

2/11/98.
[Finl.]
6.
100-24-4-97.

Financial (1898) Department.

ORDINARY MS.

G.O., No. 971

DATED 31-10-98

9/5

[Despatch Abstract.]

Informing the Supt-
of Stationery that, in the absence
of the sanction of Govt, he should
restrict the supply of stationery
articles to the Registration Dept-
to the scale laid down in the
stationery rules.

T 344958.

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>cus</i> 3618/98							

Financial (1898) Department.

CURRENT No. 3013

Jun. 11 1898

From

The Superintendent of Stationery, India

Order

N^o 971 & 31-10-98

Min

In the absence of the sanction

No. 2852

of Govt., the Supt. of Stationery

should restrict the supply of sta-

tionery articles to the *R*egistration

department to the scale laid down

in the stationery rules.

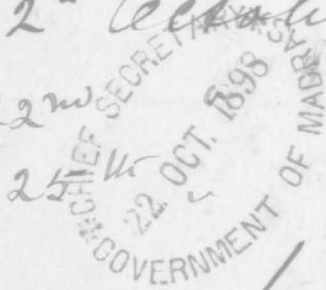
Dated 22nd October 1898

Received 22nd

Registered 25th

Enclosure

Spare copies



*Cus.
22. 11. 98*

11/28/11/18.

SUBJECT.

Reporting that the supply of stationery to the Registration Department is regulated by a scale fixed by the Secy the Inspector General of Registration and the same if sanctioned may be added as an appendix to the Stationery Rules.

To The Supt. of Stationery (Q)

" I.G. of Registration (A)

cc'd

3/4/20

BACK PAPERS.

G.O.	No.	Department.	Date.
892	18-12	96 sc	
959	10-5	93 4	
6509	28-3	93 4	
21814	20-10	87 sc	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REGISTRATION DEPARTMENT.

CIRCULAR.

No. 7, 2nd March 1894.

MADRAS.

The system of stationery allowances granted * to Registrars and Sub-registrars having been abolished by Government in the order, dated 18th May, 1893, No 959, the Inspector-General has been authorized to fix a scale as to the quantity of articles required by the several district and sub-offices, so that the total value of the same might not exceed the amount now sanctioned on that account and also to obtain the articles required on indent from the Superintendent of Stationery and to distribute them among the several offices. After careful consideration and enquiry he has fixed a scale for Registrars, Sub-registrars, clerks and parties in respect of quills, nibs, pencils, penholders, blotting-paper and rubber pieces. As regards paper and other miscellaneous articles required for the Registrar's and Sub-registrar's offices, a scale has been fixed with reference to the number of clerks in each office and the amount of stationery allowances now granted to them.

2. The scales have been fixed with due regard to requirements and ought to suffice for all purposes. None of the articles now supplied should be obtained in future by local purchase out of allotments made for (b) contingencies (*vide* article 98 (f), chapter 6 of the Civil Account Code).

3. From and after the 1st April 1894, no allowances for stationery of any kind should be drawn for any office from the Treasury.

4. The several registers and returns prescribed in the Stationery rules circulated with G.O., dated 5th September 1892, should be carefully maintained in all the Registrar's and Sub-registrar's offices, and the instructions given in the rules should be scrupulously adhered to.

5. A consolidated indent in the prescribed form for stationery articles required for his district for the ensuing official year should be submitted by each Registrar on the 1st October of each year, the total value of the articles not exceeding the value of the articles now issued. A quarterly return showing the consumption and the balance in the form given in Appendix J. to the rules should be submitted by the Sub-registrars to their District Registrars and by the latter to the Inspector-General.

6. Articles which are issued periodically such as penknives, rulers &c., and duster cloths will be supplied according to the scale given in Appendix E. at page 47 of the Stationery rules.

7. The scales of stationery referred to in paragraph 1 are hereto appended.

S. SRINIVASA RAGHAVAIYANGAR,
Inspector-General of Registration.

To all Registrars.
„ Registering Officers.

DETAILED SCALE OF STATIONERY.

FOR EACH REGISTRAR PER ANNUM.

Scale I—

(a) Blacklead pencil at 1 per 2 months.

Blue do. 2 per annum.

Red do. do.

Steel nibs at 8 per mensem or 8 dozen per annum.

Quills at 4 do. or 4 do.

Penholders at 2 per quarter or 8 do.

Blotting paper, 4 sheets per mensem or 2 quires per annum.

Rubber piece, 1 or ½ oz.

FOR EACH SUB-REGISTRAR PER ANNUM.

(b) Blacklead pencils at 1 per quarter

Blue or red do. 1 per six months

Steel nibs at do. 6 per mensem

Quills at 4 do.

Penholders at 2 per quarter

Blotting paper at 1 sheet per mensem

Rubber, 1 piece of ½ oz.

REGISTRAR'S OR SUB-REGISTRAR'S OFFICE, EACH CLERK PER ANNUM.

(c) Blacklead pencil at 1 per quarter

Steel nibs at 1 dozen per mensem

Quills, 2 per mensem or 8 nibs instead, or 2 dozen quills or 8 dozen nibs.

Penholders at 2 per 3 months

Blotting paper at 1 sheet per mensem

Rubber, 1 piece or ½ oz.

Special to the Accountant in Registrar's office, blue or red pencil at 2 per annum.

PARTIES.

(d) Quills at 2 per mensem

Steel nibs at 4 per mensem

Penholders 1 per 2 months

Blotting paper at 2 sheets per mensem

2 dozen.

4 "

6 "

1 quire.

SCALE II.

Statement showing in one view the quantity of Stationery Articles proposed per annum for the several Registrars' offices divided into four classes.

Description of articles.	REMARKS.	Tanjore, Tinnevely, Madura and Calicut.			
		Godavari, North Arcot, South Arcot, Coimbatore and Tellicherry.	Kistna, Nellore, Bellary, Chingleput, Trichinopoly, Salem and South Canara.	Ganjam, Vizagapatnam, Cuddapah, Kurnool and Nilgiris.	Quantity for each office.
PAPER.		Quires.	Quires.	Quires.	Quires.
Printing, double foolscap do.	For office copy, minor returns and notices.	100	80	60	40
Cream laid do.	Fair copy and important forms.	18	12	14	12
Do. wove	Do do	65	50	40	30
D. F. Badami	Letters to Inspector-General, Collectors, &c., demi-official covers.	20	18	12	12
Brown cartridge	Minor forms, &c.	60	60	50	30
Country demi	For covers	15	15	12	12
Do. foolscap	Demi-official letters.	60	50	40	40
Octavo cream wove, M. M.		50	50	40	30
MISCELLANEOUS.		5	5	3	3
Pin, papers		7	6	4	4
Colored thread		2	2	1	1
Country twine		3	3	2	2
Europe do.		3	3	2	2
Ink powder, black, papers		24	24	24	24
Gum		10	10	9	9
Needle, common		6	6	6	6
Do. 3-cornered		6	6	6	6
Sealing wax		2	2	2	2
Tapes, country, rolls		12	10	8	8

SCALE III.

Statement showing in one view the quantity of Stationery Articles proposed per annum for the Sub-Registrars' offices divided into six classes.

Name of articles.	Sub-Registrar's office with 1 clerk.	Sub-Registrar's office with 2 clerks.	Sub-Registrar's office with 3 clerks.	Sub-Registrar's office with 4 clerks.	Sub-Registrar's office with 5 clerks.	Sub-Registrar's office with 6 clerks.
	Quantity for each office.	Quantity for each office.	Quantity for each office.	Quantity for each office.	Quantity for each office.	Quantity for each office.
	Quires.	Quires.	Quires.	Quires.	Quires.	Quires.
PAPER FOR OFFICE PER YEAR.						
Printing, double foolscap (for office copy)	16 lb.					
Do. (fair copy)	28 "					
Do. (do.)	10 "					
D. F. Badami, 14 lbs., minor forms	..					
Country foolscap (covers)	..					
Do. demi (do.)	..					
Brown cartridge, 40 lbs. (packing)	..					
MISCELLANEOUS.						
Pins, papers, of 16 dozen	each.					
Colored thread	lb.					
Country twine	"					
Ink powder, black, papers	lbs.					
Gun:	No.					
Needle, common	lb.					
Sealing wax, country	..					
Tape, country in rolls	..					

DEPARTMENT.

CURRENT No. 3013

500-6-7-98.

Stationery Office,
Madras, 22nd October 1898

No. 2852

From

J.N. Atkinson Esquire, I.C.S.,
SUPERINTENDENT OF STATIONERY,

MADRAS,

To

The Chief Secretary to Government,
Financial Department,
Port Saint George.

SIR,

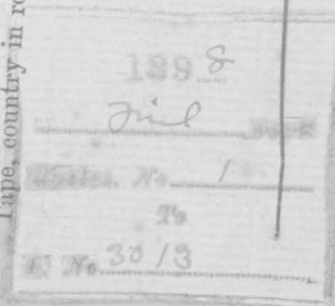
The supply of stationery to the Registration Department is made in accordance with special scale fixed by the Inspector-General and issued for guidance with his circular No.7 dated 2nd March 1894, copy of which I enclose for reference. The allowances of various articles are in excess of the authorised supply under the stationery rules, and I cannot trace any sanction of Government to their issue. I have therefore the honour to request that if the scale is approved as it stands I may add it as an appendix to the stationery rules.

In this connection I would invite attention to G.O. No.392, Financial, dated 12th December 1896, regarding the supply of goose quills and steel nibs.

I have the honour to be,
Sir,

Your most obedient servant,

J.N. Atkinson
Superintendent of Stationery.



Recd
22nd Oct.

When given for copying 31/10
When copied _____
When examined 2-11 } 1898
When signed _____

READ AGAIN G.O., No
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT. A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO

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.
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