

[Finl.]
6.
500-24-8-97.

Financial (1898) Department.

ORDINARY MS.

G.O., No. 948

DATED 26. X. 98.

INDEXED.

[Despatch Abstract.]

Passing orders on letter from Mr. E.C. Woods Secy
submitting his report on the stock taking
of Govt Stationery and Stores for 1898-99

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
<i>38199</i>	<i>82</i>						
<i>3506</i>	<i>7.1.99</i>						

[F. 28]
600-22-2-98.

Financial (1898) Department.

CURRENT No. *2713*

From

*E. G. Woods Scavell Esq.
Madras*

Order

No.

Dated 4 Oct 98

Received 5 " "

Registered 6 " "

Enclosures 2

Spare copies -

SUBJECT.

*Submitting his report on the
examination of the stock of stores
retained in the office of the Supt.
of Stationery Madras.*

BACK PAPERS.

G.O.	No.	Department.	Date.
R869	8-8-88		
R806	20-7-88		
887	11-10-87	Mis	
823	5-10-87	sc	
130	12-2-88	"	
R1039	3-8-87		Cul. 26-7-88
R974/5	7-8-88		

FURTHER PAPERS.

G.O.	No.	Department.	Date.

2/CURRENT NO. 2762.

Madras 4th October 1898

To
The Chief Secretary
to the Government of Madras
Ootacamund.



Sir,
As directed in G.O. N^o 806 dated 20th July 1898, I have the honour to report having examined the Stock of Stores and Stationery in the office of the Superintendent of Stationery, Madras, and I beg to submit herewith the two usual statements, namely,

A. showing
Excess of Stock: valued at Rs. 1466.12.2
Deficiency do do Rs. 889.10.7

B. showing
Damaged articles do Rs. 579.0.2

As in former years these statements have been prepared in the Stationery Office.

2. I have adopted a change this year in checking stock: this was to verify the various articles direct from the seven Stock ledgers in which they are enumerated. Hitherto, a stock list was prepared for the Auditors which was compared with the stock in hand; but I think this system had its faults, as it was open to possible fraudulent alteration of figures in the stock list to correspond with the ledgers after checking, and therefore I have this year not used the stock list at all. Another reason is that, by checking with the ledgers direct, the daily receipts and issues of stock were not

3/
not suspended this year as previously, while
stock-taking was proceeding; and stock
was consequently checked up to date. There
was, however, no alteration in the former
mode of verifying stock by actual counting
weighing and measuring of loose items: in
the same way bales, cases and packages
which were found intact having
description of contents printed outside,
were compared and checked with their
respective invoices. Altogether 1279 items
have been checked by me in this way.

I was kindly allowed as in previous years,
to work in the evenings as a convenience
to myself, though I often found time
to work during the day and on Saturday
afternoons. I began stock-taking on the 5th
and finished on the 20th September, or say
twelve working days, omitting a native
holiday, two Sundays and an off-day.

3 I would beg permission to remark
that there is a large stock of Educational
books, Bible stories, & Coloured prints of
Object lessons &c, the number of which
have been very slightly reduced during
some years, chiefly through the School
Curriculum of the present day, probably
not requiring such works: these might
be sold. Similarly, the unserviceable
articles like measuring tapes, mathematical
instruments, quilts, Colour boxes &c, which
are recorded in a separate book as old and
~~or~~ unserviceable, should be got out of the
way, instead of being carried forward
year after year - as they must always
represent very doubtful value.

The

4/

4 The present Storekeeper K.V. Suigara-
valoo Ellood. and his assistant B.
Subbarao, I would beg to add, are
both good business-like men - and I
received ample help from them.

I have the honour to be
Sir

Your Obedient Servant
E. Woods. Scawen

0	Again G.O., ^R No. 806 R.,	dated 20th July	1898.
L	Again G.O., ^R No. 869	, dated 8 th May	1898.
	Current No. 2762	of 1898, dated 4 th Octr.	, from E.C. Woods Scawen Esq: ~~d/ 4th October 1898.~~
	" "	" 189 , "	" "
	" "	" 189 , "	" "

ORDER.

Mick

The following statement ~~shows~~ ^{comp}

the value of the deficiencies and the
excesses in stock ~~and~~ during the three
years ending 1899.-

	Deficiencies	Excesses	Net deficiency or excess (+)
1896	1039	970	-69
1897	297	370	+73
1898	890	1467	+577

The attention of the Superintendent of Stationery will be drawn to the considerable rise in both the deficiency and the ~~expense of stock now reported as compared with the previous year.~~

2. The Superintendent ~~of Station~~
immediat?
~~will~~ will arrange for the disposal of the
and damaged articles ~~as well as~~ the education-
para 3 of
al books etc. referred to in ~~the~~

report.
 of Mr. Woods Scawen's letter. *the mill intimates the*
steps taken by him in the matter
 3. Payment of the usual fee of
 Rs. 150 to Mr. Woods Scawen is sanctioned.

For
22/10/98
C. B. S.
23.10.98

25/11/98

Note There is Budget
provision - vide p. 192
C. B. S.
C. B.

To

The Supt. of Stationery (d. of Os. &
 a of Ct.) with enclosures
 in original.
 The Acct. Genl. (d. of Os & a of Ct.)
 E.C. Woods Scawen Esq: (d. of ~~both~~
all)

see p 2
31/1/98

en given for copying
 en copied
 en examined
 en signed

189

AD AGAIN G.O., No
 189

DATED

RENT No.

CLOSURES TO C. No.

DER OF GOVERNMENT.

A A A A A A A

DER OF GOVERNMENT.

TEMENT WITH DITTO

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

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