

Financial (1899) Department.

ORDINARY MS.

G.O., No. 290

DATED 23-2-29

INDEXED.

[Despatch Abstract.]

Recording letter from the Rep't. of Stationing
furnishing detailed report of opinions
of heads of depts. regarding the supply
of printed forms from a Central Depot.

I
23-2-88

BACK PAPERS.

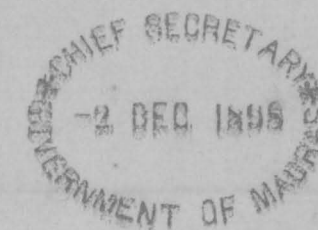
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

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

Financial (1898) Department.

CURRENT No. 3558



From

*The Superintendent of
Stationery
Madras.*

No. 3621

Dated 2nd December 1898—

Received } 2nd "
Registered }

Enclosures

Spare copies

SUBJECT.

*Furnishing detailed
report of opinions of
heads of departments
regarding the supply of
Printed forms from a
Central Depot*

Order

BACK PAPERS.

G.O.	No.	Department.	Date.
892-7	18-10-98	Sc	
746-57	13-9-98	Sc	
5240	12-7-97	Sc	
754	6-11-96	Sc	
576-24	26-8-96	Sc	
679	10-9-95	Sc	
471	17-6-93	Sc	
657	3-8-91	Sc	
653-3A	28-7-91	Sc	
918-9	4-12-90	Sc	
639	13-9-90	Sc	
951	14-5-81	Sc	

FURTHER PAPERS.

G.O.	No.	Department.	Date.
cwo	876/99		

500-6-7-98.

CURRENT No. 3558
CURRENT

Stationery Office,

Madras, 2nd December 1897.

No. 3621

From

J.N. Atkinson Esquire, I.C.S.,

SUPERINTENDENT OF STATIONERY,

MADRAS,

To

The Chief Secretary to Government,

Financial Department,

Port Saint George.

Sr,

With reference to para 16 of Government Order No. 892 Financial dated 18th October 1898, I have the honour to report in detail the opinions of the officers who were consulted regarding the advisability of supplying printed forms from a Central Depot.

2. The Superintendent, Madras Survey, reported that the system obtaining in Collectorates could not with advantage be extended to the Survey Department because the requirements of each Survey Party vary with the area for Survey, the nature of the Survey and the time within which it should be completed; special surveys are being constantly ordered by Government; and indents received by him from time to time have to be checked with reference to the special requirements of each case, as the officers in charge of parties cannot foresee their demands.

3. The Examiner of Public Works Accounts stated that in accordance with the Government of India P.W.D. Code, Volume I, Chapter VI, para 34, he obtains all stock forms from the Contractor, Government of India Stock forms, Calcutta, on annual and special indents; that indents submitted through him are checked by him with due regard to economy; that forms produced

introduced according to local requirements are printed at the Government Press, Madras, stored in the Examiner's Office and supplied to Executive Engineers on their annual and occasional indents after the usual scrutiny; and that any change in the existing system and procedure would require the sanction of the Government of India.

4. The Inspector General of Prisons reported that the forms required for his Department are printed at the Government Press and stored at the Penitentiary for distribution; that indents are received by him from the Superintendents of Jails annually and are checked in his Office and passed on to the Superintendent of Prisons for compliance; that the system obtaining in the Collectorates in the matter of check over issues stock and reprinting is already in force in his department and that he would strongly deprecate any change in existing arrangements.

5. The Surgeon-General with the Government of Madras considered that it is not desirable to extend the system of supply of forms from a Central Depot to his Department because the information as to ^{the} cost, including packing and carriage, of forms which has to be furnished against each Civil Medical Institution in the annual returns cannot conveniently be given; and the Surgeon General, as the head of his department, is in the best position to see that any revision, modification or abolition of forms which may from time to time be found necessary is properly carried out, which would be impossible, were the proposed change introduced.

6. The Inspector General of Registration stated that District Registrars forward to him in October of each year indents for registers and forms required for themselves and for Sub-Registrars under them. These are checked with reference to the expenditure of the previous year and with due regard to the development and progress of registration and the opening of new offices in each district. A consolidated indent is then sent to the Superintendent, Government Press, and the registers and forms when received are stored in his office for supply as required. As the issue of these forms from the Government Press continues till the end of the October following, a stock sufficient for one year is maintained in the Inspector General's Office to guard

against

4
against registration work coming to a standstill for want of those registers and forms. He added that in 1881 Mr Hamnett, the then Inspector General of Registration, urged the desirability of transferring the work of printing and supplying registers and forms to the Stationery Office, but the Government negatived his proposal in G.O.No.951, Judicial, dated 4th May 1881. The opinion of the present Inspector General is that there is no objection to the proposed change provided a reserve stock sufficient for one year's consumption could be maintained either in the Stationery Office or in the Government Press. This however is impracticable as the necessary space for storage is not available either in this Office or at the Press.

7. The Director of Public Instruction reported that the forms required for his department are printed at the Government Press stored in his Office and supplied to officers on indents after scrutiny. He considers that the proposed system of supply of all forms from one Central Depot could not be extended to his department without much inconvenience because the forms in use are frequently changed as experience may suggest, and are not stereotyped like those of Collectorates. New forms are introduced every now and then as circumstances may require and it would be extremely inconvenient and retard work, if every time a new form is introduced a supplemental indent had to be prepared for its supply. Further the Managers of Schools are so many in number that it would be impossible to make a forecast of the number of forms required by them; and lastly, the number of forms used in the Educational department is not so large as in the Collectorates and consequently the pecuniary gain that would accrue by the introduction of the new system would not be proportionate to the inconvenience which would be caused thereby.

8. In conclusion, I would request instructions whether the Government desires further enquiries to be instituted by

me

generally (para 4^{and 5} of G.O.No.908 Finl., d/4th Decr. 1890) but was of opinion that the storage and issue, as well as the printing of forms might be undertaken by the Supt. of the Govt. Press; indents from heads of departments being submitted through the Supt. of Stationery and all supplies being sanctioned by that officer. The High Court, the Board of Revenue and heads of departments were at the same time requested to consider the question of the registers and forms required in the offices subordinate to them.

2 The Supt. of Stationery - vide his letter No.629, d/17-4-91 on page 1 of G.O.No.653, Finl., d/28-7-91 - and the Supt. of the Govt. Press were of opinion that no advantage would be gained by storing the forms in Madras and issuing them on indents, ^{and} that it would suffice if the forms were printed in Madras and despatched, immediately on printing, to the offices which require ^{ing} them. A beginning with 6 Tamil Collectorates was suggested and these proposals were approved by Govt.

3. In 1895 it was directed that the forms required for use in the offices of the Agents to the Governor, Ganjam and Vizagapatam, the Govt. Agent, Godavari and their Assistants should be printed and supplied by the Supt., Govt. Press

4 By August 1896, 18 collectorates had been included in the system of supply of printed forms from a Central

G.O.No.754 Finl., d/6-11-96 E

The savings effected by this system of central supply have

1892-94	-	3,364
1894-95	-	3,146
1895-96	-	4,109
1896-97	-	3,257
1897-98	-	1,324

G.O.No.746 Finl., d/13th Septr. 1897 - paragraph 12

pages 12 & 13 of G.O.No.892 Finl., d/18th October 1898

G.O.No.653, Finl., d/28-7-91. 679 " " 10-9-95 F

Depot - vide paragraph 10 of G.O.No. 516 Finl., d/26th August 1896.

5 In 1896, the scrutiny, storage and printing of forms for District and Sessions Courts and Subordinate Courts were placed under a central agency viz.

the High Court; the printing being entrusted to the Govt. Press. By 1897, all collectorates had been included in the system of central supply from the Govt. Press except the Collector of Madras, who was permitted in G.O.No.540 Finl., d/13th July 1897, to obtain his supplies direct from the Press without the intervention

of the Stationery office. The Supt. of Stationery was then requested to report, in consultation with the Supt. of the Govt. Press and the head of the department concerned, as to the advisability of extending this system to other departments such as the Medical, Educational etc.

7 In paragraph 31 of his last report the Supt. ^{stated} ~~reported~~ that he had consulted the Supt. of Madras Survey, Secy. ^{to} the Surgeon General, ^{the} Director of Public Instruction, ^{the} Examiner of P.W. Accounts and the Inspectors-General of Prisons and Registration as to the advisability of extending the system of supply of printed forms from a Central Depot, but that none of them was in favour of the system. The Govt. was unable to judge the validity of the ⁴ ~~con~~ ^{con} on the information supplied by the Supt. who

was

was requested to furnish complete in-
formation on the subject ^{vide} paragraph
16 of G.O. No. 892 Finl., d/18th Oct.
1898.

8. This report is contained in the
current read above. It seems to be clear
that there is no necessity to move as
regards the Examiner of P.W. Accounts,
who obtains his forms from Calcutta.
Before the question is discussed
further in this department, it ^{appears} ~~seems~~ ^{to be}
advisable to consult the Sectt. depart-
ments concerned as to whether any change
is feasible as regards the offices
under them mentioned in the Supt's
letter. It is therefore proposed to
forward a copy of this note and of the
current (u. o.) to the Revenue, Judicial,
Public and Educational departments for
favour of consideration.

Cur.
12/12/98
Mr. 12/12/98.

To. No. 2823, d/14-12-98.

Rev.

Jud.

Public

Ed.

} u.o. }

} with copy of Note
Circulated B
16/12/98

The replies to the above u.o. reference
have all been received & the following
note is submitted with reference to
those replies.

AS
12/12/98

Public (1898) Department.

CURRENT No. 3963

From The Financial Dept

Memo No. 2823

Dated 14th Dec 98

Received

Registered

Enclosures

Spare copies

SUBJECT

Forwarding copy

of letter from the Supt
of Stationery and notes
thereon, regarding the
supply of printed forms
from a Central depot

BACK PAPER

G.O.	No.	Department.
	592-7	Fin
	746-51	"
	540	"
	754	"
	516-21	"
	679	"
	652-4	"

705-7 20th paper
FURTHER PAPER

G.O.	No.	Department.

NOTE FOR THE Chief Secretary

The only head of dept with whom Public is concerned in connection with the question of the supply of forms, is the Surgeon Genl. That officer has already stated his objections to extending to his dept. the system of supply of forms from a central depot, and those objections appear to be valid. Please see para 5 at page 2 of the Current.

As far as all forms required for use in the medical dept. are apparently stored in the Surgeon Genl's office, and issued to subordinate officers as required. The Surgeon Genl says that he is in the best position to see that any revision, modification or abolition

was requested to fu
formation on the s
16 of G.O.No.892 F
1898
8. This report
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10/1/199

forms which may from time to time be found necessary is properly carried out - the present system is practically a supply from a central depot, so far as regards the medical dept. & no object would be gained by transferring the work of distribution to other Agencies.

Submitted that financial may be informed that no change is needed with respect to the med. dept.

On 3.1.99 4/1/99

Financial CURRENT NO. 67
In Fin. 5, Recd Regd 6-1-99

18.7.9.

Cust. 6-JAN.1899

Issue on 5.1.99

Registered in Jail
This is a G.S.
Cust. 6.1.99

Please close sub. by the 4.0 (final) & then register in Jail
Re 6.1.99.

[J. 52]
1,000-1,2-98.

Judicial (1898) Department.

CURRENT No. 5239

From

The Financial Dept.

Order

The arrangements now in force in the Jail & Regn Dept. as regards the supply of printed forms seem to be suitable and no change is called for.

No. 2823

Dated 14th
Received 16th
Registered 16th

December 1898.

Enclosures

Spare copies

6-JAN.1899

SUBJECT.

Forwarding Copy of letter from the Superintendent of Stationery together with notes regarding the supply of printed forms from a Central depot to the Jail Dept. (u.o.)

Who have to supply
CA Rev & Est Dept have to send in their requisition 11/1/99.

Please close sub. by the 4.0 (final) & then register in Jail
Re 6.1.99.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Revenue septh

To Under Secy.

Please see the office
note in the Financial Depth
of 13.12.98 put up below.

2. The question for
consideration in the R.D. is
whether the system of supplying
forms from a central depot
now obtaining in the
Collectrates may be extended
to the Survey septh. The
Supth Madras Survey, who
was consulted by the Supth
of Stationery on the subject
reported that the system could
not with advantage be extended
to the Survey septh because
the requirements of each
Survey Party vary with the
area for survey, the nature
of the survey and the time within
which it should be completed;
special surveys are being
constantly ordered by Govt.
and indents received by him
from

Please see para 2 of the
letter from the Supth of
Stationery of 2.12.98
(C.No 3558 in the F.D.).

15
from time to time have to
be checked with reference
to the special requirements
of each case as the officers
in charge of parties cannot
foresee their demands."

3. For orders as to whether
the view of the Sup^t, Madras
Survey, may be accepted
and the Financial dep^t
informed accordingly.

W.R.
5.1.99.
M.M.
7.1.99
Secy.
There does not
appear to be any other
alternative.

M.
10.1.99

To Under Secy.

For orders as to
whether the file may now
go to the Financial dep^t.

W.R.
17.1.99
Go M.
19.1.99

To Finl Dept. no.



LS
Ref

24 JAN 1899

L. & M.
200-28-9-98.

NOTE FOR THE ASSISTANT SECRETARY.

Please see the note in the Financial Department
referred U.O. for remarks to the Educational
Department.

At the instance of the Financial
Department, the Superintendent of Stationery
consulted, among others, the D.P. & I with
regard to the advisability of extending
the system of supplying forms from a
central depot and the D.P. & I reported
that "the forms required for his department
are printed at the Govt. Press, stored in
his office and supplied to officers on
indent after scrutiny". He also considers
that the proposed system of supply of all
forms from one central depot cannot be
extended to his department without much
inconvenience because "the forms in use
are frequently changed as experience may
suggest, new forms are introduced as
circumstances may require and it will be
inconvenient or retard work if every time
a new form is introduced a supplemental
indent has to be prepared for its supply."

(3) Managers of schools are so many in number
that it is impossible to make a forecast
of the number of forms required by them.

14/ the number of forms used is not so large as in the Collectorate & so the pecuniary gain under the proposed system will not be proportionate to the inconvenience which will be caused by its adoption.

It is submitted that if the forms required for the Educational Department are printed at the Govt Press, stored in the Director's office and supplied to officers on indent after scrutiny, it is all that is required. This is what the High Court now does in regard to Distt & Sessions & Subordinate Courts.

5/10/99 Sec 4. The Finl. Dept. may be told that this Dept. agrees with the D.P.I.

a/c 9/2/99 H.T. 13299 To Finl.



If this system is in the D.P.I. dissimiles then nothing more is wanted.

11/4/99

This is a gd upr. Where is the Direction letter?

13. 222. The replies of the other depts. are with H.R. There

A.S. The office note seems to have missed the point H.T.

18

is no letter from the D. P. I. here or in Educl. The Educl. note is based on para 7 of the letter of the Supt. of Stationery (Encl C.A. 3558 below.)

16/2/99
Thanks. Sent to Ref

Cent 17-222

C. No. 3558 From the Supdt of Stats No. 3621, dated 22 Decr 1898.

" 67 " Public Deptm No. 3621, dated 22 Decr 1899.

" 90 " Indl " " 7 Jan 1899.

" " " " " 1899.

para 4 of the Supdt's letter.
L

Note
The Inspector General of Prisons strongly deprecates any change in existing arrangements as regards the supply of forms to the Supdts of jails. He states that the forms required for his department are printed at the Govt Press and stored at the Penitentiary for distribution. That the indents received from the Supdts of jails annually are checked in his office and are passed on to the Supdts of Prisons for compliance, and that the system obtaining in the Collectorate in the matter of check over issues, stock & printing is already in force in his department.

20
para 6 of the Supdt's letter
L

The Ld Registration reports that, ~~an receipt~~ of indents for registers & forms from D^t Registrars and Sub Registrars under them ~~they~~ are checked in his office with reference to ^{the} expenditure of the previous year and the opening of new offices in each district, & that a consolidated indent is sent to the Supdt. Govt. Press. The Registers & forms received are stored in his office for supply & a stock sufficient for one year is maintained in ~~the~~ ^{his} office to guard against registration work coming to a standstill for want of Registers & forms. He further points out that, in 1881, when Mr Hammett, the then Ld Regⁿ, urged the desirability of transferring the work of printing & supplying forms to the Stationery office, the Govt. negatived his proposal. He is of opinion that there would be no objection to the proposed change provided a reserve stock sufficient for one year's consumption could be maintained either in the Stationery office or in the Govt. Press:
But

B 80 957 J^{nl} 4-5-81

para 5 of the
Supdt's letter
L

21
But the S^t Supdt of Stationery reports that this course is impracticable as the necessary space for the storage is not available either in his office or at the Press.

R
The Judicial Dept^t after taking into consideration the objections raised by the Sup^r Genl has decided that no change in the arrangements in force is called for.

The Surgeon ^{Genl} is also opposed to any change in the existing practice. He states that the information as to the cost, including packing & carriage, of forms which has to be furnished against each civil medical institution in the annual returns cannot conveniently be given & that he, as the head of the medl dept^t, is in the best position to see that any revision, modification or abolition of forms which may be found necessary is properly carried out. ~~This~~ ^{This} would be impossible, were the proposed change introduced.
M
The Public Dept^t remarks that the system now obtaining in the medical Dept^t is practically a

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a supply from a Central depot and that no object would be gained by transferring the work of distribution to other agency.

The Rev Dept was consulted as regards the supply to the Survey Dept. The Supdt, Madras Survey, reports that the system could not with advantage be extended to the Survey Dept because the requirements of each Survey party vary with the area of Survey, the nature of the Survey & the time within which it should be completed to. In this view the Rev Dept concurs.

The Director of Public Instruction reports that forms required for his department are printed at the Press, stored in his office and applied to officers on indents after scrutiny. He also considers that the proposed system cannot be extended to his department without much inconvenience because

- (1) the forms in use are frequently changed as experience may suggest
- (2) new forms are introduced as circumstances may require and

para 2 of the supdt's letter

I

N

para 7 of the supdt's letter

III

23

it ^{would} be inconvenient and hard work if every time a new form is introduced a supplemental indent had to be prepared for its supply.

(3) Managers of Schools are so many in number that it is impossible to make a forecast of the number of forms required by them and (4) the number of forms used is not so large as in the Collectorates and so the pecuniary gain under proposed system ^{would} not be proportionate to the inconvenience which ^{would} be caused by its adoption.

The Edl Dept agrees with the views expressed by the D.P.I.

Thus it will be seen that the departments consulted are not in favour of any change in ^{the} existing practice as regards the supply of printed forms.

19/1/99

To the C.B.

Mr. B. G. The papers may, it is said, be recorded

Civil Please see draft below

20/1/99

1/2/99

3558 From the *The Supdt of State*, No. 2621, dated 2.12 1898.

3963 " *Public Dept.* " 2823, " 14.12 1898.

July 23 1899 " *Jul. Dept.* " " 3.1. 1899.

" " " " " 189 .

Order No. 298 of 23-2-98.
Min. Recorded

Cash
2. 98

Key

Supdt of Stationery (of C.N. 3558 to)

Dec'd
27/2/99

or copying 23/2
a 24/2 } 1892
When examined
When signed

READ AGAIN G.O., No.
189

DATED

CURRENT No.

LOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

NOT FILED UP, BEING MEANT FOR DESPATCH
ORIGINAL.

N.B. -
A = Copy in full.
B = Not to be copied
P = Copy abstract only.
Q = Copy heading only