

P.W. Depto

Govt. of 1883 Madras.

FINANCIAL.

No 389 May 3rd Febry 83

*Communicated
to the Officers of the Public
Works Department for in-
formation and guidance.*

*sd/ JP
dyW*

Issued

Recd.

Encl.

G.O., &c., 23rd January 1883,
Nos. 143, 144.

JANUARY.

No 389 May 3rd Febry

- Y.*
- The Chief Engineer for Sarg*
 - " Consq Engineer for Railways*
 - " Supy Engineers*
 - " Consq Archt to Govt*
 - " Genl Supt, P.W. Stores*
 - " Supt, Mtl. Works.*
 - " Examiner, P.W. Accounts*
 - " Examiner, Railway Acts*

Stationery.

Approving the recommendations of the Com-
mittee convened under G.O., No. 1466 of 1882,
to consider and determine the quality of the
stationery articles which have to be supplied to
the several Departments of Government.

Write orders

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From the Committee appointed to report upon Stationery, to the Chief Secretary to Government, dated Madras, 6th January 1883, No. 28-C.

We, the undersigned members of the Committee appointed to consider and determine the quality of the stationery articles which have to be supplied to the several Departments of Government (*vide* G.O., No. 1466, dated 13th October 1882, Financial Department), have the honor to report as follows.

2. We recommend that the supply of the articles entered in Column 2 of the subjoined statement be discontinued in future as unsuitable for use, the articles named in Column 7 being substituted for them :—

PAPER PROPOSED TO BE DISCONTINUED.					PAPER PROPOSED TO BE SUBSTITUTED.					FINANCIAL EFFECT OF THE CHANGE.		
Number.	Description.	Size.	Quantity.	Rate per Ream.	Amount.	Description.	Size.	Quantity.	Rate per Ream.	Amount.	Increase.	Decrease.
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Imperial, Machine-made ..	30½ X 22	13	50 8 0	656 8 0	Imperial, Hand-made ..	30½ X 22	13	61 15 4	805 7 4	148 15 4	RS. A. P.
2	Royal, do. ..	24 X 19	103	30 11 4	3,162 15 4	Royal, do. ..	24 X 19	103	40 0 0	4,120 0 0	957 0 8	..
3	Medium, do. ..	22½ X 18	139	23 12 0	3,301 4 0	Medium, do. ..	22½ X 18	139	31 0 8	4,314 12 8	1,013 8 8	..
4	Demy, do. ..	20 X 16	229	17 0 8	3,902 8 8	Demy, do. ..	20 X 16	229	20 14 0	4,780 6 0	877 13 4	..
5	Foolscap, do. ..	16 X 13	2,136	3 13 8	8,232 8 0	Foolscap, White-wave ..	16 X 13	2,000	4 7 4	8,916 10 8	684 2 8	..
6	Quarto Post, do. ..	14½ X 9	254	3 14 8	994 13 4	Quarto Post, Hand-made ..	14½ X 9	254	9 0 8	2,296 9 4	1,301 12 0	..
7	Octavo Post, do. ..	9 X 7	207	3 14 8	810 12 0	Octavo Post, do. ..	9 X 7	207	4 0 0	828 0 0	17 4 0	..
8	French Foolscap, 1st sort ..	18 X 14	12,200	1 15 9	24,209 6 0	Foolscap, Cream-laid, White	16 X 13	12,200	1 13 0	22,112 8 0	..	2,096 14 0
9	Do. 2nd sort ..	16½ X 12	25,000	1 7 9	37,109 6 0	Printing, Double-Double	32 X 25½	5,000	5 13 4	29,166 10 8	..	7,942 11 4
10	White Cartridge, 35 lb. ..	20 X 25	15	9 15 4	149 6 0	Pott, thin, 28 lb. ..	18 X 22	20	5 0 10	101 0 8	..	48 5 4
11	Do. 40 lb. ..	20 X 25	142	9 15 4	1,414 1 4	Bally Paper, No. 13 ..	22 X 29	117	6 13 3	798 14 3	..	366 3 9
12	Country Chellum, Medium ..	22½ X 18	650	3 10 0	20,593 12 0	Do. " 31 ..	20 X 25	25	9 15 4	248 15 4	..	5,802 1 4
	Do. Demy ..	20 X 16	250	3 8 0	..	White Cartridge, 40 lb. ..	22 X 29	3,000	3 2 0	9,375 0 0	..	16,256 3 9
	Country Demy ..	16 X 13	2,500	3 10 0	..	Bally Brown, Cartridge, ..	22 X 29	1,300	4 2 8	5,416 10 8	..	6,000 8 8
	Do. Foolscap ..	20 X 16	2,800	2 12 0	..	Super Royal, 30 lb. ..	22 X 29	..	..	..	..	11,255 11 1
	Do. Foolscap ..	16 X 13	..	..	1,04,537 4 8	Do. do. 40 lb. ..	..	..	..	93,281 9 7	5,000 8 8	..

3.* Papers of a size larger than Foolscap are generally used for permanent registers and should therefore be of good quality. We therefore recommend that hand-made paper only be supplied in those sizes.

4. For Machine-made Foolscap, which is a very unpleasant paper both to write on and to read from, we propose to substitute Foolscap, White-wove. We have slightly reduced the quantity for the reasons given at the end of paragraph 6.

5. Papers Nos. 6 and 7 are used for demi-official correspondence. The machine-made paper is of inferior quality and the ink runs through it in damp weather. We recommend the substitution of hand-made paper.

6. Though the cream-laid paper, which is proposed to be substituted for French Foolscap, first sort, is smaller in size, we consider that a larger quantity of the former will not be required, as the paper is good and can be written upon both sides of the sheet, while the French Foolscap is of an inconvenient size and also not sufficiently good to be written upon both sides. This cream-laid paper is quite good enough for all the English correspondence between officers subordinate to the Board of Revenue and Government, which does not need to be kept permanently or to pass through many hands before disposal.

7. French Foolscap, second sort, is so inferior a paper that it cannot be written on both sides. We propose to substitute Double-Double Pott, 28 lb., which, though properly a printing paper, is very well suited for drafting and for vernacular correspondence, and is already used for the former purpose by many officers by preference. The sheet being of larger size, and the paper being quite good enough to write on both sides, we propose a very large reduction in quantity. In connection with this question of the use of both sides of paper, we recommend that the use of pounce be absolutely prohibited. It is very unpleasant to have to handle papers on which it has been sprinkled, and its use, in lieu of blotting paper, is by no means an economy, seeing that it is quite impossible to write on the second side of a sheet to the first side of which it has been applied.

8. Papers Nos. 10 and 11 are used for covers, and are of European make. Bally paper may economically be substituted for them. A small supply of No. 11 may, however, if desired, be procured for use in the Government offices.

9. The papers grouped under No. 12 are those ordinarily used for covers in Mofussil and other subordinate offices, and are generally complained of. We propose to substitute Bally paper Brown Cartridge, Super Royal, 30 and 40 lb. (*vide* G.O., dated 22nd November 1882, No. 1763, Miscellaneous, Financial Department). The issues should be in the proportion of three-fourths of the thinner and one-fourth of the thicker to districts on the line of rail, and in the proportion of two-thirds of the thinner and one-third of the thicker to districts whence the Mails are conveyed by runners, a method of transit extremely destructive to the covers of heavy packets.

10. The Blotting paper now supplied is of the most inferior quality. We recommend that paper of high quality, but of the cheapest procurable color—as color seems to make a difference in price—should be obtained. The price of the paper now used is 11s. 7d. per ream, and we find that the best Blotting paper can be had in England at not more than 25 shillings per ream *retail*. When paper of very superior quality is supplied, the quantity issued to each office may be very greatly reduced. A reduction of 50 per cent. would still allow of a larger supply to the taluks for use in lieu of pounce. The total expenditure on the article should thus remain unaltered.

11. The Quills and Blacklead-pencils and Sealing-wax now supplied are also very inferior. In regard to quills and pencils, the Secretary of State should be requested to send out samples at various prices ranging upwards from those now paid. We find that the English prices of Goose-quills vary from about 15 shillings to £5 per 1,000. The price of the quills now supplied is £1-2-3 per 1,000, which is not a sufficient price to procure an article of good quality. It would be far better to give double the price and to supply half the quantity. No increase of cost would result. A very

small supply of Swan-quills should also be procured for issue to those superior officers who prefer them; one such will last as long as ten of the pens now issued. A greater variety of Steel-pens should also be procured. Many officers who prefer Steel-pens are unable to write with those now supplied which are unsuitable for rapid writing, though quite fit for the use of copyists who have to write more of a "copper-plate" hand. As regards pencils, two kinds should be issued—one hard (H) for use by clerks for ruling lines, &c., and one soft (B) for drafting purposes. Specimens of Faber's Polygrade Drawing Pencils of these sorts should be included among the samples sent.

The Superintendent of Stationery is endeavouring to procure samples of country made sealing-wax of better quality. Samples should, however, also be procured from England for comparison. It may be that sealing-wax sufficiently good, even for common use, cannot be made in India, and it is in any case necessary that superior officers should be supplied with reasonable good sealing-wax for personal use. The use of bad sealing-wax is certainly not economical. A considerable saving might also be effected in the use of sealing-wax if paste, which is very cheap, were substituted for it in making up large packets.

12. The tapes now supplied are also of very inferior quality and so rough as to be difficult to tie, and still moreso to untie packets with which they are used. Samples of tape should be procured from England of the widths known as 00 and 0, which are quite wide enough for use in tying up papers. In any case the issue of the broader and more expensive tape should be discontinued. The narrow tape is strong enough for securing packets of papers, and string is more suitable for use for heavy parcels and also cheaper.

13. The other articles of stationery do not call for remark.

14. The net results of the changes proposed cannot be absolutely stated before the effect of the various recommendations in regard to tapes, pencils, sealing-wax, &c., has been ascertained, but roughly calculated on the facts as known they would stand approximately as follows. viz. :—

		RS. A. P.		
Total cost of articles proposed to be discontinued		1,04,537	4	8
Do. do. introduced		93,281	9	7
Difference		11,255	11	1

15. In calculating the prices of the English articles, each pound sterling given in the invoice has been taken at Rs. 10, and 35 per cent. added on account of loss by exchange, packing expenses, &c., while in regard to the country articles they have been taken at the contract rates actually paid.

16. Samples of the articles proposed to be discontinued and of those to be substituted are herewith submitted.

17. If our proposals meet with the approval of Government, a very material improvement will have been effected in the quality of the stationery issued to the public offices, and there will be no excuse whatever for the wastefulness which, we believe, to be now common, and which is the not unnatural consequence of the supply of articles of a quality so inferior that it has hardly seemed worthwhile to take the trouble of exercising very strict economy in their use. The superior officers of all departments should be enjoined to insist on the careful and economical use of articles of stationery by their subordinates and should be supported in any arrangements which they may find necessary to make in order to enforce personal responsibility in this important matter. In regard to this point we would strongly recommend that the charge of the stationery should invariably devolve on the Manager of each office, and that a regular return of receipts and issues be maintained and posted daily; this return

to receive the initials of the Head of the Office or Department not less than once each month;

We have, &c.,

(Signed) R. H. SANKEY, Colonel, R.E.
 (") W. L. C. BADDELEY, Lieut., R.E.
 (") P. CHENTSAL RAO,
Superintendent of Stationery.
 (") H. W. BLISS,
Commissioner of Salt Revenue.
 (") G. S. FORBES,
Under Secretary, Public Dept.
 (") E. GIBSON,
Acting Secy., Revenue Board.
 (") H. F. CLOGSTOUN,
Accountant-General.
 (") W. MORGAN,
Deputy Registrar, High Court.

ORDER—dated 23rd January 1883, No. 143, Financial.

The recommendations of the Committee, convened under G.O., 13th October 1882, No. 1466, are approved in their entirety. The Superintendent of Stationery and all officers concerned will take the necessary steps to give effect to them.

(True Extract.)

C. G. MASTER,
Chief Secretary.

To the Superintendent of Stationery.
 „ the Revenue Department.
 „ the Military Department.
 „ the Public Works Department.
 „ the Chief Engineer.
 „ the Accountant-General.
 „ the Registrar, High Court, Appellate Side.
 „ all Heads of Departments.

ENDORSEMENT—dated 23rd January 1883, No. 144, Financial.

Copy to Government of India, Department of Finance and Commerce.

C. G. MASTER,
Chief Secretary.

Exd. T. O'Connor.

P.W. Depto

Govt. of 1883 Madras.

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per J.P.
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