[L. & M.
1,000—16-5-99]

Local & Munl. (1899) Department.

Plague.

MISCELLANEOUS.

G.O., No. 1088

DATED 14-7-99
Dpd. 15-7-99

[Despatch Abstract.]

Stationery

Recording letter from the Supdt of Stationery, stating that ~~Straw boards~~ the sanction of the Financial Depth is required for Supply of Straw Boards

BACK PAPERS.

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

FURTHER PAPERS.

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

Local and Municipal

~~Judicial~~ (1899) Department.

CURRENT No. 1744 P

From The Superintendent of Stationery Madras.

1047

Order No 1088 P mis of 14-7-99

Recorded

Dis No. 1523.

Dated 2nd July 1899

Received

Registered 3-7-99

Enclosures (1 Sample Board).

Spare copies.

O.C.
668
12-7

Lins
10/7/99

To

The Supdt of Stationery.

H.S.
15-7-99

Note

The paste Boards referred to will be obtained from the Press as is done in the Financial & other departments of the Secretariat

10/7/99.

SUBJECT.

Requesting to obtain the sanction of Government Financial department for the supply of straw boards.

PA 3/7/99

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

L. No 21-12

Ref: on C. No 3338
d. 18-3-21

To

The Superintendent of
Stationery
Madras

Sir,

I have the honor to request that ~~the following modification may be made in the indent for Stationery articles forwarded with my No 495 d 22.2.99.~~
~~(a) The quantity of Stencil paper~~ for Cyclo Style ~~may be reduced from two~~ reams ~~to one ream~~
~~(b) One ream of Stencil paper for type writing may be inserted. The Stencil paper should be of any other~~ better ~~finer quality than Ellams and should~~ ~~include~~

the quantity of cyclostyle stencil paper indented for in my indent for Stationery forwarded with my letter No 495 d 22-2-99 may be reduced from two reams to one ream & that one ream of Stencil paper for typewriting may be supplied together with

a sufficient quantity of (a) Fibrous paper (b) Protecting tissue paper (one ream) (c) Backing paper (3 quires) (d) Perforating silk Cloth (Foolscap size) (3 dozs)

2. I request that 2 dozen

tins of the duplicating blue ink may also be supplied.

3. Under article 98 (t) of the Civil Account Code, I request that ~~3~~ 2 Chubb's locks may be supplied at a very early date for the use of this office ~~(2 big ones~~ they are required for locking ~~for~~ office rooms ~~and~~ one small ~~one~~ lock is also required for the ~~type~~ Yost type writing machine) recently supplied by Messrs Addison & Co. ~~has not supplied a lock to the Yost machine recently supplied by them~~.

Shaw(?) O.C.

17/3/88

17/3/88

The outer case is fitted & locked so that ... for the machine ... The other machine ... a lock ... Remington ... and a similar one is required.

17/3/88

Desp'd 20/3/88

INDIAN TELEGRAPHS.

Code Class.	Monthly Number.
To (Office) Telephone(?)	From (Office)

Words.	Day.	Hour.	Minute.	Official Instructions.
	6	14	46	

To (Person) Please Comr. Madras [illegible]

From (Person)

Please depute a person to take charge of stationery

Ref indent for 1899-1900

[illegible] typewriting [illegible]

With reference to your Ref no 1741/832 [illegible] have the honour to state [illegible] perforating [illegible] Cannot be used [illegible]

APR 1899

Recd. from LN. At Hrs. Mts. by

Sent to LN. At Hrs. Mts. by

Telegraph Master.

64 Word Form. F. C 2.

UGP—No. 202 T—8 12 97—20000000

writing ~~may be supplied~~ to take charge of once for all at your early convenience.

P. J

D No 21-17

PLAGUE COMMISSIONER'S OFFICE.

(1899)

CURRENT No. 35-23

Ref ~~Or~~ Cr no 3523 of 88

8/3/13

From The Superintendent of Stationery Madras

~~Order~~ To The Superintendent of Stationery Madras

No. 1741

Dated 22-3-99

Received 23-3-99

Registered 23-3-99

Enclosures

Spare copies

Sir,

With reference to your letter Ref no 1741 of 22nd inst I have the honor to ~~state~~ request that as the perforating silk cloth ~~will be of no use at present~~ cannot be used without the stencil paper ~~and request therefore that~~ arrangements may be made for the supply of all the articles required for type-writing ~~may be supplied~~ once for all at your early convenience.

P.T.O.

SUBJECT.

Informing that certain articles of stationery will be supplied on sending a responsible person to take charge of them.

2. The locks required should be 4" × 2½" × ¾" in dimensions, ~~and if permissible~~, I shall arrange to purchase them in the market and shall send the bill to you for payment along with ~~that for the Yost Typewriter~~.

3. I request that the articles ~~required~~ indented for for 1899-1900 may be supplied at an early date

Inacete
&c.

23/3/99.

Lucy 23/3/99

23/3

Despd 28/3/99
21

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

C No 3523

Ref.
~~Dis.~~ No. 1741

STATIONERY OFFICE,
Madras, 22 March 1899.

From

HERBERT BRADLEY, Esq., I.C.S.,
ACTING SUPERINTENDENT OF STATIONERY,

To

THE Plague Commissioner,
MADRAS.

P. C.
23 MAR 1899

SIR,

With reference to your letter Ref on C.No.3558, dated 18th instant, I have the honour to inform you that only one dozen of perforating ~~sik~~ silk cloth is available in stock which will be supplied on your sending a responsible person to take charge of the same. The stock of the other articles referred to in paras 1 and 2 of your letter under reference is exhausted. Enquiry will be made in the local market and the result communicated. As regards the Chubb's padlocks, please furnish particulars of dimensions. The small lock for the Yost type-writing machine is not supplied by this office. It may be purchased in the local market and the bill sent to this office for payment.

Send attender

await

Buy from Addison if they cannot supply the lock free.

Lucy 23/3/99

I have the honour to be,
Sir,
Your most obedient Servant,

Frank D. Bird
Assistant Superintendent,
for Superintendent.

960—9-3-99.

2. The locks required should be 4" × 2½" × ¾" in dimensions, ~~and if permissible, I shall arrange to purchase them in the market and shall send the bill to you for payment along with that for the Yost Typewriter.~~

3. I request that the articles ~~required~~ indented for for 1899-1900 may be supplied at an early date

J Maaetc
Dr.

23/3/99

Lucy 23/3/99

23/3

Despd 28/3/99
21

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

C No 3543

Ref. ~~Dis.~~ No. 1741

STATIONERY OFFICE,
Madras, 22 March 1899.

P. C.
23 MAR 1899

From

HERBERT BRADLEY, Esq., I.C.S,
ACTING SUPERINTENDENT OF STATIONERY,

To

THE Plague Commissioner,
MADRAS.

SIR,

With reference to your letter Ref on C.No.3558, dated 18th instant, I have the honour to inform you that only one dozen of perforating ~~sik~~ silk cloth is available in stock which will be supplied on your sending a responsible person to take charge of the same. The stock of the other articles referred to in paras 1 and 2 of your letter under reference is exhausted. Enquiry will be made in the local market and the result communicated. As regards the Chubb's padlocks, please furnish particulars of dimensions. The small lock for the Yost type-writing machine is not supplied by this office. It may be purchased in the local market and the bill sent to this office for payment.

Send attender

await

Buy from Addison if they cannot supply the lock free.

23/3/99

I have the honour to be,
Sir,
Your most obedient Servant,
Frank D. Bird
Assistant Superintendent,
for *Superintendent.*

960—9-3-99.

STATIONERY OFFICE.

From

THE SUPERINTENDENT OF STATIONERY,
Madras,

To

THE

Ref./Dis. No.

Dated
Despatched } 189 .

ENCLOSURES.

Subject.

STATIONERY OFFICE, MADRAS, DATED 7 April

No. 1981

P.C. 8 - APR. 1899

Stationery Indent from the Plague Commissioner Madras for 1899 1900.

INDENT passed with the following exceptions:—

Description of articles.		Quantity indented for.	Quantity passed.	Cause of objections
anifolding paper for Type writer	Rms.	6 " "	4 " "	The demand is heavy. Four reams will be supplied which with the stock on hand will make 5 Reams.
senbury paste boards	No	100	45	There are 65 numbers on hand and 45 have been passed for supply; so the total quantity available for Expenditure for 1899-1900 is 100.
ue black ink	jars	20	5	The supply is restricted to Gazetted Officers. For 15 jars disallowed, 75 papers of black ink powder have been passed.
n for Cyclostyle	jars	16	~~6~~ 12	more than Twice the expenditure in 98-99 has been passed.
eedles 3 cornered	No	30	16	(c)
~~ape Country white~~	~~rolls~~	~~100~~	~~60~~	
ius papers	Ordinary	36	24	More than twice the Expenditure in 98-99 has been passed

~~Do~~ ~~Do~~ P. T. O. ~~Do~~

(a) Supplied in accordance with sanctioned allotment,
(b) Do. do. average annual expenditure,
(c) Do. do. the current year's expenditure,
} *minus* the quantity expected to remain on hand at the beginning of the next official year.
(d) Issued only (1) as a first supply, (2) Biennially, (3) Triennially, (4) Quadrennially, (5) Quinquennially, (6) Octennially, (7) Decennially.
(e) Not supplied by this office.
(f) The date of last supply and the certificate required in Rule 20 of the Stationery Rules should be furnished.
(g) Quills are supplied only to Gazetted Officers—*vide* G.O., No. 892, dated 18th December 1896.
(h) Not countersigned by the Controlling Head of Department.

P. T. O.

~~Superintendent of Stationery.~~

500—23-9-98.

	No	~~2000~~	~~1000~~	Twice the Expenditure in 1898-99 has been passed.
[illegible] cotton twisted coloured		85	60	~~Do~~ ~~Do~~
Twine Europe 1oz skeins		100	60	Do Do
Blotting papers	Rms	0-17-0	0-9-0	(a) Passed in accordance with the sanctioned allotment and the distribution statement.
Pencils red lead	No	16	7	Only "Gazetted Officers and "Accountants" are entitled two of each of the Coloured pencils. "Heads of Depts" as described in Appendix E Stationery Rules are entitled to 6 Coloured pe
Do blue		16	7	
Steel pens	No. 147 Gr.	8-0-0	7-8-0	(a) Vide distribution statement.
Penholders	No	40	36	(a) Do
Indian rubber - Vulcanized	"	20	16	(a) Do
Erasers for Type write	"	12	5	Twice the Expenditure in 1898-99 has been passed.
Roller for Cyclostyle		1	Nil	These are all accessories included in the Cyclostyle passed for supply.
pen for do		1	Nil	
Salampore Cloth	yds	40	30	Twice the Expenditure in 1898-99 has been passed
Ink glasses	No.	8	Nil	These ~~are~~ were supplied in 1898. Explanation of necessity should be furnished.
Inkstands wooden boxes	"	4		
Penknives		4		

Frank D. Bird
Assistant Superintendent
for Superintendent

24

21/19/4/88

Reference 3523/88
7/19-4-88

Back nos 495/88
36/88
942/88

To
The Superintendent of
Stationery
Madras

Sir,

With reference to the explanation required in as regards the supply of pen knives & Ink Stands in the Objection Statement 27th April 99, I have the honor to state that 34 ink glasses and 19 pen knives were supplied up to date and the Strength of the Establishment including the attenders is 17. The balance of ink glasses is nil ~~at present~~ & 2 pen knives are in Stock at present. The excess quantity was intended ~~for any sudden~~ to meet the contingency of an increase of Establishment anticipated at the time of Indent. It is not now required.

2. I request that the balance of my indent for 1899-1900 may be supplied at an early

date together with the stencil paper &c asked for ~~required~~ in para 2 of my letter Ref. no 3338 of 18-3-99.

19/4

Have &c
O.C.

Desp 19.4.99

18/4/99

PLAGUE COMMISSIONER'S OFFICE.

(1899)

CURRENT No. 4573

From The Superintendent of Stationery Madras

Order

No. 2325

Dated 25-4-1899

Received 26-4-99

Registered 26-4-99

Enclosures

Spare copies

SUBJECT.

Informing that the balance of country paste boards will be supplied on deputing a responsible person to take charge of them and that certain other articles will be supplied on receipt and requesting that two penknives in excess may be returned to his office.

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

C No 4523

STATIONERY OFFICE,

Madras, 25 April 1899.

~~Dis.~~ Ref. No. 2325

From

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

ACTING SUPERINTENDENT OF STATIONERY,

To

THE Plague Commissioner,

MADRAS.

R.C. 26 APR 1899

G.S.

SIR,

With reference to your letter R.C.No.3523, dated 19th instant, I have the honour to inform you that the balance of country ~~peat~~ paste boards will be supplied immediately on your deputing a responsible person to take charge of them. The other articles as passed in the ~~p~~ margin ø have been ordered and are shortly expected. They will be supplied on receipt. The two penknives in excess may be returned to this office.

ø

Type Stencil paper	10 qrs
Fibrous paper	10 "
Protecting tissue paper	10 qrs
Backing paper (one)	1 qr
Perforating silk cloth	1 dozen.
Tins of duplicating blue ink	6 Nos.

I have the honour to be,

Sir,

Your most obedient Servant,

Frank D Bird

Assistant Superintendent,

for Superintendent.

960—9-3-99.

STATIONERY OFFICE.

From

THE SUPERINTENDENT OF STATIONERY,

Madras,

To

THE

Ref./Dis. No.

Dated }
Despatched } 189

ENCLOSURES.

Subject.

To
Ref one 4523/99

The Superintendent of
Stationery

Dp 1/5

Sir,

With reference to your letter Ref no 2325 of 25th instt, I have the honour to inform you that the paste boards will be taken charge of along with other articles which, you say, are shortly expected. Another article (Tape-tags) which is urgently required is still due on my indent for 1899-1900 and no mention of it is made in your letter under reply.

2. Of the 20 jars of blue black ink asked for, only 5 have been passed and issued, the rest being changed for ink powders. ~~which have not been~~ ~~made~~ ~~taken~~.

The Menial Staff and

the accomodation of this Office ~~is~~ are very limited and it would be very inconvenient to undertake the preparation of ink. I request, therefore, you will be good enough to supply the remaining 15 Jars of black ink along with the other articles due.

3. The two pen knives will be sent through the person who will be deputed to take charge of the balance of Stationery

O.C.

27/4/98.

1/5/98

1/5

Drew 1/5/98

GOVERNMENT OF MADRAS.

Memorandum ~~No.~~ Ref.

READ the following paper:—

The Superintendent of Stationery is requested to State when the balance of Stationery due on the Plague Commissioner's indent may be expected. The articles are urgently and the Supdt. is requested to arrange for their Early Supply.

O.C.

2(1) Tape tags

(2) Black ink powder

(3) Type stencil paper with ~~ther~~ its Necessaries

There is no P.C. now. You must get things required from L & M dept [illegible] 6/6

6/6/98

1,000—28-3-99.

NOTE FOR THE P. A.

The Enclosed telephone message is submitted for orders. The office of the Plague Commissioner having been abolished, and amalgamated with the L & M Depts, the balance of indent made by the P.C lapses. In view of the additional Estb entertained in the L & M Office, some additional articles of Stationery are required. The regular course would be to surrender ~~then~~ the balance of stock of Stationery on hand in the P. C's office to the Supdt of Stationery and to make a fresh indent in the L & M for additional articles required owing to increase of Estb. At present, the ~~P. C's~~ Stationery of the P. C's office is being held separately and is being used by the new plague branch L & M. To avoid this complex

[illegible]

PLAGUE COMMISSIONER'S OFFICE.

(1899)

CURRENT No. 4856

Order

From

The Supdt. of Stationery
Madras

No. 2570

Dated 6. 5. 99.
Received 8. 5. 99
Registered 8. 5. 99
Enclosures -
Spare copies -

SUBJECT.

Informing that tape tags are not available & they will be supplied when received, & stating that the supply of blue black ink has been restricted by Govt. to gazetted officers & that he is not authorized to issue it for the use of office Establishment.

be considered that the balance of stationery of the P.C's office has been transferred to the Ltm for the use of the increased ~~work~~ Establishment in the latter office. The Supdt may be informed accordingly if necessary. Of course there are certain articles, such as ink stands, rulers &c which ~~are more than~~ ~~are~~ in stock which are not used. Since the Establishment is likely to be increased in the Rainy Season if plague should reappear, the surplus stock may be kept as ~~a~~ reserve until it is definitely known they will be no longer required.

It is submitted that the balance of stationery referred to in the telephone may be received and considered to ~~have~~ be included in among the articles transferred to Ltm:

Sd
7/6/88

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

500—6-7-98.

Stationery Office,
Madras, 6 May 1899.

No. 2570

From

Herbert Bradley Esquire, I.C.S.,
Ag. SUPERINTENDENT OF STATIONERY,
MADRAS,

To

The Plague Commissioner,
MADRAS.

SIR,

With reference to your letter P.C.No.4525, dated 1st instant, I have the honour to inform you that tape tags are not available at present. A supply is shortly expected the issue will be made on their receipt.

2. In regard to ~~the~~ blue black ink I have the honour to state that its supply has been restricted by Government to gazetted ~~Garrison~~ officers, and I am not authorised to issue it for the use of Office Establishments.

I have the honour to be,
Sir,
Your most obedient Servant,

Frank W. Bird

Assistant Superintendent,
for Superintendent.

Local and Municipal
~~Revenue~~ (1899) Department.

CURRENT No. 15398

D/ 2u/6

From The Superintendent of Stationery Madras.

No. 3327

Dated 17th June 1899

Received 19 JUN. 1899

Registered 19-6-99

Enclosures

Spare copies

SUBJECT.

Stating that the two penknives returned to this office are old ones and requesting that two new penknives may be sent in lieu.

Order Reference 15399

Two new pen knives will be sent to the Superintendent of Stationery as desired by him.

2. As the Country paste boards ~~are found to be of little use~~ cannot be used more than once for packing purposes, the Supdt is requested to arrange to supply an equal number of English paste boards at an early date in lieu of Country paste Boards. A sample of the paste Board ~~used~~ required is herewith sent.

20/6/99

20/6

O.C.
22.6

To The Supdt of Stationery with sample.

H.S. 28.6.99

1,000—3-3-99.

NOTE FOR THE P. A.

The unused ones should have been sent.

Recently the penknives given to the Clerks were taken back when their services were dispensed with and two of them were sent. ~~They were~~ As they are ~~not~~ deemed old by the Supt of Stationery, two fresh knives will be sent.

2. As for the Country paste boards, they were indented for the P.C's office and were useful for packing purposes to P.C's camp &c. Now that we have to send tappals to Ooty daily, they are of little use as the Ooty Clerk complained that the papers were damaged owing to rain. The Country paste boards ~~of~~ a sample of which (B) is submitted gets easily wetted and I therefore wanted to get English paste Boards (sample marked A). ~~The Stationery Office to~~ and asked for ~~them~~ the latter instead of the former. They declined to exchange and wanted an official requisition. I therefore, pending official requisition, kept them back in the Stationery ~~office~~ as it would save cooly ~~for~~ carrying to & from the office. A draft is submitted for approval

20/6

BACK PAPERS

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

C No 15398

500—21-4-99.

Stationery Office,
Madras, 17th June 1899.

Ref. ~~Dis.~~ No. 3327

Enclosures.

From

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

To

The Secretary to Government,
Local and Municipal Department (Plague).

Sir,

I have the honour to invite reference to this office letter No.2525 dated 25th April last to the Plague Commissioner and to state that the two penknives said to be in excess and returned to this office are old ones and cannot be taken back. I therefore request that two new penknives may be sent in lieu, out of the latest supply. I would bring to your notice that the clerk who came to take delivery of the balance of articles refused to take the country paste boards which were indented for, passed and kept ready for delivery.

Why were old ones sent [illegible]

Why?

I have the honour to be,
Sir,
Your most obedient servant,

Herbert Bradley

Ag. Superintendent of Stationery.

Ch 1264 P.

500—21-4-99.

Stationery Office,

Madras, 2. July 1899.

~~Ref.~~ / Dis. No. 1523 of 99

Enclosures. /

From

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

Acting Superintendent of Stationery,

Madras,

To

The Secretary to Government,

Local and Municipal Department.

Sir,

With reference to your memo Ref. on C No.1539 P dated 22nd June 1899, I have the honour to acknowledge the receipt of the two penknives therewith sent and to point out that the supply of straw boards required by you is restricted to the Government Press-vide Appendix A to the Stationery Rules- If you consider that their supply is absolutely necessary I would suggest that you should obtain the sanction of the Financial Department for their issue. The sample board is herewith returned.

I have the honour to be,

Sir,

Your most obedient servant,

Herbert Bradley

Ag. Superintendent of Stationery.