

P. C. No. 2445

Govt. of (1882) Madras.
FINANCIAL.

B No 978. May 21-4-82

Communicated to
Suply Engrs & Officers
Concerned for very
early report.

Cy

19.4.82

Recd. 19.4.82

Order, dated 1st April 1882, No. 318.

50.3.82

W

Suply Engrs ✓
Comd Engrs for Rs ✓
Engrs for Rs ✓
Engrs of Rs ✓
Genl Suply P.W. & S. ✓

Recd

Shaw & Co. for

21/4/82

B No 978. May 21-4-82

Stationery.—Requesting the officers who have indented for Imperial, Royal, Medium, and Demy writing papers to report whether their indents cannot be wholly or in part cancelled, foolscap or other papers being used instead.

Attd. in Receipt Dept.

With order

With order

1st APRIL 1882, No. 318, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—letter from the Superintendent of Stationery, dated 31st January 1882, No. 1268.

READ—letter from the Superintendent of Stationery, dated 3rd March 1882, No. 1426.

READ—letter from the Superintendent of Stationery, dated 14th March 1882, No. 1473.

READ—letter from the Superintendent of Stationery, dated 15th March 1882, No. 1494.

READ—letter from the Superintendent of Stationery, dated 18th March 1882, No. 1518.

ORDER—dated 1st April 1882, No. 318, Financial.

With reference to the appended statement, the departments and officers who have indented for *Imperial*, *Royal*, *Medium*, and *Demy* writing papers are requested to report whether their indents cannot be wholly or in great part cancelled, foolscap or other sorts of paper being used instead. In the Secretariat offices these expensive varieties of paper are altogether unnecessary, foolscap or stout country-paper answering every requirement, and it is probable that this is the case elsewhere, and that on personal investigation it will be found by many Heads of Offices that their demands can be withdrawn. Statements, for which the larger kinds of paper are often used, can generally with advantage be prepared on foolscap. The relative prices (in pounds sterling) of *Imperial*, *Royal*, *Medium*, *Demy*, and *Foolscap* are shown below:—

							£	s.	d.
Imperial ..	{	Hand-made ..	..	..	..	Reams	4	11	9
		Machine-made ..	..	..	..	"	3	14	10
Royal ..	{	Hand-made ..	..	..	..	"	2	19	3
		Machine-made ..	..	..	..	"	2	5	6
Medium ..	{	Hand-made ..	..	..	..	"	2	6	0
		Machine-made ..	..	..	..	"	1	15	2
Demy ..	{	Hand-made ..	..	..	..	"	1	10	11
		Machine-made ..	..	..	..	"	1	5	3
Foolscap ..	{	Hand-made ..	..	..	..	"	1	1	11
		Machine-made ..	..	..	..	"	0	5	8½

2. Heads of Departments are requested to give their personal attention to the matter. In no case will a demand for *Imperial*, *Royal*, *Medium* or *Demy* paper be suffered to stand unless full and satisfactory explanation of the purposes for which they are to be employed is given.

Replies to this reference should be forwarded within a month from its receipt.

(True Extract.)

For Acting Chief Secretary.

To Departments of the Secretariat and for
communication to Subordinate Officers.

To all Heads of Departments.

„ all Collectors of Districts.

Copy to the Chief Commissioner of Coorg, Bangalore.

STATEMENT showing the Offices which have indented for the several kinds of Writing Papers called for in Government Official Memorandum, No. 658, dated 10th March 1882, from J. G. FERRAND, Esq., Superintendent of Stationery, dated Madras, 18th March 1882.

Offices.	Foolscap.	Demy.	Medium.	Royal.	Imperial.
Secretary to Government, Public Department	Foolscap.	Demy ..	Medium..	Royal ..	Nil.
Secretary to Government, Revenue Department	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Secretary to Government, Military Department	Do. ..	Demy ..	Medium..	Royal ..	Nil.
Secretary to Government, Public Works Department	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Private Secretary to the Governor.	Do. ..	Do. ..	Nil ..	Do. ..	Do.
Military Secretary to the Commander-in-Chief..	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Revenue Board	Do. ..	Do. ..	Medium..	Royal ..	Nil.
Collector of Sea Customs	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Superintendent of Stamps..	Do. ..	Do. ..	Medium..	Royal ..	Nil.
Salt Commissioner	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Collectors of Tanjore, Nilgiris, and Salem	Do. ..	Do. ..	Medium..	Royal ..	Nil.
Collector of North Arcot	Do. ..	Nil ..	Nil ..	Do. ..	Nil.
Collectors of Madras and Nellore..	Do. ..	Demy ..	Medium..	Nil ..	Nil.
Collector of Ganjam	Do. ..	Nil ..	Do. ..	Nil ..	Nil.
Collectors of Vizagapatam, Cuddapah, Kurnool, South Canara, and Malabar	Do. ..	Demy ..	Nil ..	Nil ..	Nil.
Collectors of Godavari, Kistna, Bellary, Chingleput, South Arcot, Trichinopoly, Madura, Tinnevely, and Coimbatore	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Superintendent of Stationery	Do. ..	Demy ..	Medium..	Royal ..	Nil.
Accountant-General	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Do. for Paper Currency Department	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Auditor, Local Fund Accounts	Do. ..	Do. ..	Do. ..	Royal ..	Nil.
Conservator of Forests	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Registrar of the High Court, District Courts, and Subordinate Courts	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Madras Court of Small Causes	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Crown Office, High Court..	Do. ..	Do. ..	Do. ..	Royal ..	Nil.
Coroner	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Judge Advocate-General	Do. ..	Do. ..	Do. ..	Royal ..	Nil.
Sheriff	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Government Pleader	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Government Solicitor	Do. ..	Nil ..	Do. ..	Nil ..	Nil.
Presidency Magistrate's Court, Madras	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Presidency Magistrate's Court, Egmore	Do. ..	Demy ..	Medium..	Nil ..	Nil.
Inspector-General of Police, Madras.	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Superintendents of Police (inclusive of Police Hospital)	Do. ..	Do. ..	Do. ..	Royal ..	Nil.
Inspector-General of Jails..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Government Agent, Vizagapatam...	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Do. Tanjore	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Do. Chepauk	Do. ..	Demy ..	Medium..	Royal ..	Nil.
Do. Ganjam	Do. ..	Nil ..	Nil ..	Do. ..	Nil.
Agent for Remount Depôt, Oosoor.	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
British Consular Agent, Pondicherry	Do. ..	Demy ..	Medium..	Royal ..	Nil.
Do. do. Karikal	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Do. do. Karikal	Do. ..	Nil ..	Nil ..	Nil ..	Nil.

Statement showing the Offices which have indented for the several kinds of Writing Papers called for in Government Official Memorandum, &c.—continued.

Offices.	Foolscap.	Demy.	Medium.	Royal.	Imperial.
Superintendent, Government Botanical Gardens	Foolscap.	Demy ..	Nil ..	Nil ..	Nil.
Chief Engineer, Public Works Department, and Superintending Engineers	Do. ..	Do. ..	Medium..	Royal ..	Imperial.
Examiner, Railway Accounts	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Consulting Engineer for Railways.	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Superintendent, Public Works Stores and Workshops	Do. ..	Do. ..	Do. ..	Nil ..	Nil.
Inspector-General of Registration.	Do. ..	Nil ..	Do. ..	Royal ..	Nil.
Registrar of Assurances, Madras	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Deputy Inspector of Vaccination	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Director of Public Instruction	Do. ..	Demy ..	Medium..	Royal ..	Imperial.
Principal, Civil Engineering College	Do. ..	Do. ..	Do. ..	Do. ..	Do.
Principal, Medical College	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Auxiliary Medical School	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Government Central Museum and Reading Library	Do. ..	Do. ..	Nil ..	Royal ..	Nil.
Government Oriental Manuscript Library	Do. ..	Nil ..	Medium..	Do. ..	Nil.
Registrar of Books, Madras	Do. ..	Nil ..	Do. ..	Do. ..	Nil.
Superintendent of Army and Regimental Schools	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Committee for the Examination of Assistants	Do. ..	Demy ..	Medium..	Nil ..	Nil.
Commissioner for the Uncovenanted Civil Service Examinations	Do. ..	Nil ..	Do. ..	Royal ..	Nil.
Tamil Translator	Do. ..	Demy ..	Do. ..	Do. ..	Nil.
Malayalam Translator	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Persian and Hindustani Translator.	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Telugu Translator	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Canarese do.	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Protector of Emigrants	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Superintendent, Gazette Press	Do. ..	Nil ..	Medium..	Royal ..	Nil.
Do. Family Payments and Pensions	Do. ..	Nil ..	Do. ..	Do. ..	Nil.
Machinery Store Department, Madras	Do. ..	Demy ..	Do. ..	Nil ..	Nil.
Superintendent, Revenue Survey..	Do. ..	Nil ..	Nil ..	Royal ..	Imperial.
Do. Archaeological Survey..	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Director of Revenue Settlement	Do. ..	Demy ..	Medium..	Nil ..	Nil.
Postmaster-General	Do. ..	Do. ..	Do. ..	Royal ..	Nil.
Assistant Superintendent in charge, Madras Telegraph Store Depôt..	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Government Astronomer	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Meteorological Superintendent	Do. ..	Demy ..	Nil ..	Nil ..	Nil.
Officer in charge, Resident's Treasury, Bangalore	Do. ..	Do. ..	Medium..	Royal ..	Nil.
Master Attendant	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Sanitary Commissioner	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Health Officer	Do. ..	Nil ..	Nil ..	Royal ..	Nil.
Chemical Examiner	Do. ..	Nil ..	Medium..	Nil ..	Nil.
Principal, Medical Storekeeper	Do. ..	Demy ..	Do. ..	Royal ..	Nil.
Veterinary Surgeons	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Chief Commissioner of Coorg, Bangalore	Do. ..	Demy ..	Medium..	Royal ..	Imperial.
Superintendent, Army Clothing	Do. ..	Do. ..	Do. ..	Nil ..	Nil.

Statement showing the Offices which have indented for the several kinds of Writing Paper called for in Government Official Memorandum, &c.—continued.

Offices.	Foolscap.	Demy.	Medium.	Royal.	Imperial.
Superintendent, Camp Equipage Depôt, Madras ..	Foolscap.	Demy ..	Nil ..	Nil ..	Nil.
Commandant, Queen's Own Sappers and Miners, Bangalore ..	Do. ..	Do. ..	Medium..	Royal ..	Nil.
Senior Chaplain, Church of Scot- land, Madras ..	Do. ..	Nil ..	Do. ..	Nil ..	Imperial.
Registrar of Diocese, Madras ..	Do. ..	Demy ..	Do. ..	Royal ..	Nil.
Archdeacon ..	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Bishop of Madras ..	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
Quartermaster-General ..	Do. ..	Demy ..	Medium..	Royal ..	Imperial.
Do. for Barrack Depart- ments ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Adjutant-General ..	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Assistant Adjutant-General, Royal Artillery ..	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Inspector-General of Ordnance and Magazines and Offices under his control ..	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Examiner of Commissariat Ac- counts ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Commissary-General and Execu- tive Commissariat Offices ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Controller of Military Accounts, Pay Examiner, and Subordinate Offices of Military Finance De- partment ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Pay Examiner (for printing forms for Native Regiments and Divi- sional Paymasters) ..	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Surgeon-General with the Govern- ment of Madras ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Surgeon-General, Her Majesty's Forces ..	Do. ..	Do. ..	Do. ..	Do. ..	Nil.
Civil Hospitals ..	Do. ..	Do. ..	Do. ..	Do. ..	Imperial.
Hospitals for British Troops ..	Do. ..	Do. ..	Nil ..	Nil ..	Nil.
Hospitals for Native Troops ..	Do. ..	Nil ..	Nil ..	Nil ..	Nil.
	Do. ..	Nil ..	Nil ..	Royal ..	Nil.