| Date taken out. | For what purpose. |  |  | Initials of clerk taking the paper or of attender. | Date returned. | Initials of attender. |
|---|---|---|---|---|---|---|
|  | Department. | C. No. | Year. |  |  |  |

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[F. 25]

# Financial (1899) Department.

ORDINARY PRINTED.

G.O., No. 1177

DATED 30-10-99

INDEXED.

12/13 (4 statement)

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[Despatch Abstract.]

Stationery. making certain alterations in the Sca

f the supply of — to certain depts and officers.

## BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

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# Government (1899) of Madras.
## FINANCIAL.

*Recd.* } 1899. *Enclosures*

*Regd.* } *Spare copies*

## G.O., No. 1177, 30th October 1899.

## OCTOBER.

### Stationery.

Making certain alterations in the scale of the supply of — to certain departments and officers.

## GOVERNMENT OF MADRAS.

## FINANCIAL DEPARTMENT.

**Read**—again G.O., No. 942, Financial, dated 29th August 1899.

**Read**—also the following papers :—

From the Superintendent, Madras Survey, dated 6th June 1899, No. 74-G.
" Director of Public Instruction, dated 15th " " " 6632.
" Board of Revenue (Land Revenue), dated 10th July 1899, Ref. No. 222.
" Director of Public Instruction, dated 22nd July 1899, No. 8228.
Endorsement of the Educational Department, dated 31st July 1899, No. 371.
From the Director of Public Instruction, dated 8th August 1899, No. 8812.
Endorsement of the Educational Department, dated 14th August 1899, No. 411.
From the Commissioner for Government Examinations, dated 10th August 1899, No. 111—1-D.
Endorsement of the Educational Department, dated 16th August 1899, No. 417.
From the Director of Public Instruction, dated 10th August 1899, No. 8925.
Endorsement of the Educational Department, dated 18th August 1899, No. 419.
From the Board of Revenue (Land Revenue), dated 24th July 1899, No. A-247.
" Director-General of Telegraphs, Calcutta, dated 17th August 1899, No. 5799.
" Board of Revenue (Land Revenue), dated 9th August 1899, No. A-263.
" Superintendent of Stationery, dated 10th October 1899, No. 5406.

**Order**—No. 1177, Financial, dated 30th October 1899.

The orders of Government on the proposals dealt with by the Superintendent of Stationery are contained in column 6 of the annexed statement.

2. Orders have been passed in G.O., No. 1140, Financial, dated 18th October 1899, on the question of the supply of stationery to the subordinates of the Forest Department.

(True Extract.)

G. STOKES,
*Chief Secretary.*

To the Superintendent of Stationery.
" Revenue Department.
" Educational Department.
" Director-General of Telegraphs, Calcutta.

Exd. A. Rungasawmy Aiyangar.

[Appendix.

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## APPENDIX.

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Department or officer proposing the change. | Proposals of the officer concerned. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 4. | Orders of Government. |
| I. Board of Revenue (Land Revenue). | (1) That Taluk Sheristadars may be supplied with 2 blacklead and 2 coloured pencils of each sort *per annum* and Taluk Gumastahs with 2 blacklead and 2 coloured pencils *per annum*. | At page 49, in the scale prescribed for "Pencils, &c.," insert—<br>Black lead. Coloured pencils. Blue. Red.<br>Taluk Head Gumastahs. 2 1 1<br>" Sheristadars. 2 2 2 | The proposals may be approved .. .. .. | Same addenda as in column 3. | Sanctioned. |
| | (2) That Despatching clerks in the Collectors' and Divisional Offices may be supplied with 2 blue pencils each. | At page 49, in the scale prescribed for "Pencils, &c.," insert "Despatching clerks in the Collectors' and Divisional Offices" and enter against them—<br>Blue pencils .. .. .. 2 | | | |
| II. Superintendent, Madras Survey. | That blacklead pencils may be supplied according to the scale in the statement forwarded. | In the scale given at page 49, insert the officers mentioned in the statement forwarded and the number of blacklead pencils given against them. | The proposal may be sanctioned .. .. .. | Same addendum as in column 3. | Do. |
| III. Director of Public Instruction. | (1) That the following scale of pencils, &c., may be sanctioned for the Text-Book Committee :—<br>Blacklead pencils .. .. 24<br>Blue pencils .. .. 12<br>Red " .. .. 12<br>Penholders .. .. 12 | At page 49, in the scale for "Pencils, &c.," insert "The Text-Book Committee" and enter against it the scale given in col. 2. | I find it impossible to criticise the proposed scale in the absence of particulars of the work done by the members of the Committee. | Do. do. | Do. |
| | (2) That all teachers of schools and the clerks of Sub-Assistant Inspectors of Schools may be treated as "Accountants" in the matter of supply of pencils, &c. | At page 49, in the scale for "Pencils, &c.," insert "All teachers of schools and the clerks of the Sub-Assistant Inspectors of Schools" and enter against each the scale prescribed for "Accountants." | I would submit that this question may lie over till the submission to Government of detailed proposals called for in this office No. 5005, dated 12th September 1899 (copy enclosed). | .... | The proposal in col. 4 is approved. |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Department or officer proposing the change. | Proposals of the officer concerned. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 4. | Orders of Government. |
| III. Director of Public Instruction —*cont.* | (3) That the following scale of steel pens, &c., may be sanctioned for the Text-Book Committee:—<br>Steel pens .. .. 48<br>Blotting paper .. 29 quires. | At page 50, under "*Quills, &c.*" insert "Text-Book Committee" and enter "48 Steel Pens" against it and in the same page under "Blotting paper, &c." insert "Text-Book Committee" and enter "29 quires" against it. | The proposal as regards steel pens may be approved. But I would reduce the quantity of blotting paper to 2 quires. This was the amount demanded and issued for the current year. No reason for the inordinate increase is given. The figure "29" is perhaps a clerical error for "2-q." | Same addenda as in col. 3 except the insertion of 2 quires for 29 quires. | The proposal in col. 4 is approved. |
| | (4) That stationery may be supplied to all Government institutions for examination purposes and that this supply be regulated by the expenditure of previous years. | At the end of Appendix E, add the following as note (1):—<br>Pencils, penholders and nibs and blotting paper will be supplied to Government schools and colleges for examination purposes, and the supply will be regulated by the expenditure of previous years. | The paper required for examination purposes was not separately demanded, nor was its supply refused. The question was as regards the supply of articles which are issued on a fixed scale, such as pencils, &c. Their supply as proposed by the Director of Public Instruction is unobjectionable and seems desirable for the reasons advanced. | Same addendum as in col. 3. It is proposed to supplement the addendum with the following instruction in order to facilitate check:—<br>The quantity required (viz., for examination purposes) should be shown separately in col. 9 of the indent against each item. Figures in cols. 2 to 8 should likewise be entered separately to show how the figure in col. 9 was arrived at. | Sanctioned. |
| | (5) That Coloured pencils be supplied to teachers of schools at the rate allowed to Accountants. | At page 49, in the scale for "pencils, &c.," insert "Teachers of schools" and enter against it—<br>Red pencil .. .. .. 2<br>Blue " .. .. .. 2 | *Vide* proposal (2) *supra* .. .. .. .. | .... | *Vide* item III (2) *supra*. |
| | (6) That the issue of Drawing paper and a colour-box already made to the Headmaster, Training School, Mangalore, may be sanctioned. | At page 17, against "Imperial, 30″ × 22″, 72 lb." under "Drawing paper", insert "Headmaster, Training School, Mangalore" after "Public Works Department."<br>At page 22, under "Colour boxes" against "Sliding covers of 6 colours" insert "Headmaster, Training School, Mangalore" after "Public Works Department". | This seems to be a general question and may lie over pending the submission to Government of detailed proposals called for from the Director of Public Instruction.<br>*Vide* proposal (2) above. | .... | The proposal in col. 4 is approved. |
| | That 80 yards of Longcloth be supplied to the Sub-Assistant Inspector, Tinnevelly Girls' Range, for the use of Government girls' schools in Madura and Dindigul. | At page 24, under "Miscellaneous articles", insert against "Longcloth" "Sub-Assistant Inspector, Tinnevelly Girls' Range — 80 yards" after "Survey". | All Government girls' schools (including the one in question) where needle-work is taught have been supplied with longcloth in anticipation of the sanction of Government. The rule may therefore be amended accordingly. | At page 24, under "Miscellaneous articles", insert against "Longcloth", "All Government girls' schools and institutions where needle-work is taught" after "Survey." | The alteration specified in col. 5 is sanctioned. |

<table>
<tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th></tr>
<tr><th>Department or officer proposing the change.</th><th>Proposals of the officer concerned.</th><th>Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2.</th><th>Suggestions of the Superintendent of Stationery.</th><th>Alterations in Stationery Rules necessitated by the suggestions in column 4.</th><th>Orders of Government.</th></tr>
<tr><td>IV. Commissioner for Government Examinations.</td><td>That the Secretary to the Commissioner for Government Examinations be supplied with 60 blue pencils and 12 red pencils every year for numbering applications for examinations, for tabulating results, for crossing out the failures and marking the passes.</td><td>At page 49, in the scale for the supply of pencils, &c., insert "Secretary to the Commissioner for Government Examinations" and enter against it the following scale:—<br>Red pencil .. .. .. 12<br>Blue pencil .. .. .. 60</td><td>The demand for Coloured pencils was made in the last annual indent and passed as shown below:—
<table>
<tr><th>—</th><th>Quantity shown in the Distribution Statement.</th><th>Quantity passed.</th></tr>
<tr><td>Secretary .. .. ..</td><td>4</td><td>4</td></tr>
<tr><td>Manager .. .. ..</td><td>4</td><td>..</td></tr>
<tr><td>Head Clerk .. .. ..</td><td>4</td><td>..</td></tr>
<tr><td>2nd Clerk .. .. ..</td><td>4</td><td>..</td></tr>
<tr><td>3rd Clerk .. .. ..</td><td>4</td><td>..</td></tr>
<tr><td>5 Temporary Clerks .. ..</td><td>10</td><td>..</td></tr>
<tr><td>Secretary and Members of Lower Secondary, Upper Secondary and Technical Examinations (20 Members).</td><td>22</td><td>22</td></tr>
<tr><td>Chief and Assistant Superintendents at the Presidency ..</td><td>12</td><td><i>Nil.</i></td></tr>
<tr><td>Tabulators .. .. ..</td><td>17</td><td>..</td></tr>
<tr><td>Total ..</td><td>81</td><td>26</td></tr>
</table>
The lump demand of 60 blue and 12 red pencils may be approved for reasons stated in column 2.</td><td>Same addendum as in column 3.</td><td>Sanctioned.</td></tr>
<tr><td>V. Director-General of Telegraphs.</td><td>That the statement (enclosed) showing the annual scale (approximate) of supply required for the Madras Telegraph Store Depot be approved and sanctioned.</td><td>Add as Appendix E (3) to the Stationery Rules the statement enclosed.</td><td>The scale forwarded may be sanctioned .. ..</td><td>Do. do.</td><td>Do.</td></tr>
</table>

# Financial (1899) Department.

6/~~27~~

**CURRENT No.** 3670

UNDER SECRETARY
18 OCT 99
PUBLIC & TR. DEPT.

**Order**

**From**

The Superintendent of Stationery,
Madras.

No. 5406

A3

**Dated** 10 — 10 — 99
Despd. 16 — 10 — 99
**Received** } 18 . 10 — a
**Registered** }
**Enclosures** copy of G.O. nos. 2986, 2377, 2708 papers & statt. 2931, 2911, 2971 etc.
**Spare copies**

SUBJECT.

Submitting the report called for in G. O. No. 942, Financial Deptt. Dy. 29th August 1899 re the supply of Stationery articles to certain Departments.

9

## BACK PAPERS.

| G.O. | No. | Department. | Date. |
|---|---|---|---|
| | | | |

## FURTHER PAPERS.

| G.O. | No. | Department. | Date. |
|---|---|---|---|
| | | | |

The Superintendent of
Stationery,
Madras

5005

13—
Dated 12—9—99

Enclosures [illegible]

Submitting the
Draft Scales for the [illegible]
[illegible] and [illegible]
[illegible] 1899 [illegible]
[illegible]
[illegible]

---

7 ~~28~~

Letter from the Superintendent of Stationery,
Madras, to the Director of Public Instruction,
Madras, No. 5005, dated 12th September 1899.

I have the honour to forward to you certain proposed scales of stationery for the colleges, institutions and offices under your control and to request that you will be good enough to amend or add to them as may be necessary so as to meet the wants of the indenting officers and submit them for the approval of Government to enable me to embody them in the Stationery Rules which are now under revision. I would mention that no uniformity has hitherto been observed in the demands made by the different classes of officers. In the current year, double issues were made to some of the Head Masters of Training Schools as one indent was sent by them direct and one through the Sub Assistant Inspector who forwarded a consolidated indent of his Range to this office. I request that you will be good enough to issue necessary instructions on the subject.

I would further request that separate requisitions for such kindergarten and needlework materials as can properly be supplied by this office may be appended to the annual indents forwarded to this office. Articles such as brooms, pots, ropes etc. which are not stationery cannot be supplied by this office.

Special requirements which will recur annually in the indent of any institution or office may be included in the respective scales and sanction of Government obtained so that there may be no trouble or inconvenience in future.

I shall be obliged if you can furnish me with a complete list of indenting officers of your department who should forward their requisitions through you and the addrsses to which the packages should be sent. It is very desirable that packages that should go to interior stations should be consigned to the Assistant or Sub Assistant

Inspectors

29

Inspectors or other touring officers who can conveniently arrange for their delivery at the several destinations as several complaints were received last year of inordinate delays and non-receipt of packages especially from the Ganjam, Vizagapatam and Godavery Districts.

(True Copy).

Frank d Bird
Assistant Superintendent
for Superintendent.

d

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CURRENT No. 3670 8/30

500—21-4-99.

Stationery Office,
*Madras*, 10th October 1899.

Ref./Dis. No. 5406

Enclosures.

From

HERBERT BRADLEY, Esq., I.C.S.,
Acting Superintendent of Stationery,
*Madras*,

To

The Chief Secretary to Government,
Financial Department,
Stonehouse Hill.

Sir,

C

I have the honour to submit the report called for in G.O. No. 942 Financial dated 29th August 1899 in the form prescribed in G.O. No. 449, Financial dated 6th April last, and to return the enclosures received with the former.

2. The revision of the Stationery Rules is being proceeded with. The reply of the Director of Public Instruction referred to in the accompanying statement is awaited; and also particulars in regard to the paper to be used for permanent registers and important forms of the Public Works Department. The scales of supply to the Judicial and Forest Departments are now under the consideration of Government. I would request the favour of early orders so that the revised rules may be well advanced before the indent season begins.

Since received
G.O. 1116 Finl dt
11 Octr 99 D

A
×1140 Finl
28.10.99

I have the honour to be,
Sir,
Your most obedient servant,
Herbert Bradley
Ag. Superintendent of Stationery.

d

9~~2~~ ~~6~~

| 1 | | 5 | 6 |
|---|---|---|---|
| Proposal of the Officer concerned - | Addit<br>necess<br>of pre | Notes - | Order of Government - |
| I (1) That ~~Training Head Gumastahs~~ and Taluk Sheristadars may be supplied with 2 blacklead and 2 coloured pencils ~~of each sort~~ per annum ~~and Taluk Gumastahs with~~ ~~Page 21 of file of cts below.~~ and Taluk Gumastahs with 2 black lead & 2 coloured pencils per annum | At p<br>prescri<br>insert<br>and (She<br>them -<br>blackl<br>2 | (1) There is no objection to the proposal in Col. 1 being accepted as recommended by the Supdt of Stationery in Col. 3. | (1&2) Sanctioned<br>Cml<br>29/x<br>28/x 99 |
| (2) That Despatching Clerks in the Collectors' and Divisional Offices may be supplied with 2 Blue pencils each.<br>Page 21 of file of cts below. | At p<br>prescri<br>insert "<br>the Colle<br>Offices"<br>Blue p | (2) The proposal it is submitted may be approved as suggested by the Supdt of Stationery in Col. 3. | |
| II (1) That black-lead pencils may be supplied according to the scale in the statement ~~enclosed~~ forwarded -<br>Pages 1 & 2 of file of cts below. | In p<br>page 4<br>mention<br>~~enclose~~<br>blackle<br>given | This it is submitted may be sanctioned. | Sanctioned<br>Cml<br>28/x 99. |
| III (1) That the following scale of pencils etc. may be sanctioned for the Text-Book Committee -<br>Blacklead pencils 24<br>Blue pencils 12<br>Red 12<br>Penholders 12<br>Page 4 of file of currents below. | At p<br>" pencils<br>Text-Bo<br>enter c<br>given i | The latest report on the working of the Madras Text-Book Committee is found in G.O. no. 426 Edl d/ 4th Jul 99. B It consisted of 29 members on the 1st April 98. and their work was chiefly to examine the text-books submitted for their consideration. There were 15 Sub-Committees for the consideration of text books in different languages. It is submitted therefore that the scale of stationery required by the Director is not high and may be sanctioned. | Sanctioned<br>Cml<br>28/x 99. |

UNDER SECY PUBLIC

8 1899
Fnl Dept
Enclos. No. 1
To
G.O. No. 3670

13/1

12/1

Annexure

(1) "There is no objection to the proposal in Col. 1 being accepted as the [illegible] suggested by the [illegible] necessary in Col. 2 [illegible]

(2) The proposal may be approved as suggested by the Supt. necessary in Col. 3.

This may be sanctioned.

The latest report on the working of the Madras Text-Book Committee is for 1[illegible]. Consisted of 4 members [illegible] and there were [illegible] to examine the text books submitted for their consideration. There were 15 [illegible] for the [illegible] text books in different [illegible]. It is believed that the scale of stationery required by the Director is not high and may be sanctioned.

| … of the Stationery | 4<br>Alterations in Stationery Rules necessitated by the suggestions in Column 3 - |
|---|---|
| (Land Revenue) | |
| …oposals may …proved - | Same addenda as in Column 2 |
| …ras Survey - | |
| …al may …nctioned | Some addendum as in Column 2 - |
| - Instruction - | |
| …sible to criticise … in the absence …he work done …f the Committee. | Same addendum as in Column 2 -<br>Page 3 of O.O.<br>Pages 4 & 5 of O.O.<br>Page 7 of O.O. |

| 1<br>Proposal of the Officer Concerned - | 2<br>Addition to the Stationery Rules necessitated by the acceptance of proposal in Column I | 3<br>Suggestions … Superintendent of … |
|---|---|---|
| | Board of Revenue ( | |
| (1) That ~~Taluk~~ ~~Training Head Gumastahs~~ and Taluk Sheristadars may be supplied with 2 blacklead and 2 coloured pencils ~~of each sort~~ per annum ~~and Taluk Gumastahs~~ ~~[illegible]~~<br>and Taluk Gumastahs with 2 black lead & 2 coloured pencils per annum | At page 49, in the scale prescribed for "pencils etc", insert "Taluk Head Gumastahs and Sheristadars" and enter against them -<br>Blacklead 2 — Coloured pencils 2 of each sort<br>Blue — Red<br>2 — 2 | |
| 2) That Despatching Clerks in the Collectors' and Divisional Offices may be supplied with 2 Blue pencils each.<br>Page 21 of file of cts below. | At page 49, in the scale prescribed for "pencils etc" insert "Despatching Clerks in the Collectors' and Divisional Offices" and enter against them - Blue pencils - 2 | The p… be ap… |
| | - Superintendent, Ma… | |
| …) That black-lead pencils may be supplied according to the scale in the statement ~~en-closed~~ - forwarded<br>Pages 1 & 2 of file of cts below. | forwarded<br>In the scale given at page 49, insert the officers mentioned in the statement ~~enclosed~~ and the number of blacklead ~~+ drawing~~ pencils given against them. | The propos… be … |
| | - Director of Publi… | |
| …) That the following scale of pencils etc. may be sanctioned for the Text-Book Committee -<br>Blacklead pencils 24<br>Blue pencils 12<br>Red 12<br>Penholders 12<br>Page 4 of file of currents below. | At page 49, in the scale for "pencils etc." insert "The Text-Book Committee" and enter against it the scale given in Column (1) | I find it impo… the proposed scal… of particulars of t… by the members o… |

| 1 | | 5 | 6 |
|---|---|---|---|
| Proposal of the officer Concerned - | Addit<br>neces<br>of pr | Notes | Order of Government - |
| (2) That all Teachers of Schools and the Clerks of Sub-Assistant Inspectors of Schools may be treated as "Accountants" in the matter of supply of pencils etc -<br>Pages 5 & 8 of file of cts below. | At p<br>" penci<br>Teache<br>of the<br>of Sch<br>each<br>" Acc | (2) It is submitted that this proposal may lie over as suggested by the Supdt. in Col. 3 till the detailed proposals re supply of stationery to the offices of the Edl. Dept. are received. | The proposal in column 3 is approved<br>Cml 29/x 11. |
| (3) That the following scale of steel pens etc. may be sanctioned for the Text Book Committee:-<br>Steel pens 48<br>Blotting paper 29 quires<br>Page 4 of file of cts | At pa<br>insert<br>and en<br>agains<br>page<br>insert<br>and en<br>it. | (3) The number of steel pens asked for may be sanctioned for supply but the quantity of blotting paper asked for is high. ~~It is submitted that the Director may be asked to state why such a large quantity is required~~. | Ditto<br>Cml 28/x 11. |
| (4) That Stationery may be supplied to all Government institutions for examination purposes and that this supply be regulated by the expenditure of previous years.<br>Page 8 of file of cts. | At th<br>the foll<br>Pencils<br>and bl<br>supplie<br>and Co<br>purpos<br>regulat<br>previou | (4) The proposal in Col. 1 may, it is submitted, be sanctioned. The rule to the addendum suggested by the Supdt in col 4 may ~~also~~ be entered. | Sanctioned<br>Cml 25/x 11 |
| (5) That Coloured pencils be supplied to teachers of schools at the rate allowed to Accountants-<br>Page 8. | At pa<br>" pencils<br>Schools"<br>Red pen<br>2 | (5) This proposal is included in proposal (2) above. | Vide item (2) Supra<br>Cml 28/x 11 |

| the Stationery | 4<br>Alterations in Stationery Rules necessitated by the suggestions in Column 3 |
|---|---|
| truction — | Continued — |
| that this r till the ernment of called for in (copy enclosed) 9 — | Page 28 of file of currents below. |
| regards steel . But I would of blotting paper s the amount ued for the ason for the e is given. perhaps a "2-q". | Same addenda as in Column (2) except the insertion of 2 quires for 29 quires — |
| or examination parately demanded refused. The rds the supply are issued on as pencils etc. oposed by the Instruction is l seems desira- s advanced — | Same addendum as in Column 2. It is proposed to supplement the addendum with the following instruction in order to facilitate check:—<br>The quantity required (viz. for Examination purposes) should be shown separately in Column 9 of the indent against each item. Figures in Columns 2 to 8 should likewise be entered separately to show how the figure in Column (9 was arrived at — |
| al (1) Supra | |

| 1<br>Proposal of the officer Concerned — | 2<br>Addition to the Stationery Rules necessitated by the acceptance of proposal in Column I | 3<br>Suggestions Superintendent |
|---|---|---|
| | Director | of Public Ins |
| (2) That all Teachers of Schools and the Clerks of Sub-Assistant Inspectors of Schools may be treated as "Accountants" in the matter of supply of pencils etc —<br>Pages 5 & 8 of file of cts below. | At page 49, in the scale for "pencils etc.", insert "All Teachers of Schools and the Clerks of the Sub-Assistant Inspectors of Schools" and enter against each the scale prescribed for "Accountants" | I would Submi question may lie ov submission to Gov detailed proposals this office No. 5005 / 12-9- |
| (3) That the following scale of steel pens, etc. may be sanctioned for the Text Book Committee:—<br>Steel pens 48<br>Blotting paper 29 quires<br>Page 4 of file of cts | At page 50, under "Quills etc." insert "Text Book Committee" and enter "48 Steel pens" against it and in the same page under "Blotting paper etc", insert "Text-Book Committee" and enter "29 quires" against it. | The proposal as pens may be approve reduce the quantity to 2 quires. This w demanded and is Current year. No re inordinate increa The figure "29" is clerical error fo |
| (4) That Stationery may be supplied to all Government institutions for examination purposes and that this supply be regulated by the expenditure of previous years.<br>Page 8 of file of cts | At the end of Appendix E, add the following as note (1):—<br>Pencils, penholders and nibs and blotting paper will be supplied to Government Schools and Colleges for examination purposes and the supply will be regulated by the expenditure of previous years. | The paper required f purposes was not se nor was its supply question was as rega of articles which a fixed scale, such Their supply as pr Director of Public unobjectionable an ble for the reason |
| (5) That Coloured pencils be supplied to teachers of schools at the rate allowed to Accountants —<br>Page 8. | At page 49, in the scale for "pencils etc", insert "Teachers of Schools" and enter against it:—<br>Red pencil 2<br>Blue pencil 2 | vide propos |

~~4~~ 11

| 1 | | 5 | 6 |
|---|---|---|---|
| Proposal of the Officer Concerned. | Addi<br>neces<br>of pr | Notes - | Order of Government - |
| (6) That the issue of drawing paper and a colour box already made to the Head Master, Training School, Mangalore may be sanctioned<br>Page 11 of file of current below. | At pa<br>30"×2<br>paper<br>School<br>Works<br>At pa<br>again<br>insert<br>Mangal<br>Depar | 6. This proposal may, it is submitted, be amended as suggested by the Supdt in Col. 3. | The proposal in col. 3 is approved<br>Cml<br>28/x/14. |
| (7) That 80 yards of long cloth be supplied to the Sub Assistant Inspector, Tinnevelly Girls' Range for the use of Government Girls' Schools in Madura and Dindigul.<br>Page 16 of file of ct below. | At<br>article<br>cloth"<br>Tinnev<br>after | 7. The supply of long cloth to all Govt. Girls' Schools may, it is submitted, be sanctioned. | The alteration specified in col. 4 is Sanctioned<br>Cml<br>28/x/14. |
| IV<br>(1) That the Secretary to the Commissioner for Government Examinations be supplied with 60 blue pencils and 12 red pencils every year for numbering applications for examinations, for tabulating results, for crossing out the failures and marking the passes.<br>Page 13 of file of current. | At pa<br>supply<br>"Secret<br>for Gov<br>and en<br>lowing<br>Red pe<br>12 | (1) May be sanctioned | Sanctioned<br>Cml<br>28/x/14. |

| 3 | 4 |
|---|---|
| the<br>f Stationery - | Alterations in Stationery Rules necessitated by the suggestions in Column 3 |
| nstruction | - Continued - |
| e a general y lie over uission to tailed proposals the Director ction - (2) above - | |
| Girls' Schools in question) is taught have long cloth in sanction of le may therefore dingly - | At page 24, under "Miscellaneous articles", insert against "Long cloth", "All Government Girls' Schools and institutions where needle work is taught" after "Survey". |
| rnment Examinations - | |
| red pencils was nnual indent n below: - | Same addendum as in Column 2 - |
| | * The lump demand of 60 blue and 12 red pencils may be approved for reasons stated in Column I - |

| ity the ion St. | Quantity passed |
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| 4 | 4 |
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|---|---|---|
| Proposal of the Officer Concerned - | Addition to the Stationery Rules necessitated by the acceptance of proposal in Column I | Suggestions of Superintendent |
| | Director | of Public |
| (6) That the issue of drawing paper and ~~a~~ colour box already made to the Head Master, Training School, in Mangalore may be sanctioned<br>Page 11 of file of current below. | At page 17, against "Imperial, 30" x 22", 72 lbs." under "Drawing paper", insert "Head Master, Training School, Mangalore" after "Public Works Department".<br>At page 22, under "colour boxes" against "sliding covers of 6 colours" insert "Head Master, Training School, Mangalore" after "Public Works Department". | This seems to question and pending the su Government of d called for from of Public Instru Vide proposal |
| (7) That 80 yards of long cloth be supplied to the Sub Assistant Inspector, Tinnevelly Girls' Range for the use of Government Girls' Schools in Madura and Dindigul -<br>Page 16 of file of ct below. | At page 24 under "Miscellaneous articles", insert against "Long cloth" "Sub-Assistant Inspector, Tinnevelly Girls' Range - 80 yards" after "Survey". | All Government (including the one where needle work been supplied with anticipation of the Government. The r be amended accor |
| | - Commissioner | for Gove |
| IV<br>(1) That the Secretary to the Commissioner for Government Examinations be supplied with 60 blue pencils and 12 red pencils every year for numbering applications for examinations, for tabulating results, for crossing out the failures and marking the passes.<br>Page 13 of file of current. | At page 49, in the scale for the supply of pencils etc., insert "Secretary to the Commissioner for Government Examinations" and enter against him the following scale: -<br>Red pencil 12 Blue pencil 60 | The demand for Colou made in the last a and passed as shon |

| | Quant Shown in Distribut |
|---|---|
| Secretary | |
| Manager | |
| Head Clerk | |
| 2nd Clerk | |
| 3rd Clerk | |
| 5 Temporary Clerks | |
| Secretary + members of Lower Secondary, Upper Secondary and Technical Examinations (20 members) | |
| Chief + Assistant Superintendents at the Presidency | |
| Tabulators - | .... |
| Total | |

| 1 | | 5 | 6 |
|---|---|---|---|
| Proposal of the officer Concerned - | Addit neces of p | Notes - | Order of Government - |
| V That the statement (enclosed) shewing the annual scale (approximate) of supply required for the Madras Telegraph Store Depôt be approved and sanctioned - | Ad the sta | The Scale may be sanctioned. | ~~Sanctioned~~ Cancl 1/28x/ |

p. 23 & 24. of file of cts

Superintendent of Stationery -

ent

| 1<br>Proposal of the Officer Concerned – | 2<br>Addition to the Stationery Rules necessitated by the acceptance of proposal in Column I | 3<br>Suggestions of the Superintendent of Stationery – | 4<br>Alterations in Stationery Rule necessitated by the suggestio in Column 3 – |
|---|---|---|---|
| – Director of General Telegraphs – | | | |
| V<br>That the statement (enclosed) shewing the annual scale (approximate) of supply required for the Madras Telegraph Store Depôt be approved and sanctioned –<br>p. 23&24. of<br>file of cts | Add as Appendix E (3) to the Stationery Rules, the statement enclosed – | The scale forwarded may be sanctioned – | Same addendum as in Column 2. |

Ag
A

To The Chief Secretary to Government, Financial Depar
C with reference to G.O. No. 942, dated 29th Augu
1899 – Para 2 –

13

**Financial** DEPARTMENT.

[G/24]

500—17-10

Read again G.O. no. 942 Fin l. 29 Aug 99. (G)

| C. No. | | From the | No. | dated |
|---|---|---|---|---|
| 2168 | From the | Supdt. Madras Survey | 74-G | 6th June 1899. (G) |
| " 2377 | " | " Director of Pub. Instruction | 6682 | " 15th " 1899. (G) |
| " 2586 | " | " Board of Rev (Land Rev) | Rf. 222 | " 10th July 1899. (G) |
| " 2708 | " | " Director of Pub. Instr. | " 8228 | " 22 " 1899. (G) |
| Endt | " | " Edl Dept | " 371 | " 31st " " |
| " 2874 | " | " Director of Pub. Instr. | " 8812 | " 8th Aug. 1899 (G) |
| Endt | " | " Edl. Dept | " 411 | " 14th " 1899 (G) |
| " 2911 | " | " Commr for Govt Exam's. | " 111/1D | " 10th " 1899 (G) |
| Endt | " | " Edl. Dept | 417 | " 16th " 99. (G) |
| " 2931 | " | " Director of Pub. Instr. | " 8925 | " 10th " 99 (G) |
| Endt | " | " Edl. Dept | " 419 | " 18th " 1899 (G) |
| " 2968 | " | " Board of Rev. (Land Revenue) | " A 247 | " 24th Aug 99 (G) |
| " 2971 | " | " Director Genl of Telegraphs Calcutta | " 5799 | " 17th Aug 99 (G) |
| " 2988 | " | " Board of Rev. (Land Rev) | " A. 268 | " 9th " 99 (G) |
| " 3670 | " | " Supdt. of Stationery | 5406 | " 10th Oct. 99 (G) |

B.2 Finance Cvl. prof

**Order**
**P.S.** No 1177 d. 30-10-99

The ~~foregoing papers~~ relate to the supply of Stationery ~~to the offices mentioned above~~ PTO and the consequent alteration in the Stationery Rules. The proposals

orders of Govt. on the proposals of the Supdt. of Stationery are contained dealt with by in col. 5 of the annexed statement

Now col 6

14

~~proposals of the Officers Concerned are summarized in Col. 1 of the annexed Statement and the orders of Govt in each Case are Contained in the last Column thereof.~~

2. Orders have ~~already~~ been passed in G.O. no. 1140 Finl, d/ 18th Octbr 99 on the question of the supply of stationery to the subordinates of the Forest Dept and ~~every endeavour should be made to expedite the scale of stationery for the colleges, institutions and offices under the~~ ~~now under reference:~~ ~~Control of the Director of Pub. Instn~~ ~~now under reference.~~

To the Supdt of Stationery (with Statement at pages 1 & 23 of the file of '99)
" " Revenue Dept
" " Edl. Dept
" " Director Genl of Telegraphs Calcutta.

Order

Ptg
Kr
28/12

53

First copy sent to Press.

Returned for signature.

Despatched in print.

NUMBER OF COPIES REQUIRED.
Order complete.
Letter only.
Order complete with Letter.

READ AGAIN G.O., No. , DATED 189

CURRENT No. Print Economy
Show proof

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

LETTER 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.

I
15/11/99

14-3-27 II

# Government (1899) of Madras.

## FINANCIAL.

*Recd.* } 1899. *Enclosures*

*Regd.* } *Spare copies*

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## G.O., No. 1177, 30th October 1899.

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## OCTOBER.

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### Stationery.

Making certain alterations in the scale of the supply of — to certain departments and officers.

## GOVERNMENT OF MADRAS.

## FINANCIAL DEPARTMENT.

READ—again G.O., No. 942, Financial, dated 29th August 1899.

READ—also the following papers :—

From the Superintendent, Madras Survey, dated 6th June 1899, No. 74-G.
" Director of Public Instruction, dated 15th " " " 6632.
" Board of Revenue (Land Revenue), dated 10th July 1899, Ref. No. 222.
" Director of Public Instruction, dated 22nd July 1899, No. 8228.
Endorsement of the Educational Department, dated 31st July 1899, No. 371.
From the Director of Public Instruction, dated 8th August 1899, No. 8812.
Endorsement of the Educational Department, dated 14th August 1899, No. 411.
From the Commissioner for Government Examinations, dated 10th August 1899, No. 111—1-D.
Endorsement of the Educational Department, dated 16th August 899, No. 417.
From the Director of Public Instruction, dated 10th August 1899, o. 8925.
Endorsement of the Educational Department, dated 18th August 1899, No. 19.
From the Board of Revenue (Land Revenue), dated 24th July 1899, No. A 47.
" Director-General of Telegraphs, Calcutta, dated 17th August 99, No. 5799.
" Board of Revenue (Land Revenue), dated 9th August 99, No. A-263.
" Superintendent of Stationery, dated 10th October 1899, N[illegible]

ORDER—No. 1177, Financial, dated 30th October 1899.

The orders of Government on the proposals dealt with by the Superintendent of Stationery are contained in column 6 of the annexed statement.

2. Orders have been passed in G.O., No. 1140, Financial, dated 18th October 1899, on the question of the supply of stationery to the subordinates of the Forest Department.

(True Extract.)

G. STOKES,
*Chief Secretary.*

To the Superintendent of Stationery.
" Revenue Department.
" Educational Department.
" Director-General of Telegraphs, Calcutta.

[Appendix.

Exd. A. Rungasawmy Aiyangar.

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## APPENDIX.

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Department or officer proposing the change. | Proposals of the officer concerned. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 4. | Orders of Government. |
| I. Board of Revenue (Land Revenue). | (1) That Taluk Sheristadars may be supplied with 2 blacklead and 2 coloured pencils of each sort *per annum* and Taluk Gumastahs with 2 blacklead and 2 coloured pencils *per annum*. | At page 49, in the scale prescribed for "Pencils, &c.," insert—<br>Black lead. Coloured pencils. Blue. Red.<br>Taluk Head Gumastahs. 2 1 1<br>" Sheristadars. 2 2 2 | The proposals may be approved .. .. .. | Same addenda as in column 3. | Sanctioned . |
| | (2) That Despatching clerks in the Collectors' and Divisional Offices may be supplied with 2 blue pencils each. | At page 49, in the scale prescribed for "Pencils, &c," insert "Despatching clerks in the Collectors' and Divisional Offices" and enter against them—<br>Blue pencils .. .. .. 2 | | | |
| II. Superintendent, Madras Survey. | That blacklead pencils may be supplied according to the scale in the statement forwarded. | In the scale given at page 49, insert the officers mentioned in the statement forwarded and the number of blacklead pencils given against them. | The proposal may be sanctioned .. .. .. | Same addendum as in column 3. | Do. |
| III. Director of Public Instruction. | (1) That the following scale of pencils, &c., may be sanctioned for the Text-Book Committee :—<br>Blacklead pencils .. .. 24<br>Blue pencils .. .. 12<br>Red " .. .. 12<br>Penholders .. .. 12 | At page 49, in the scale for "Pencils, &c.," insert "The Text-Book Committee" and enter against it the scale given in col. 2. | I find it impossible to criticise the proposed scale in the absence of particulars of the work done by the members of the Committee. | Do. do. | Do. |
| | (2) That all teachers of schools and the clerks of Sub-Assistant Inspectors of Schools may be treated as "Accountants" in the matter of supply of pencils, &c. | At page 49, in the scale for "Pencils, &c.," insert "All teachers of schools and the clerks of the Sub-Assistant Inspectors of Schools" and enter against each the scale prescribed for "Accountants." | I would submit that this question may lie over till the submission to Government of detailed proposals called for in this office No. 5005, dated 12th September 1899 (copy enclosed). | .... | The proposal in col. 4 is approved. |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Department or officer proposing the change. | Proposals of the officer concerned. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 4. | Orders of Government. |
| III. Director of Public Instruction —*cont.* | (3) That the following scale of steel pens, &c., may be sanctioned for the Text-Book Committee:—<br>Steel pens .. .. 48<br>Blotting paper .. 29 quires. | At page 50, under "*Quills, &c.*" insert "Text-Book Committee" and enter "48 Steel Pens" against it and in the same page under "Blotting paper, &c." insert "Text-Book Committee" and enter "29 quires" against it. | The proposal as regards steel pens may be approved. But I would reduce the quantity of blotting paper to 2 quires. This was the amount demanded and issued for the current year. No reason for the inordinate increase is given. The figure "29" is perhaps a clerical error for "2-q." | Same addenda as in col. 3 except the insertion of 2 quires for 29 quires. | The proposal in col. 4 is approved. |
| | (4) That stationery may be supplied to all Government institutions for examination purposes and that this supply be regulated by the expenditure of previous years. | At the end of Appendix E, add the following as note (1):—<br>Pencils, penholders and nibs and blotting paper will be supplied to Government schools and colleges for examination purposes, and the supply will be regulated by the expenditure of previous years. | The paper required for examination purposes was not separately demanded, nor was its supply refused. The question was as regards the supply of articles which are issued on a fixed scale, such as pencils, &c. Their supply as proposed by the Director of Public Instruction is unobjectionable and seems desirable for the reasons advanced. | Same addendum as in col. 3. It is proposed to supplement the addendum with the following instruction in order to facilitate check:—<br>The quantity required (viz., for examination purposes) should be shown separately in col. 9 of the indent against each item. Figures in cols. 2 to 8 should likewise be entered separately to show how the figure in col. 9 was arrived at. | Sanctioned. |
| | (5) That Coloured pencils be supplied to teachers of schools at the rate allowed to Accountants. | At page 49, in the scale for "pencils, &c.," insert "Teachers of schools" and enter against it—<br>Red pencil .. .. .. 2<br>Blue " .. .. .. 2 | *Vide* proposal (2) *supra* .. .. .. .. | .... | *Vide* item III (2) *supra*. |
| | (6) That the issue of Drawing paper and a colour-box already made to the Headmaster, Training School, Mangalore, may be sanctioned. | At page 17, against "Imperial, 30″ × 22″, 72 lb." under "Drawing paper", insert "Headmaster, Training School, Mangalore" after "Public Works Department."<br>At page 22, under "Colour boxes" against "Sliding covers of 6 colours" insert "Headmaster, Training School, Mangalore" after "Public Works Department". | This seems to be a general question and may lie over pending the submission to Government of detailed proposals called for from the Director of Public Instruction.<br>*Vide* proposal (2) above. | .... | The proposal in col. 4 is approved. |
| | That 80 yards of Longcloth be supplied to the Sub-Assistant Inspector, Tinnevelly Girls' Range, for the use of Government girls' schools in Madura and Dindigul. | At page 24, under "Miscellaneous articles", insert against "Longcloth" "Sub-Assistant Inspector, Tinnevelly Girls' Range — 80 yards" after "Survey". | All Government girls' schools (including the one in question) where needle-work is taught have been supplied with longcloth in anticipation of the sanction of Government. The rule may therefore be amended accordingly. | At page 24, under "Miscellaneous articles", insert against "Longcloth", "All Government girls' schools and institutions where needle-work is taught" after "Survey." | The alteration specified in col. 5 is sanctioned. |

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| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Department or officer proposing the change. | Proposals of the officer concerned. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 2. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 4. | Orders of Government. |
| IV. Commissioner for Government Examinations. | That the Secretary to the Commissioner for Government Examinations be supplied with 60 blue pencils and 12 red pencils every year for numbering applications for examinations, for tabulating results, for crossing out the failures and marking the passes. | At page 49, in the scale for the supply of pencils, &c., insert "Secretary to the Commissioner for Government Examinations" and enter against it the following scale:—<br>Red pencil .. .. .. 12<br>Blue pencil .. .. .. 60 | The demand for Coloured pencils was made in the last annual indent and passed as shown below:—<br>—— \| Quantity shown in the Distribution Statement. \| Quantity passed.<br>Secretary .. .. .. \| 4 \| 4<br>Manager .. .. .. \| 4 \| ..<br>Head Clerk .. .. .. \| 4 \| ..<br>2nd Clerk .. .. .. \| 4 \| ..<br>3rd Clerk .. .. .. \| 4 \| ..<br>5 Temporary Clerks .. .. \| 10 \| ..<br>Secretary and Members of Lower Secondary, Upper Secondary and Technical Examinations (20 Members). \| 22 \| 22<br>Chief and Assistant Superintendents at the Presidency .. \| 12 \| *Nil.*<br>Tabulators .. .. .. \| 17 \| ..<br>Total .. \| 81 \| 26<br>The lump demand of 60 blue and 12 red pencils may be approved for reasons stated in column 2. | Same addendum as in column 3. | Sanctioned. |
| V. Director-General of Telegraphs. | That the statement (enclosed) showing the annual scale (approximate) of supply required for the Madras Telegraph Store Depot be approved and sanctioned. | Add as Appendix E (3) to the Stationery Rules the statement enclosed. | The scale forwarded may be sanctioned .. .. | Do. do. | Do. |

[ G./40 ]
3,000—7-6-99.

DEPARTMENT.
Finl

Paper taken out of the Records from the charge of the Referencer.

Ordinary/~~Routine~~ No. 1177, dated 30—10—1999

| Date taken out. | FOR WHAT PURPOSE. | | | Initials of clerk taking the paper or of attender. | Date returned. | Initials of attender. |
|---|---|---|---|---|---|---|
| | Department. | C. No. | Year. | | | |
| 18-12-99 | Revenue<br>on Memo | 7339 | /99 | ~~Att~~ | 22-12-99 | |
| 14/8/11 | Finl<br>MRe | 3952<br>2890 | /11<br>/11 | | 12/10/11 | |
| 14/3/27 | MRevo | 1739 | /27 | AA | 12.5.27 | |