

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
700	100	241	9-3-99				

[F.]
23
1,000-20-7-96.

Financial (1899) Department.

CURRENT No. 2611

From
Supt. of Stationery
Bombay

No. 3351

Dated 18 July '99

Received { 21 " "
Registered 22-7-99
Enclosures /
Spare copies..

SUBJECT.

Forwarding a copy of the
Bombay Stationery Admin.
Report for the year 1897-98.

WITH ORDER

CS Order No. 918 of 21-8-99.
Recorded

curd.
18.7.99

curd
18.7.99

Recd 21-7-99

BACK PAPERS.

G.O.	No.	Department.	Date.
Printed	463	Revenue	29.3.99
-	892-7	-	18.10.98
Revenue	2067	-	27.9.98
Revenue	422	-	4.5.98
-	831-4	-	6.12.96
-	827	-	20.7.98

FURTHER PAPERS.

G.O.	No.	Department.	Date.

(2)

4076

Bombay 22nd October 1898

From

The Superintendent of Stationery

Bombay

The Chief Secretary to Government

Financial Department

Sir,

I have the honour to submit
my annual report at the closing of the
Stationery Department during the official
year 1897/98.

2. The value of stock at the
Commencement of the year was
Rupees 2,05,044-12-4. and the receipts from
all sources amounted during the year to
Rupees 4,63,249- -- 5. making in all
Rupees 7,18,293-12-9 to the credit of the

Sent

(3)

Department. The total issues during the year aggregate Rupees 82,332-6-10, leaving at the close of the year a balance of stationery stock of the value of Rs 2,36,261-5-11. This balance has as usual been valued at estimated rates, as the rates for the current year (1898/99) have not yet been settled.

3. The total value of stock under the head 'Receipts' includes the value of all stores of European manufacture purchased in India, and issued to public offices on the strength of the orders which prohibit the purchase by them of European articles exceeding Rupees 10 in value except through the Bombay Stationery Depot.

4. The Contract for the supply of eleven varieties of printing papers which was shared equally by the Bally Paper Mills of Calcutta, and the Secan Paper Mills of Poona, expired during the year under

(4)

report complaints as regards these papers were much fewer than in former years, and in the case of one variety viz. double folio printing paper 24 lbs, the paper supplied by the Secan Paper Mills not having been found to be of the required quality, the quantity required was ordered from the Bally Paper Mills at a lower rate than that contracted for with the Secan Paper Mills. Two other descriptions of paper were for the same reason procured from Calcutta at the contract rates.

5. Arrangements for entering into fresh contracts with Indian mills are now being made, and with this view tenders have been invited from the several manufacturing firms in India. As soon as the preliminary enquiries are completed the subject will be placed before Government for their final orders.

6.

The main article for the

(5)

mainly of writing, printing, and pressing papers still remains in the hands of the Bazaar Paper Mills Company of Poona, and they have been executing it satisfactorily. In fact as has already been observed, there has been a marked and steady improvement in all the varieties turned out of the mills during recent years, and it is only to be hoped that it will be permanent. The blotting paper too has undergone considerable improvement, although it has not been found possible to do away entirely with the English blotting paper which it has been necessary to purchase from time to time for issue to some offices.

There has been a steady and continued increase in the demand for rubber stamps and their accessories. This fact indicates the usefulness of the article

(6) article in ordinary office work, and it is satisfactory to find that notwithstanding the numerous requisitions received, there has been no complaint about the quality of the stamps manufactured by the Universal Rubber Stamp Company.

8. During the year under report Government decided to have a fresh set of metallic seals issued to all revenue officers for use under the Land Revenue Code. Section 22 of the Code prescribes the size of the seal that should be used by each Revenue officer. But as these in use were not of a uniform pattern Government have entered into a contract for the supply of seals of the proper size and have ordered their issue to all Revenue officers. The size and the description of the metal vary according to the status of each officer and the contract has been entered into on favourable

Bombay Code

Added to the list of
revenue - 1000
of 1000
and 1000
1000

leaves with a dealer in Bombay who promises (7) 6
to furnish the entire supply within three
months from the date of the order. It
has been decided that gun-metal,
which is more commonly known as bell
metal, and which is a combination of
copper and tin alone, and is therefore
harder than brass should be used in the
manufacture of the seals.

9. The result of the enquiries
made with regard to the issue of type-
writers to Government offices in this
Presidency has been placed before
Government in this office letter no 3350
dated 12th August 1898. It will have been
noticed that all the officers Consulted in
this matter and to whom Remington
machines obtained from England were
sent on trial, are all in favour of the
desirability of supplying the type-writers

Copy forwarded to the
Govt - attached in
original of No. 463
29.3.98.

7 (8) to Government offices generally, but they
are not in a position to advise what an
saving both in clerical establishment and
stationery will result therefrom. That a
considerable reduction in the quantities of
stationery used in each office must take
place, is beyond question, but time alone
will determine what its extent will be.
As I have already observed in my report
on the subject, the officers Consulted are
not quite confident as to the success or other-
wise of the machines, and therefore pro-
bably feel unwilling to commit themselves
to any reduction of establishment for the
present. In any case it appears to me
that the introduction of the machines in the
Bombay Presidency will, besides ensuring
neatness in official correspondence, render
applications for increase of establishment
in copying branches unnecessary. The

Govt

Government of India have however (9) s
now arrived at a final decision in
the matter, and have directed that a
stock of type-writers should be kept on
hand in the Stationery stores, and issued
to local officers with the sanction of Govern-
ment in each case.

10. The question as to what par-
ticular pattern should be approved and
issued, the Supreme Government have
left for the consideration of the Bombay
Government, and I have suggested in
my report that the Remington machine
should be supplied. This on the whole
appears to be the cheapest and the best
suitable to meet Government requirements,
and in this pattern are combined the
largest number of advantages with —
durability.

11. The next question to be considered

9 (b) is the source of supply. The Remingtons are
machines of purely American manufac-
-ture, and do not therefore in my opinion
come within the scope of the orders of the
Government of India which prohibit the
purchase of European articles except
through the agency of the India office.
The risk of breakage attached to the system
of obtaining on Government account the
machines from the India office, and
issuing them from stock to officers in the
mofussil, would be so great that it does
not seem ~~desirable~~ desirable that the Stationery
Department should undertake the safe
delivery of the machines to indenting officers
in the mofussil. The type-writers are
expensive articles and at the same time
are constructed of delicate mechanism,
so that any damage in transit would
mean heavy loss in repairs, if not of the

entire

entire value of the machines. I have, (11) 10
therefore, suggested that the execution of
orders for supply should be entrusted to
the local Agents of the manufacturers,
who will undertake the safe delivery of the
machines to each indenting officer. The
question of price supports this view as it
has been found that the machines ordered
out direct cost more than the prices charged
by the local Agents. I await the decision
of Government in the matter.

12. The country copying presses
manufactured by Messrs. Alex. Ashdown
and Company of Bombay, are still in
request and orders for them and their
accessories are received from Collectors
of districts. The machines are very use-
ful in striking off copies of circular
orders to subordinate offices.

13. The locally made country blue
black ink, both liquid and in powder
has

(12) has continued to give satisfaction
indenting officers and no complaint
of quality has been made during the year
under review. I have not yet succeeded
in securing good country red ink for use
in public offices, and until a good substi-
tute is discovered, the red ink which is
now made from prussian blue and
though not of a fast color must continue
to be issued to indenting officers.

14. The issue of a circular calling
upon Government officers to assent to a
certificate to each District for country work,
that country work would not serve the
purpose for which the former are required
has had a salutary effect in reducing
the demands for country work during the year
under review. The total issue of country
work of all sizes has been 52 during the year
against 83 in the preceding year and

15. during the year 1895/96.

(12)

The issue of cuttery made in this country to public offices has been undertaken by this office since the year 1883 under orders issued by the Government of India. But the quality of the articles and the temper of the steel used has never been quite satisfactory. It was encouraging to find that the Assistant reported favourably on some press samples that were received from dealers during the year under report. Trial orders were accordingly been placed with manufacturers with a view to ascertain whether the cuttery as per fresh specimens will answer Government requirements. After some experience has been gained final arrangements for the supply will be made.

16. There has been no order of any description in procuring country

(14)

cloths for men's clothing and for covering office desks from manufacturers in India during the year under report the demands for cloths for the latter purpose have been much fewer than in previous years. The quality of the cloths too has not been complained against and now that it has been left to the discretion of indenting officer to indent for either coarse or superfine cloths, the price of both descriptions being the same no ground for any complaint exists.

17. It is to be regretted that — endeavours to obtain country cloths for cloths — in the Bombay City Police, and the District Police have not been attended with success. It would seem desirable to ask the Inspector General of Police, to make further enquiries in the matter, as it is understood that country cloths are in use in the North Western and other provinces.

provinces of India.

(12)

(15)

14

18. As reported last year, with a view to economy specimen sheets of a mechanical imitation of the real hand made paper were circulated for the opinion of certain officers as to the possibility of their being substituted for the costly hand made papers. The officers consulted did not see any objection to the change, but as the difference in price was not as at first supposed very great, and as at the same time it could not be said with certainty whether the imitation hand made paper would be as durable as the real one, it has been considered desirable to ask the same Authorities to send out the total requirements in equal proportion of both varieties. If after two or three years no objection is raised to the issue, a complete substitution will be effected. At the same time if a cheaper variety substitute is manufactured in the country steps will be taken

(16) to introduce it into Government Offices.

19.

Statement B herewith submitted, shows the quantities and values of all descriptions of stores manufactured in the country and purchased for supply to the public service by this office during the year under report. The total value amounts to Rs 3,39,340 as against Rs 2,92,548 during the year 1896/97.

20.

For easy comparison the figures

1896/97 Rs 2,67,223

1897/98 Rs 2,92,548

1898/99 Rs 3,39,340

for the last 3 years are given in

the margin. It will be seen

that there has been a steady increase in country purchases a fact which should be taken to indicate that even effort is being made to give effect to the wishes of the

Government of India that country industries should be encouraged so far as practicable.

It must at the same time be remembered that both at the Government presses and

Sd/-

stock forms are used, and in which other printing work is done, and also at the stationery department where annual indent for public offices are met, all orders in regard to printing are rigidly enforced and no fresh demands are met unless the previous supplies are duly accounted for. The increase in the purchases of country stores therefore is nearly due to exigencies of the service and not to any want of stationery. The additional charge would probably have been heavier, if imported articles had been resorted to. It is however satisfactory to note that the expenditure under this head has been well kept within the budget grant for the year.

21. It may be noted that Rubber stamps, country copying presses, and a few other articles form extra items, which are not shown in the above statement. Articles of European manufacture purchased here are also not shown in this statement, which exhibits only the

17 (18)

the value of Indian articles substituted for imported ones.

22. The total sum on this year's transaction in regard to country articles reaches the high figure of Rs 91,278 as against 48,549 during the year 1896/97 which I trust Government will consider to be satisfactory.

23. I beg also to annex a statement (C) showing the values of supplies made to each branch of the Administration during the official year 1897/98, arranged according to Budget heads. The rise in country stores alluded to above is also noticeable in the figures given in this statement. The increase during the year under notice being Rs 67,272 over the preceding year. The marginal statement

1895/96	374,997
1896/97	372,070
1897/98	4,39,343

shows the figures for the last three years. The Head "Stationery and Printing" is responsible for nearly half of the increase. The rest may chiefly be accounted for by increased supplies to offices under the

the ~~works~~ Political, ~~Revenue~~ Medical, Military (19) 78
and Revenue. Some of the offices heads show
a reduction though not a substantial one.

24. As already explained the
increase in this year figures on the whole
Administration should not be considered
to be due to any want of scrutiny on the
part of the controlling authorities, nor to any
waste, but to increased wants of the service
generally.

25. Statement D shows the quan-
tities of each variety of paper issued from
this depot to the Government Central Press
at Bombay during the year under report.

There has been a larger consumption of paper
at the press this year than in previous years
and this is probably due to the issue of a
large number of new forms to Government
offices. The consumption of country foolscap
which had gone down considerably as noticed
last year has reached its former level.

(20) a satisfactory feature in as much as
it is cheap country paper well suited for
printing purposes. The only papers that show
a tangible reduction are the 9 and 18 lbs
single and double French foolscap paper
now made in the country.

26. The accompanying statement
E indicates the values of supplies of paper
of all sorts made with several printing
presses in the Bombay Presidency, Sind, and
the Hyderabad Assigned Districts, during
the year under report. The only printing
press that shows any reduction is that attached
to the Postal Department at Bombay. But
this is very small (Rs 2,500) compared with
the total increase of supplies to all the other
presses, which aggregates Rs 9,104. The increase
expenditure in the case of the Resident's Press
at Hyderabad has been near Rs 15,000, but
this is a recoverable item, and is charged
to Bombay Revenue. The statement of

... might however be drawn to
the increase in question.

(21)

29. As observed by my predecessor
last year the work of distributing parcels
sent in might cases from England
for distribution to Officers and public bodies
in India and Burma has been ever on
the increase. The marginal

18-4	1895	1896	1897
261	1274	2057	2029

figures will show although not fully, the
extent of the increase since the time of
the work was first entrusted to this depart-
ment. In proportion to the increase in the
number of parcels distributed, there has been
an increase in the number of packing accounts,
which are received & completed by each consignee
and have to be examined and arranged
at this office before being transmitted to
England and in all correspondence result-
ing therefrom. The loss of parcels in transit
through mistakes in delivery by the postal
authorities also entails heavy correspondence
while

(22)

which has added considerably to the
already increasing legitimate work of
the office.

28. The duty of issuing drawing
materials to Government officers and
for which a general indent is being
submitted will also involve much
additional labour. Arrangements for the
supply of these articles were for a con-
siderable period made by each office
independently of the Stationery Depart-
ment, but to secure uniformity govern-
ment have resolved to entrust the con-
tract to this office. From demands to meet im-
mediate wants that are being made and
which are met by local purchase, as well
as from estimates for future requirements
that have been received, it appears that
the duty imposed will entail much extra
work. But as its full extent cannot be
immediately

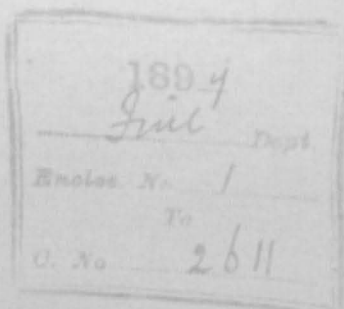
immediately ganged, I shall submit
hereafter as directed by Government
my proposals to strengthen the existing
staff.

The Assistant Superintendent
Mr. Balarambha Wassundis Pandurang
and his staff have, as in former years,
earned my best thanks for the diligence
and care which they have bestowed upon
their duties.

Have seen
Mr. N. J. Morris
Superintendent of Stationery

True copy

B. Balarambha Wassundis Pandurang
For Superintendent of Stationery



23

CURRENT NO. 2611

No. 3351

24

Bombay 18th July 1899

From

The Superintendent of Stationery
Bombay

To

The Chief Secretary to Government of
Madras



Sir,

In der instructions from
Government, I have the honour to forward
herewith one copy of the Bombay Stationery
Administration Report for the year 1897-98.

I have the honor to be,

Sir,

Your most obedient Servant,

B. Balarambha Wassundis Pandurang
for Superintendent of Stationery.

WV

Financial Dept.
L. no. 2641
Note

The following points
appeal from the ^{foregoing} report on the
working of the Bombay Stationery
Dept during 1897-98: -

Para 6 of the Report

Para 7 of the report
for 1896-97. B

Para 7 of the
present report

para 8 of
the Report

- (1) The Deccan Paper Mills Co. of
Puna continued to be the ^{main} Contractor
for the supply of Writing, Printing
and packing papers and there had
^{been} a marked and steady improve-
ment in all the varieties turned
out of these mills. The Blotting
paper which was condemned during
1896-97 had undergone considerable
improvement.
- (2) There was a steady and continued
increase in the demand for Rubber
Stamps and their accessories. There
was no complaint ^{about} the quality
of the Stamps manufactured by the
Imperial Rubber Stamp Company.
- (3) The Govt. of Bombay ordered the
supply of metallic seals to all
Revenue

Revenue officers. It has been decided that gunmetal or bell metal which is a combination of Copper and Tin should be used in the manufacture of these seals.

(4). The Supdt. of Stationery, Bombay recommends that Typewriters of the Remington pattern should be used in Public Offices and that they should be obtained locally.

Paras 9-11 of
the Report.

(5). There was a great demand for the Bombay Copying Presses, manufactured by Messrs. Black & Ash. down and Co. of Bombay, which were found to be very useful in striking off copies of Circular orders to subordinate offices.

Para 12 of do.

(6). The locally made blue black ink both liquid and in powder continued to give satisfaction but it ^{has been} decided to issue fuchsine to indenting officers until good Country red ink ~~was~~ found.

Para 13 of do.

(7). Fresh samples of Cutlery received from some dealers ~~were reported~~ ^{on} ~~forwarded~~ ^{by} the District Master and trial orders have been placed with manufacturers to ascertain whether

Para 15 of do.

whether the cutlery as per fresh specimens would answer Govt. requirements.

(8). Specimen sheets of mechanical imitation of the real hand made paper were circulated ^{for the opinion of} certain officers as to the possibility of their being substituted for the costly Hand made paper. The officers consulted did not see any objection to the change. It was therefore considered desirable to ask the Home authorities to send out the total requirements in equal proportion of both varieties.

Para 15 of the report.

IV.

2. In G.O. no. 833 Finl. & A. Decr 1896, the Supdt of Stationery, Madras was asked to place himself in Communication with the Supdt of Stationery, Bombay as regards the various articles of Indian manufacture referred to in the Bombay annual report ^{for 95-96} and especially as regards the Country blotting paper, the note and letter paper manufactured by the Deccan Mills, the rubber seals manufactured by the Universal Rubber

Buller Stamp Co. and the Country
made blue black ink, mentioned in that ^{report}

3. In G.O. no 422 Finl, D. 4. May 1898 A
his attention was drawn to the above
G.O. and he was asked to continue
his enquiries regarding the several
articles of Indian manufacture pro-
cured by the Stationery Dept in the
Bombay Presidency.

4. The Supdt of Stationery, accordingly reported on the result of his examination of the following Country-made articles :-

- (i) Counting Blotting
- (ii) Note paper
- (iii). Letter paper
- (iv). Rubber Seal impressions
- (v). Stamp inks paste.
- (vi) Red Sealing wax
- (vii). Blue black ink and powders.

and he was in A.O. no 827 File B, 25 July 1899 directed to make further enquiries regarding the letter and note papers (Items ii & iii above) used in Bombay.

5. It will be observed that of the several articles of Indian manu-
facture referred to in the Bombay
Annual report for 1897-98 and
noticed

C. no. 2611

items 158

+ vide para 4 Supra.

item 1. para 1 supra.

" 2 " "
 " 6 " "

G.O. no. 463 Dated 29.3.99.

④ Item (4), para 1 above

C.O. no 12 Phil, & D. # 1000 (B)
3 Jan'y 99.

~~###~~. Ten 7 para 1, above.

On this put up P.
Please put this up & flag

In G.O. no. 892 Phil.
 15 Oct. 98.

E.

29

noticed in para 1 supra, the Suptd.
of Stationery, Madras has reported
on (1) Counting blotting paper (2)
Rubber stamps and accessories and
(3). Counting Blue-black ink.

Definite orders has been passed by
his Govt as to the particular pattern
of type writers to be used in public
Offices and as to their being purchased
locally. The suggestion of the Suptd.
to supply machines pending the receipt
of further enquiries ^{has been} [#] was approved
by Govt. The Suptd. forwarded
certain samples of [#] ^{of} Indian
manufacture for trial in the Chief
Secretariat and their substitution
for similar English made articles.

was not approved - Vide memo no. 2067
of 27.9.98. It is not known whether
the Supdt has made further en-
quiries in the matter.

The Supdt. in his annual Administration Report for 1897-98 reported unfavourably regarding the fac-simile process of duplication with Straker's transfer paper. He was however directed to give it a further trial in A.O. No. 892 filed 27 Oct 98. It is submitted that

that he may now be asked to
communicate with the Supdt of
Stationery Bombay with a view
to possible improvements and
savings as regards the Country Copying
Presses manufactured by Messrs.
Hess & Ashdown & Co of Bombay, ~~about~~
the metallic seals and mechanical
imitation of the Hand made paper
referred to in the Bombay Report.
6. The following figures from the
Bombay Report are compared with
those relating to Madras:-
Value of Stock at beginning of ^{Bombay. Madras} 2,55,045 2,75,211
Receipts ^{the year} 4,63,249 7,96,402
Issues ^{the year} 4,18,252 7,18,621
Balance at close of the year 2,36,262 3,52,992
The total value of stores manufactured
in India and purchased by the Stationery
Office in Bombay during 97-98 was
Rs 339,340 against Rs 4,56,105, purchased in
Madras.
The total gain by the substitution of
Indian for English articles was Rs 91,270
in Bombay against Rs 158,189 in Madras.
The value of supplies to all offices in
1897-98 amounted to Rs 4,39,343 in Bombay
against Rs 6,42,799 in Madras.

item (5) para 1 supra
item 3+8

Para 2 of the Bombay Report.
" " Madras Report. F

Para 19 of the Bombay Report
" " Madras " G

Para 22 of the Bombay Report
Para 14 of the Madras Report. H

Para 23 of the Bombay Report.
Para 16 of the Madras Report. N

accd
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CURRENT No.

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ORDER OF GOVERNMENT A A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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