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Financial (1899) Department.

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G.O., No. 143

DATED 26-1-89

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[Despatch Abstract.]

Stationery

Passing orders in regard to the
supply of certain articles of — to the
Registration Dept.

26-1-89

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 {1899} of Madras. FINANCIAL.

Recd.

Regd.

} 1899.

Enclosures

Spare copies

G.O., No. 143, 26th January 1899.

JANUARY.

Stationery.

Passing orders in regard to the supply of certain articles of — to the Registration department.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O., No. 959, Judicial, dated 10th May 1893.

ABSTRACT.—Directing the abolition of the system of contract allowances for stationery now in force in the Registration department and authorizing the Inspector-General to obtain and distribute the articles required for the several sub-registrars and registrars in the manner suggested by the Superintendent of Stationery.

G.O., No. 971, Financial, dated 31st October 1898.

READ—also the following papers:—

From the Hon'ble P. RAJARATNA MUDALIYAR, Diwan Bahadur, Inspector-General of Registration, to the Chief Secretary to Government, dated Madras, 1st December 1898, No. 7649-G.

I have the honour to acknowledge the receipt of G.O., No. 971, Financial, dated 31st October 1898, passed on a letter from the Superintendent of Stationery, stating that, in the absence of the sanction of Government, he should restrict the supply of stationery articles to the Registration department to the scale laid down in the stationery rules, and to submit the following remarks for the consideration of Government.

2. Prior to 1894-95, the system in force in the department for the supply of stationery articles was to grant a fixed contract allowance to each registering officer and allow him to purchase the necessary articles. In G.O., No. 959, Judicial, dated 10th May 1893, the Government ordered the system to be abolished and desired the Inspector-General to obtain the required supply in future from the Superintendent of Stationery in the manner suggested by him. The suggestion was that the Inspector-General should "fix a scale as to the quantity of articles required by the several district offices so that the total value of the same may not exceed" the aggregate amount of allowances previously granted to the said offices. These allowances depended on the fees collected in the several offices, and also on certain fixed sums granted to District Registrars for stationery and amounted to Rs. 6,954 in 1893-94.

3. Following the Superintendent's suggestion which was approved by Government, the then Inspector-General, Diwan Bahadur S. Srinivasa Raghavaiyengar, fixed the scales of stationery for the several district and sub-offices, and forwarded them to the Superintendent, together with his indent for 1894-95, prepared in accordance with those scales. The cost of the articles indented for was estimated at Rs. 6,473-7-8, i.e., within the sanctioned contract allowances, and the scales were accepted by the Superintendent, and the indents submitted for 1894-95 and for subsequent years were passed by him without objection. I have now slightly reduced the scale as shown in the accompanying statement, and request that it may be sanctioned by Government. The Government is aware that the register books of the

department in which registered documents are transcribed and the memoranda and indexes, &c., are all of hand-made paper (royal, medium and foolscap), on which it is difficult to write, that documents have to be transcribed neatly and accurately, that the prescribed endorsements have to be written on the stamp or hand-made papers on which the documents are generally engrossed. Steel nibs and quills easily get spoiled when constantly used for writing on such papers, and this fact was taken into consideration by Diwan Bahadur S. Srinivasa Raghavaiyengar when fixing the stationery articles at a scale higher than that allowed to other Government officers and clerks. I am satisfied that the scale now proposed cannot be further reduced without affecting the neatness of the work of transcription.

4. The parties attending offices for registration also require steel nibs, penholders and blotting paper for signing the registration endorsements, &c., and it is necessary that the pens and blotting paper used by them should be distinct from those used by the registering officers, as was the case when the contract allowance system was in force.

5. I presume that the Superintendent has no objection to the scales prescribed for paper, pins and other miscellaneous articles required for the Registrars' and Sub-Registrars' offices. These cannot be reduced.

ENCLOSURE.

Scale of Stationery.

Designation of officer.	Description of articles.	Present scale.	Proposed scale.	Scale as per stationery rule.	Remarks.
District Registrar	Blacklead pencil	6	4	4	Per annum.
	Blue pencil	2	2	2	
	Red pencil	2	2	2	
	Penholders	8	6	2	Per mensem.
	India rubber	1 piece.	1 piece.	1 piece.	
	Blotting paper	4 sheets.	4 sheets.	4 sheets.	
Sub-Registrar	Steel nibs	8	6	6	Per annum.
	Goose quills	4	2	4	
	Blacklead pencil	4	4	4	
	Blue pencil	2	2	2	Per annum.
	Red pencil	2	2	2	
	Penholders	8	6	2	
Clerk in a Registrar's or Sub-Registrar's office.	India rubber	1 piece.	1 piece.	1 piece.	Per mensem.
	Blotting paper	1 sheet.	1 sheet.	1 sheet.	
	Steel nibs	12	12	6	
	Goose quills	2	..	..	Per annum.
	Blacklead pencil	4	4	4	
	Blue pencil	2	2	2	
Accountant in the Registrar's office.	Red pencil	8	6	2	Per annum.
	Penholder	..	..	..	
	India rubber	1 piece.	1 piece.	1 piece.	
	Blotting paper	1 sheet.	1 sheet.	1 sheet.	Per mensem.
	Steel nibs	12	12	5	
	Goose quills	2	..	..	
Party	Penholders	6	2	..	Per annum.
	Blotting paper	2 sheets.	1 sheet.	..	
	Steel nibs	4	6	..	
	Goose quills	2	..	..	Per mensem.

Endorsement.

Transferred to the Financial Department.

(Signed)

A. R. KNAPP,
Ag. Under Secretary.

5th December 1898.

Endt. No. 2814, dated 13th December 1898.

Referred to the Superintendent of Stationery for remarks.

(Signed) G. STOKES,
Chief Secretary.

To the Superintendent of Stationery.

From J. N. ATKINSON, Esq., I.C.S., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 3rd January 1899, Dis. No. 4.

In returning herewith letter from the Inspector-General of Registration, received with your endorsement No. 2814, dated 13th ultimo, I have the honour to offer the following remarks.

The supply of six penholders per annum to Registrars, Sub-Registrars, clerks and accountants of the Registration department appears to me to be uncalled for. The article is not one which becomes unserviceable quickly if carefully used. I cannot agree that the increase in the number of nibs used involves a corresponding increase in the issue of penholders. If properly used, there is no reason why a single penholder should not be quite serviceable at the end of a year. The issue of four per annum is a very liberal allowance, and to increase it to six would, it seems to me, be merely to enhance the value of what no doubt is looked upon as the office much's perquisite, as it is probable that at present a new penholder is substituted for one in use while the latter is quite serviceable. There is already great waste in the consumption of articles of stationery. I would therefore propose to restrict the supply to two penholders per annum as fixed in the authorised scale.

2. As regards the supply of blacklead pencils, I think that two per annum to each Sub-Registrar should suffice. There is no evidence that their work involves a greater use of pencils than that of other officers similarly situated. They are not heads of departments and are therefore not entitled under the stationery rules to four sheets of blotting paper a month and four blacklead pencils a year.

3. In accordance with G.O., No. 892, Financial, dated 18th December 1896, the maximum number of steel nibs allowed to an officer per mensem is six, and personally I see no sufficient reason for agreeing to the proposal of the Inspector-General to supply eight nibs to Sub-Registrars when only six are allowed to District Registrars. As Sub-Registrars are gazetted officers, they are entitled to goose quills, and the Inspector-General proposes that each shall have two. I therefore think that six nibs and two quills per mensem will be ample.

4. In regard to the clerks of the Registration department, however, I recognise that in the matter of nibs a special sanction is called for, but I am not in a position to say how many are necessary. I should think that their scriptory work must be at least double that of a Registrar or Sub-Registrar, and if the latter really require six nibs each per mensem, the least a clerk should be allowed is 12. I would, however, reduce the number to be passed to the accountants to six, as I do not think there is any difference between accountants in the Registration department and in other departments who get that number.

5. I am not in a position to offer any remarks on the scale previously laid down by the Inspector-General of Registration for the supply of paper pins and other miscellaneous articles; but I would suggest that a selection be made of a District Registrar's office and a Sub-Registrar's office having an average amount of work and that the officers in charge be directed to supervise personally and carefully the issue and consumption of stationery in their offices during a period of three months, and submit a report as to actual requirements. It would be no arduous task for them to see during that short time that no article—whether it be a penholder, a quill, a nib, a sheet of blotting paper—was replaced until that in use had been rendered unserviceable by fair wear and tear. Such reports from officers who could be depended on to give their personal attention to the matter would be the best guide to actual requirements.

ORDER—No. 143, Financial, dated 26th January 1899.

The Government accepts the proposals contained in the letter from the Superintendent of Stationery read above, as regards the supply of penholders, blacklead pencils and steel nibs to the Registration department. Sub-Registrars should not, however, be treated as gazetted officers in the matter of the supply of goose quills. The Government also approves of the suggestion in paragraph 5 of the Superintendent's letter that a selection be made of Registrars' and Sub-Registrars' offices having an average amount of work and that the officers in charge be directed, after giving their personal attention to the consumption of stationery in their offices during a period of three months, to submit reports as to actual requirements. The Inspector-General of Registration will arrange accordingly.

(True Extract.)

G. STOKES,
Chief Secretary.To the Inspector-General of Registration.
Superintendent of Stationery.

Copy to the Judicial Department.

Exd. A. Rungasawmy Aiyangar.

Financial
Judicial (1898) Department.

CURRENT No. 3618
5027



From

The Inspector General of
Registration,
Madras.

Order Endowment

Transferred to the
Financial Department.

G. No. 97649.

Madras.

Dated 1st December 1898.

Received 3 — 12 — 98

in file 7 — 12 — 98

Registered do —

in file 7 — 12 — 98

Enclosures (one).

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ATK.
5/12/98
10800
14.12.98
End:- N^o 2814, d/13-12-98.

Referred to the Superintendent
of Stationery for remarks.

G. V. V. V.
Chief Secretary

Cms
10.12.98

SUBJECT.

Submitting a statement pre-
scribing a scale of stationery
for the registration department
with the request that the same
may be sanctioned.

To the Superintendent of Stationery.

The Financial Deptt.

BACK PAPERS.

G.O.	No.	Department.	Date.
971:	31-10-98	mis	
892:	18-12-96	sc	
959:	10-5-93	n. jnd	
650:	28-3-93	mis	
912-3:	5-9-92	sc	
2181:	20-10-87	sc jnd	
2327:	18-11-78	"	
2038:	4-11-74	"	
240:	11-2-74	"	

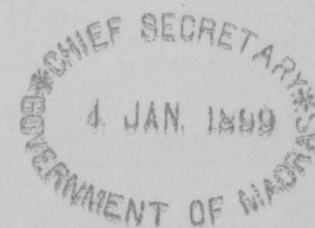
987: 22-7-70 " "
189: 6-2-67 " "

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Financial (1899) Department.

CURRENT No. 40



From The Superintendent of
Stationery
Madras

Order

Dis No. 4

Dated 3rd January 1899.

Received / 4 Jan '99

Registered /

Enclosures H. C 3618 rel.

Spare copies

SUBJECT.

Returning with remarks
letter from the Inspector
General of Registration
prescribing a scale of
Stationery for the Registration
Department

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Inspector-General's letter No.854-G, dated 9th March 1895, printed on page 5 of G.O.No.959, Judl., dated 10th May 1895.

Para. 2 of ct.No.3618.

Order complete.

Financial Department.

G.Nos.3618 of '98 and 40 of '99

Subject.

Supply of Stationery articles to the Registration Department.

N O T E.

Prior to 1894-95, each officer of the Registration Dept. was granted a fixed contract allowance for stationery and contingencies, and he was expected to purchase the necessary stationery articles himself. This contract allowance amounted to Rs. 6,954 in 1893-94.

2. In G.O.No.959 Judicial, dated 10th May 1895, the Govt. abolished the system of contract allowances and directed the Inspector-General of Registration to obtain from the Stationery office on a consolidated indent the stationery required by the several registering officers in the Presidency at a scale to be fixed by himself so that the total value of the same might not exceed the aggregate amount of allowances previously granted to the said officers (i.e. Rs.6,954.)

3. The scale was fixed by

the Inspector-General

higher than that allowed to other Govt. officers and clerks as it is necessary in the Registration dept. to use hand-made paper for registers and documents and as steel nibs and quills are easily spoiled when used for writing on hand-made paper

4. Stationery ~~is~~ continued to be supplied according to this scale (which cost Rs. 6,474 in 1894-95) until this ~~scale~~ 1898-99, when a reference of the subject was made to Govt. by the Supt. of Stationery, who pointed out that the allowance of stationery made to the Registration Dept. was in excess of the authorized supply under the Stationery rules and stated that no sanction of Govt. to the existing scale of issue could be traced. The Supt. was directed in the absence of sanction to restrict the supply to the Registration Dept. to the scale laid down in the Stationery Rules. In issuing this order the Judicial order of '93 was overlooked

~~the scale of issue of stationery was based on the Supt's statement that Govt. sanction did not exist~~ *Draft was based on the Supt's statement that Govt. sanction did not exist* and *the S.* The scale however appears to be excessive in several particulars.

5. The Inspector-General out the above facts in his 1st December 1898 No. 7649 in paras. 3 and 4 there why stationery to his dept. supplied on a special scale. The Supt.

points out that the stationery is supplied on a special scale and sets out the reasons why it should be

Para 3 of
Lt No. 3618 P

Letter No. 3253, d/22-10-98 S

G.O. No. 971 Finl., d/ 31-10-98 A

Stationery rules (1895) which contain no allusion to the special treatment of the Registration Dept.

Gt. No. 3618 P

List appended to G.No. 3618 Q

Para. 1 of G.No. 40 Y

Page 49 of Stationery Rules

Appended to G.No. 3618 Q

Pages 49 & 50 of Stationery Rules.

according to which pen-holders, pencils ~~and~~ and steel nibs are proposed by the Inspector-General to be supplied to his Department. Pen-holders. The Inspector-General

proposes 6 pen-holders to each District Registrar, Sub Registrar ~~in Registrar's Office~~ clerk, and accountant. The Supt. remarks that 4 pen-holders is a liberal allowance and an increase to six is uncalled for. He proposes to restrict the supply to 2 pen-holders as fixed in the Stationery Rules. The increase of nibs does not, he points out, necessarily involve an increase of holders. Heads of Depts. are allowed only 2 pen-holders, and as provision has been made separately for the Inspector-General's list ~~and~~ for parties attending Registration Offices, the Supt's. reduction seems fair and may, it is submitted, be accepted.

7. Black lead pencils ~~and~~ papers.

The scale fixed for these articles in the Stationery rules is:-

	Black lead pencils.	Papers.
Heads of Depts. ...	4 per annum	4 she
Asst. Managers, and Head Clerks	3	3
Accountants...	4	4
Clerks, Shroffs, Attenders, Dy...	2	2
bunds & ...		

Accordingly.

higher than that of

The Inspector-General proposes to allow each Sub Registrar 4 black lead pencils a year ~~and 4 black lead pencils~~. The Supt. objects to this scale on the ground that there is no evidence that the work of these officers, who are not heads of departments, involves a greater use of pencils than that of other officers similarly situated and he suggests that two black lead pencils should suffice.

This proposal may it is submitted be approved ~~and 4 black lead pencils~~

2. Steel nibs. The scale of quills and steel nibs fixed by the Stationery Rules

is:-

	Steel pens	Goose quills
Heads of departments	6	4
~~Gazetted officers~~	6	4
English and Vernacular clerks.	6	4
English & Vernacular Accountants.	6	4
Shroffs...	2	0
Muchis ...	4	4

Swan quills.

1 for every 4 quills demanded for heads of depts. and covenantal assistants only.

Page 50 of
Stationery
Rules. and
G.O. No 892 Dtd
18 Dec 1896

List attached to C.No.3618

Para. 3 of C.No.40

List attached to C.No.3618
and
Para. 4 of C.No.40.

C.No.40

of Stationery may ~~be~~ be adopted. The Inspector-General and the Supt. agree in giving each of the clerks in the Registration Dept. 12 nibs ^{per man} but the Supt. would give the accountants only six nibs each, as their work is not in any way different from that of the accountants of other offices. *He seems to be right*

9. In regard to other articles the Supt. in para. 5 of his letter No. 4 dated 3rd January 1899, suggests that a selection be made of such Registrars' and Sub Registrars' offices having an average amount of work, and that the officers in charge be directed to give their personal attention to the consumption of stationery during a period of three months in their offices and to submit reports as to actual requirements. This suggestion may, it is submitted, be approved.

To. J. D. A. O.

21/1/99

21-1

Financial Department *JP*

Read again G.O. No. 959 Judl., d/ 10th
May 1898 - P
" " " " 971 Finl., d/ 31st
October 1898 ----- Q
" also G.Nos. 3618 of 1898 and 40
of 1899 ----- A

To
JUDICIAL for counterinitials

Mr.
24/1/99

ORDER *no 143 of 26-1-99*
P.S. *accepts*
The Govt. ~~accepts~~ the
~~suggestions~~ *paraph* contained in the letter
from the Supt. of Stationery read
above, as regards the supply of pen-
holders, black lead pencils and steel
nibs to the Registration Dept. Sub-
Registrars ~~are~~ *should* not, however, ~~be~~ treat-
ed as gazetted officers in the matter
of ~~the~~ *the* supply of goose quills. The Govt.
also approves of the suggestion in
paragraph 5 of the Supt's letter that
a selection be made of ~~the~~ Registrars
and Sub-Registrars' offices having an
average amount of work and that the
officers in charge be directed, after
giving their personal attention to the
consumption of stationery in their of-
fices during a period of three months,
to submit reports as to actual require-
ments. The Inspector Genl. of Regis-
tration will arrange accordingly.

To
Copy to Judl. Dept
The I.G. of Registration Dept

cmh

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O. No.
159

CURRENT No.

*Print
As marked*

NUMBER OF COPIES
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Order complete. *40*

Letter only.

Order complete with Letter.

10

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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