

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
2557/88	948A						
2615/88	24-7-88						
3586/88	25-7-88						
2553/88	25-7-88						

[$\frac{G.}{9}$]
1,000-10-2-97.

(1899) Department.

D. O No. 263

S.D. - *[Signature]*
12/31/79

MC

Have school mailed / copied

Cent
3/1/88

From

A. Bradley & Co. 2cs

D. O.

No.

Dated 25 May 1899

Received

Registered 29 May 1899

Enclosures

Spare copies

SUBJECT.

Requesting to refrain from appointing some one to take stock of stationery until he sends a report on the subject.

2/

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

3/

D.O. No. 263

Sea Customs Collector's Office,
MADRAS,

255 1899.

My dear Stokes

Will you refrain from appointing some one to take stock of Stationery until I have sent you a report on the subject? In previous years stock taking has occupied nearly a month & has been conducted after office hours concurrently with issues. The system is not satisfactory & I want a full time man put on to take stock while issues are

not going on -

There has been a theft of long & other cloths in the Shalimar Stores in which the Police Guard appears to have been implicated. I have held no inquiry yet because it is still under Police investigation. ^{Consequently} I want stock to be very carefully taken this year.

When shall we have an answer from Govt Marine regarding the Harbour Trusts proposals on the retirement of the Traffic Manager. The matter has been gone nearly a fortnight.

tell you Jagat Singh vice President as a member of the Trust.

Yours sincerely
Hendrick Doolley

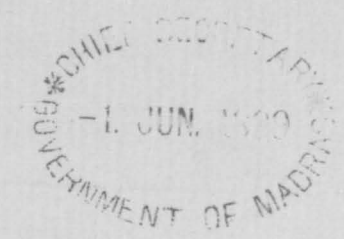
✓
Richard going
to Miami

✓
D.O. 8

15374

Financial (1899) Department.

CURRENT No. 2025



From the Superintendent of Stationery-Madras

CS
Orders

No. 2991

There is, it is submitted, a great deal of force in what the Supl. of Stationery says. May he be asked to nominate some one for the work of stock taking

Dated 30th May 1899.
Received } 1 June 9
Registered }
Enclosures -
Spare copies -

Cmsd.
5.6.99

Yr.
5/6/99

Memo No. 1537 of 8-6-99
With ref to para 6 of his letter
"The Supl. of Stats is

SUBJECT.

requested to ~~nominate~~ nominate some officer or private individual for the work of stock taking

Submitting certain facts to Government regarding the appointment of Mr. E. C. Woods Scawen for taking stock of the Stationery Stores.

Cmsd.
5.6.99

17/6/99

Supl. of Stats (Mr) 22/6/99

Stationery Office,
Madras, 30th May 1899.

BACK PAPERS.

G.O.	No.	Department.	Date.
	Do. 263 of 99	806	20.7.98

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Ref. No. 2991

Enclosures.

From

HERBERT BRADLEY, Esq., I.C.S.,

ACTING SUPERINTENDENT OF STATIONERY,

Madras,

To

The Chief Secretary to Government,
Financial Department,

STONEHOUSE HILL.

SIR,

file put up for

Do. No. 263

With reference to G.O. No. 806 Financial dated

20th July 1898 and previous similar G.O's appointing Mr. E. C. Woods Scawen to take stock of the stores in the Stationery Office, I have the honour to lay the following facts before Government.

2. Mr. Scawen is employed in the office of Messrs Arbuthnot & Co. He carries out the stock taking during his tiffin hour and in the evening after he has finished his ordinary duties. This necessarily protracts the examination to an undesirable extent and necessitates the ordinary work of the Stores being carried on as usual and the balances brought up to date in accordance with the daily receipts and issues. In this way the stock taking occupies from sixteen days to three weeks.

3. In my opinion, as also in that of my predecessor, the only satisfactory way of taking stock is to close the books up to the date on which the examination begins and to stop all receipts and issues until it is completed.

4. On the last occasion Mr. Scawen was asked to apply for a few days leave in order that he might devote the

whole

whole of his time to the stock taking. This he declined to do, nor would he consent to work in the mornings in addition to the evenings.

5. It is especially necessary this year that the stock should be carefully examined as thefts have recently been discovered. Some petty articles have been recovered and two persons convicted, but some long cloth which is known to have been stolen has not been traced and it is impossible to say what other articles have been removed.

6. I have therefore the honour to request that some officer or private individual who can devote his full time to the work may be appointed. Thus done, it should not occupy more than four or five days. I am particularly anxious that a most careful scrutiny may be made so that only balances which actually exist may be entered in the new books.

I have the honour to be,
Sir,

Your most obedient servant,

Arthur Radley

Ag. Superintendent of Stationery.

Financial (1899) Department.

CURRENT No. 2235

[D.O. 263, C. 2025, 2235]

From The Superintendent of
Stationery
Madras.

Order No. 786 of 12.7.99.

Mr E.T. Firth will be
appointed to take stock of the
Stores in the Madras Stationery
Office from such date in August
as the Supt may fix. His fee
will be Rs 150.

Ref No. 3352

Dated 19th June 1899.

Received 21

Registered 22.6.99

Enclosures -

Spare copies -

SUBJECT.

Recommending that Mr
Firth may be appointed to
take the stock of the Stationery
Stores this year and that the
usual remuneration of Rs 150
may be passed to him.

[E.T. Firth Lgr. Madras. (8001)
Supt of Staty } (8001)
Acct. Genl }

In the C.S.

ER may be asked to c. E. M. Firth
is Secy. of the L.A. Prov. & is believed to be
a full time official Cmt 23.6.99

Stationery Office,

Madras, 19th June 1899

BACK PAPERS.

G.O.	No.	Department.	Date.
R	806	Finl	10.7.98
C	862	—	8-8-98

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Ref. No. 3352

Enclosures.

From

HERBERT BRADLEY, Esq., I.C.S.,

ACTING SUPERINTENDENT OF STATIONERY,

Madras,

To

The Chief Secretary to Government,

Financial Department,

STONEHOUSE HILL.

Sir,

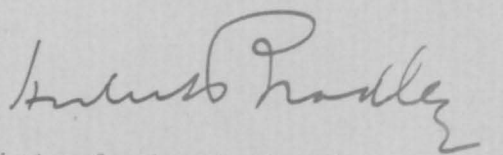
D In reply to your Memorandum No.1537 of the 3th instant, I have the honour to nominate Mr.E.J.Firth of Madras to take the stock of the Stationery Stores this year. I have ascertained that Mr. Firth will be at liberty to devote his full time to the work after the 15th August. The Stores will be ready soon after that date.

2. I beg to recommend that Mr.Firth may be appointed to do the work and that the usual remuneration of Rs 150 may be passed to him in due course.

I have the honour to be,

Sir,

Your most obedient servant,



Ag. Superintendent of Stationery.

When given for copying
When copied
When examined 14/7 } 1899
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.
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Q = Copy heading only