals
are moderate. An additional
cost can be met this year
from savings.

Yes - I think it
must be sanctioned

12/10/98

Drift 20.

19/10/98

BC

18. 10. 98

Ans The increase asked for is
very small.

19/10/98

After estimation also
Done 19/10/98

Financial DEPARTMENT.

Papers to be read in Proceedings :—

Again GO., No. _____, dated _____ 189 .

Again G.O., No. _____, dated _____ 189 .

Current No. 2526 of 1898, dated 3-10-98, from the Superintendent of Stationery.

” ” ” 189 ” ” ”

” 189 ”

without
P.S.

C.S.

ORDER.

Mis P.

The proposition statement is
tioned.

2. This sanction has been registered as No. 61 of 1898-99.

3. An additional allotment of .20 lakh from savings under 33 FAMINE RELIEF will be made to 30 STATIONERY AND PRINTING - Provincial under the following heads:-

Stationery Office at the Presidency.	.05
--------------------------------------	-----

Stationery supplied from <i>from</i>	
Central Stores.	.15

The Superintendent of Stationery will be requested to report in due course as to the adequacy of the allotment under the latter head.

Means see linked file. The
Excess according to the Supdt's Revised
is altered to $(.05 + .35 =) .40$. but
the latter excess may be over-estimated

Curb
19.48

TC

The Superintendent of Stationery (2)

., Accountant-General (Order on P.S.) with copy of current.

B.C. To mts
used as 09 2110798

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G. O., No.
133

DATED

CURRENT No.

ENCLOSURES TO G. No.

OF GOVERNMENT.

LETTERS OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B. —

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

Star

NUMBER OF COPIES
RECEIVED.

Order complete.

Letter only.

Order complete with

I
11/11/98
8-2-107
6-5-08
28-4-115
17-2-15

[F.]
[27.]

Entered in the Register of
Additional Allotments.

~~2029~~
21/10/98

~~2029~~ P C 21-10-1898

~~2029~~ B C 22/10/1898