

2 Copies sent to only
with the order
with the order

28TH JULY 1884, No. 1703, FINANCIAL.

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—the following paper :—

From M.R.Ry. P. CHENTSAL RAO, Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 8th July 1884, No. 467.

I have the honor to submit my report on the working and results of the Stationery department during the year 1883-84, with the usual statements A to E.

2. The subjoined statement shows the value of the stock at the beginning of the year, that received and issued during the year, and the balance :—

	1882-83.	1883-84.
	RS.	RS.
Value of the stock at the beginning of the year ..	7,57,607	4,66,716
Do. of the articles received during the year ..	1,31,437	4,43,546
Total ..	8,89,044	9,10,262
Value of the articles issued during the year ..	4,22,328	5,24,680
Balance ..	4,66,716	3,85,582

3. Receipts.—The particulars of receipts are given below :—

	1882-83.	1883-84.
	RS.	RS.
1. Value of articles obtained by indent on the Secretary of State ..	9,061	2,76,277
2. Value of articles obtained by indent from Messrs. Baker and Co., London ..	1,381	11,274
3. Value of Europe articles purchased locally ..	16,423	2,134
4. Value of French Foolscap paper purchased locally under G.O., dated 20th August 1881, No. 1523, Financial department ..	59,412	61,795
5. Value of country articles purchased locally ..	36,945	48,661
6. Do. of articles obtained from the Superintendent of Stationery, Calcutta ..	..	6,300
7. Value of articles obtained from the Superintendent of Stationery, Bombay ..	41	..
8. Value of articles obtained from the Gun Carriage Factory, Madras ..	1,602	1,469
9. Value of articles obtained from other departments.	1,689	2,578
10. Do. of articles returned from officers ..	4,235	4,946
11. Do. of articles issued in excess of the balance shown in the accounts and therefore entered under receipts to square the account ..	648	1,005
12. Value of excess discovered in stock-taking (<i>vide</i> G.O., dated 20th September 1883, No. 2097, Financial department) ..	..	6,948
13. Adjustments on account of the difference between the rates of prices adopted for issues and receipts respectively ..	..	20,153
14. Adjustments made with reference to the Auditor's report for 1881-82 ..	..	6
Total ..	1,31,437	4,43,546

Items 1 and 2.—The articles indented for 1882-83 instead of being received during that year were received in 1883-84. Hence the increase, which would have been still greater, had all the articles indented for 1883-84 been received during that year.

Item 3.—The practice of purchasing European articles in the local market has been discontinued; the few articles purchased in 1883-84 were those urgently required pending the receipt of the supplies from England.

Item 4.—The quantity of paper which ought to have been supplied at the close of 1882-83 was supplied by the contractors in 1883-84. Hence the increase.

Item 5.—The increase is due to the purchase of articles required for 1884-85. As will be seen further on, a considerable portion of the supplies required for 1884-85 were issued at the close of 1883-84.

Item 6.—2,100 reams of printing double foolscap, 16 lb., valued at Rs. 6,300, were obtained from the Superintendent of Stationery, Calcutta, to meet the urgent demands of the Superintendent, Government Press, and the Collector of Salem.

Item 13.—I have explained the nature of this item in my last administration report. The large amount entered under this item is mainly due to the difference in the prices adopted for the articles noted below under issues and receipts respectively:—

Articles.	Price adopted for issues.			Price adopted for receipts.			
	RS.	A.	P.	RS.	A.	P.	
Paper, Section, Royal $\frac{1}{16}$ th	8	13	4	3	6	11	per quire.
Do. do. $\frac{1}{16}$ th	11	7	11	4	2	2	"
Do. do. $\frac{1}{16}$ th	12	0	5	3	5	2	"
Do. Medium $\frac{1}{16}$ th	8	0	10	2	11	2	"
Do. do. $\frac{1}{16}$ th	10	1	6	3	1	6	"
Do. Demy $\frac{1}{16}$ th	9	13	2	3	0	7	"
Paper, Writing, Imperial, machine-made	41	1	2	31	8	11	per ream.
Do. Medium, do.	18	14	9	14	14	6	"
Do. Demy, do.	13	8	10	10	7	5	"
Do. Foolscap, hand-made	12	14	4	9	6	4	"
Paper, printing, Medium, 25 lb.	5	2	4	4	10	11	"
Do. do. 16 lb.	3	12	0	3	0	7	"
Do. Demy, 17 lb.	3	12	11	3	3	6	"
Do. Double Pott, 14 lb.	3	4	9	2	7	7	"
Do. Double Foolscap, 28 lb.	5	6	11	4	14	8	"
Paper, drawing, albumized	5	5	7	4	5	8	per quire.
Colors, spare, Prussian blue	0	10	2	0	8	3	per cake.
Do. cobalt	1	4	8	1	3	1	"
Lamp-black, best quality	0	5	6	0	3	3	per lb.
Gum Arabic	0	7	6	0	6	11	"
Snake stone	0	5	5	0	4	11	"
Ink-powder, fuchsine	0	11	6	0	5	2	per ounce.
Ink-glasses	2	14	6	1	13	0	per dozen.
Pencils, black-lead	0	7	8	0	3	9	"
Do. red-lead	1	0	11	0	7	2	"
Do. blue-lead	0	15	1	0	10	11	"
Steel-pens, medium	0	9	9	0	9	8 $\frac{1}{2}$	per gross.
Do. fine	0	9	9	0	9	8 $\frac{1}{2}$	"
Rubber, vulcanized, ink eraser	0	4	4	0	2	3	per No.
Cards, large	0	6	11	0	2	6 $\frac{1}{2}$	per pack.
Envelopes, medium	0	10	10	0	10	2	per cent.
Irish 4th Reading Lesson Book	0	5	2	0	5	1 $\frac{1}{2}$	per No.

The other items do not call for remark.

4. *Issues.*—The figures under this head show an increase of Rs. 1,02,352 as shown below:—

	RS.
1882-83	4,22,328
1883-84	5,24,680
Increase	1,02,352

The details are as follow:—

	1882-83. RS.	1883-84. RS.
1. Value of articles supplied to Public offices free of payment	4,04,000	4,89,564
2. Value of articles supplied to Public offices on receipt of payment	15,395	10,247
3. Value of deficiency discovered in stock-taking (<i>vide</i> G.O., dated 20th September 1883, No. 2097, Financial department)	..	8,842
4. Value of obsolete and damaged articles sold at public auction	2,880	12,240
5. Adjustments on account of the difference between the rates of prices adopted for issues and receipts respectively	..	661
6. Value of service books of the old form destroyed.	..	149
7. Value of articles supplied to the Controller of Military Accounts, Poona	..	121
8. Value of surplus articles sent to the Superintendent of Stationery, Calcutta	..	2,506
9. Value of surplus articles sent to the Superintendent of Marine Survey to the Government of India.	22	..
10. Value of surplus articles supplied to the Superintendent of Public Works Stores	..	278
11. Miscellaneous items	31	72
Total	4,22,328	5,24,680

Item 1.—Excepting in the case of hospitals, it was not usual to issue in one year articles required for another year, but in view to avoiding complaints of delay, the Acting Superintendent, during my absence on leave, despatched towards the close of 1883-84 a considerable portion of the stationery required for 1884-85. The value of the increased quantity so despatched in advance is Rs. 57,000. This accounts for a large portion of the increase. The remainder is due to the larger quantities indented for State Railways and Post offices, owing, I believe, to the extension of their work, and to the larger supplies to other departments in consequence of a diminished supply in 1882-83 for want of sufficient stock in hand.

Item 4.—The amount entered against this item is the value of the damaged articles received from districts and of those sold with reference to the orders marginally noted.

Item 5.—This item is of the same nature as that of No. 13 under receipts. When the rates of prices adopted for issues are higher than those adopted for receipts, the difference is shown under receipts, when less, under issues or disbursements.

The other items are self-explanatory, and do not call for remark.

5. *Stock on hand at the end of the year.*—The stock on the whole is less than the requirements of a year. Considerable difficulty and inconvenience were experienced for want of sufficient stock of country articles, but the G.O., Financial department, dated 25th April 1884, Mis. No. 906, which has sanctioned the purchase of an adequate stock will obviate the inconvenience in future. There are some articles which are in excess of the requirements for 3 years. I am trying to dispose of them as soon as possible, and I shall not, of course, indent for further quantities till the stock on hand is used up or otherwise disposed of.

6. *Expenditure of stationery in each office.*—I have not been able to maintain a register of actual expenditure of each article of stationery in each office. I shall open it when the additional establishment applied for is sanctioned. I trust that it will be of much use in checking extravagance in the use of stationery.

7. *Substitution of the country for European articles.*—The Indian articles substituted for those formerly obtained from England are noted below :—

Europe articles discontinued.	Country articles substituted.	Value of country articles purchased.	
		1882-83.	1883-84.
		RS.	RS.
Ink bottles, delf	Ink bottles, delf-glazed, manufactured at the Madras School of Arts.	..	104
Ink wells	Ink wells, manufactured at the Madras School of Arts.	..	174
Ink-powder, black	Ink powder, black, manufactured locally.	742	1,147
Ink, printing, black	Amrital-ul-Roy's Printing ink manufactured at Calcutta.	..	663
Ink, Morell's registration, black.	David Waldie's black registration ink, manufactured at Calcutta.	..	491
Penknives	Penknives manufactured by Mr. Johnstone, Mamully, Beypore.	..	203
	Total ..	742	2,782

The saving effected by the purchase of all these articles in 1883-84 is estimated at Rs. 1,210. A few more country articles, shown as below, have also been ordered to be substituted for those received from England, but they were not purchased during the year owing to the existence of sufficient stock in hand. Every endeavour is being made to substitute as many Indian manufactured articles as possible for similar articles of European manufacture :—

European articles discontinued.	Country articles substituted.
Printing Royal, thick, 28 lb.	Bally Mills, Badami Royal, 25 lb., manufactured at Calcutta.
Imperial Cap	Bally Mills Brown Cartridge, super Royal, 40 lb., manufactured at Calcutta.
White Cartridge, Royal, 40 lb. ..	Bally paper, No. 31, manufactured at Calcutta.
Do. do. 35 lb. ..	Do. No. 13, do.
Printing Royal, yellow, 25 lb. ..	Bally Mills, Badami Royal, yellow, 20 lb., manufactured at Calcutta.
Mill-boards	Articles manufactured by Messrs. Bassak and Co., Calcutta.
Color saucers and slabs	Articles manufactured at the Madras School of Arts.
Postage scales with weights	Articles manufactured by Shunkaralinga Auchari, Dindigul.
Paste-boards	} No suitable substitutes have been yet fixed.
Grass mill-boards	
Erasers	
Scissors	
Penholders	
Press blanket	
Ivory folders	
Long cloth	

8. *Supplemental Indents.*—The number received is shown below. I am satisfied that they were all necessary :—

	Number.
1882-83	187
1882-84	180

9. *Check over the Indents.*—There has been no material alteration in this respect.

10. *Changes in the articles of stationery.*—The changes referred to in your letter to the Government of India, No. 1600, dated 26th July 1883, Financial department, will be carried out from 1885-86.

11. *Cash receipts and charges.*—The subjoined statement shows the cash receipts and charges :—

RECEIPTS.			DISBURSEMENTS.		
Items.	1882-83.	1883-84.	Items.	1882-83.	1883-84.
	RS.	RS.		RS.	RS.
1. Sale-proceeds of stationery ..		9,216	1. Purchase of stationery ..	1,04,103	1,19,423
2. Commission realized on the above.	18,856	337	2. Service labels and telegraph message labels.	218	265
3. Sale-proceeds of service books ..	272	1,492	3. Conveyance of stationery ..	4,548	7,803
4. Do. of waste paper ..	1,789	2,242	4. Packing and despatching charges.	1,175	1,982
5. Do. of packing materials	783	1,211	5. Boat hire and pier toll charges	152	756
6. Obsolete and damaged articles sold by public auction.	296	747	6. Freight paid in India on account of stationery stores received from Secretary of State.	499	914
7. Fines imposed on contractors ..	46	..	7. Freight paid in India on account of stationery stores sent to out-stations.	1,536	1,360
8. Gain realized by sale of service books and stationery.	4	..	8. Godown rent	1,046	870
9. Deposits forfeited by contractors..	150	..	9. Office contingencies	400	475
10. Received from contractors on account of the higher price paid on articles purchased in the local market in consequence of their default in supplying the articles according to the terms of the contract.	103	..	10. Permanent office establishment	7,471	7,459
11. Railway charges recovered from officers to whom stationery was supplied on payment.	111	82	11. Honorarium for taking stock of stationery stores	..	150
12. Sundry receipts	10	4	Total cash payments ..	1,21,184	1,41,457
13. Part payment made by the store-keeper on account of the deficiency discovered in stock-taking.	..	40	12. Charges by adjustment on account of supplies received from the Gun Carriage Factory.	1,602	1,319
Total cash receipts ..	22,420	15,371	13. Charges for repairing a pair of scales by the Superintendent, Public Works Stores.	20	..
14. Deduct the amount as per Auditor's report recorded in G.O., dated 15th March 1883, No. 600, Financial department.	97	..			
	22,323	15,371			
15. Receipts by adjustment on account of supplies made to the Superintendent of Public Works Stores.	..	278			
Total ..	22,323	15,649	Total ..	1,22,806	1,42,776

The value of stationery purchased shown in the above statement differs from the value of stationery brought to account as shown in paragraph 3 *supra* by Rs. 6,833. The following figures explain the difference :—

	RS.
Value of stationery brought to account in 1883-84 as shown in paragraph 3 <i>supra</i> A (2,134 + 61,795 + 48,661)	1,12,590
Deduct the amount paid by the Controller of Military Accounts in 1883-84	2,005
Deduct the amount paid in 1884-85 on account of articles brought to account in 1883-84	2,128
	4,133
Remainder ..	1,08,457
Add value paid in 1883-84 on account of articles brought to account in 1882-83	9,639
Add value paid to the Superintendent, Government Press, for the materials purchased by him on account of binding service books	1,327
	10,966
Total given in the above statement B ..	1,19,423
Difference between A and B ..	6,833

The value of stationery sold is given in paragraph 4 as Rs. 10,247, whereas the proceeds of the stationery sold is given in the above statement as Rs. 10,708 (9,216+1,492). The following figures explain the difference :—

	RS.
Value of stationery and service books sold as shown in paragraph 4	10,247
<i>Deduct—</i>	
Value received and adjusted in 1882-83 for articles supplied in 1883-84	239
Value received and adjusted in 1884-85 for articles supplied in 1883-84	465
Value of service books supplied in lieu of those of the old and new forms returned from officers	20
	724
	9,523
<i>Add—</i>	
Value received and adjusted in 1883-84 for articles supplied in 1882-83	45
Value received and adjusted in 1883-84 for articles supplied in 1884-85	344
Value received and adjusted in 1883-84 for articles to be supplied hereafter	255
Value of service books and stationery sold by Collectors and other officers	458
Increase obtained by adopting the rates of 1881-82 in valuing sale indents before the rates of 1882-83 were ready	83
	1,185
Total	10,708

The value of supplies made by the Gun Carriage Factory at the close of the year is adjusted in the accounts in the following year. Hence the difference between the amount adjusted and the value of the articles actually received.

12. *State of building.*—Improvements to the Stationery office have been sanctioned* and the work is under progress.

ENCLOSURES.

STATEMENT A.

	RS.	A.	P.
Balance on the 1st April 1883	4,66,715	13	6
<i>Receipts.</i>			
From the Secretary of State for India	2,76,276	10	5
By local purchase of Europe articles	2,133	14	4
From the Superintendent of Stationery, Calcutta	6,300	0	0
From Messrs. Baker and Co., London	11,274	7	11
By ordinary local purchases	1,10,455	11	4
From the Gun Carriage Factory, Madras	1,469	3	1
From other offices	7,524	2	10
Found surplus	1,004	14	10
As per auditor's report on the accounts for 1881-82	5	10	1
Excess discovered in stock-taking	6,948	1	8
Adjustment on account of variation in rates	20,153	2	2
Total	4,43,545	14	8
<i>Issues.</i>			
Sales	10,246	8	11
Obsolete articles sold by auction	11,209	0	6
Damaged do. do.	1,031	0	6

	RS.	A.	P.
<i>Issues.</i>			
Articles issued as samples	62	0	10
Amount written off the accounts, being the value of Europe twine found less by weighing without cover the quantity received from the Arsenal	5	14	11
Amount written off the accounts, being the value of black registration ink-bottles found broken in the consignment received from D. Waldie, Calcutta	1	9	5
Adjustment on account of variation in rates. Value of service books of the old form destroyed and written off the accounts	661	3	2
As per auditor's report for 1881-82	149	4	0
Deficiency discovered in stock-taking	2	3	9
Issued to the Supdt. of Stationery, Calcutta	8,841	9	9
Issued to the Controller of Military Accounts, Poona	2,505	15	10
Issued to the Postal, Telegraph, and State Railways	121	5	8
Issued to the other public offices	11,523	3	6
	4,78,318	7	4
	5,24,679	8	1
Balance on the 31st March 1884	3,85,582	4	1

FORM B.

Articles.	ABSTRACT OF RECEIPTS FOR THE YEAR 1883-84.						Abstract of issues to public officers, &c.	Balance.
	From Europe.		By purchase in India.	From the Gun Carriage Factory.	Returned into Stores by officers, &c.	Total.		
	India office.	Messrs. Baker and Co.						
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Paper, drawing	6	28	51	..	129	214	6,106	25,463
" section	442	70	..	..	1,342	1,854	1,784	803
" lithographic	..	..	..	..	86	86	3,821	72,242
" writing	68,833	719	202	..	10,519	80,273	1,09,441	85,828
" printing	1,83,320	..	20	..	19,254	2,02,594	2,06,897	63,475
" water-marked	..	..	..	..	50	50	1,039	4,585
" blotting and marble	202	113	..	..	18	333	3,242	1,399
" country manufactured and French	..	..	85,573	..	764	86,337	97,000	61,972
Bibles and prayer books	..	..	261	..	218	479	709	4,579
Books, levelling, &c.	18	..	..	..	297	315	1,793	541
" blank, leather-bound and marble-covered	..	..	2,304	..	297	2,601	3,765	1,765
Colors and drawing materials	50	71	136	..	376	633	3,557	3,189
Cloth, tracing	450	..	..	..	..	450	3,681	38
" waxed, &c.	727	..	3,890	..	46	4,663	4,112	1,074
Hones and strops	504	..	..	..	4	508	279	457
Ink bottles and stands	324	..	131	979	169	1,603	2,557	1,526
" powders, &c.	1,846	..	2,841	..	848	5,535	6,069	1,598
" printing	889	..	663	..	904	2,456	2,565	4,093
Maps and sheets of Indian Atlas	..	..	..	..	17	17	447	12,544
Parchment	677	..	..	..	..	677	318	550
Paste-boards, &c.	168	39	1,918	..	80	2,205	2,102	1,059
Penknives	851	..	203	..	13	1,067	1,100	110
Pencils	2,066	271	305	..	2,286	4,928	5,471	1,517
Quills	7,884	..	..	..	8	7,892	15,488	2,071
Rubber	1,639	35	12	..	147	1,833	2,362	1,094
Steel-pens and penholders	1,755	4	..	..	92	1,851	2,526	979
Slates	..	..	..	..	2	2	189	631
Sponges	2,030	..	..	..	88	2,118	1,660	2,806
Scissors	..	..	..	..	9	9	859	1,330
Sealing-wax	2	..	3,935	..	17	3,954	3,653	455
Tape, twine, and thread	609	..	5,812	..	743	7,164	6,961	1,159
Vellum	859	..	..	..	..	859	356	510
Wafers	33	..	..	..	..	33	42	70
Miscellaneous	93	32	2,321	490	2,888	5,824	5,295	4,599
School books and materials	..	9,892	2,012	..	225	12,129	16,834	19,471
Total	2,76,277	11,274	1,12,590	1,469	41,936	4,43,546	5,24,680	3,85,582

FORM C.

ABSTRACT of receipts and issues for each of five years.

Articles.	RECEIPTS.					ISSUES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
Paper, drawing ..	18,872	10,317	10,135	376	2,068	6,864	9,491	3,580	3,844	7,890
" lithographic ..	24,439	59,949	146		86	24,788	9,126	2,344	1,387	3,821
" writing ..	1,31,463	1,63,029	1,02,002	18,190	80,273	86,396	1,08,700	59,462	99,614	1,09,441
" printing ..	2,51,796	93,005	1,31,870	3,233	2,02,594	1,47,815	1,11,802	91,284	1,73,802	2,06,897
" water-marked ..	3,565	2,648	1,125		50	783	1,348	1,633	425	1,039
" blotting and mar- ble ..	4,945	2,883	729	2,255	333	2,025	1,983	1,578	3,193	3,242
" country manufac- tured and French ..	76,357	84,352	1,01,996	75,009	86,337	1,00,392	88,217	64,105	75,081	97,600
Bible and prayer books ..	154	16	908	108	479	826	81	1,397	1,280	709
Books, levelling, &c. ..	1,222	495	131	337	315	682	621	661	1,150	1,793
" blank, leather- bound and marble- covered ..	2,274	2,143	813	1,700	2,601	544	611	2,856	709	3,765
Colors and drawing mate- rials ..	2,979	558	128	316	633	920	2,156	767	3,700	3,557
Cloth, tracing ..	3,495	2,284	1,348	48	450	1,389	1,463	528	1,139	3,681
" waxed, &c. ..	3,688	3,850	2,268	3,300	4,663	3,574	3,553	2,442	3,040	4,112
Hones and strops ..	297	382		244	508	291	289	152	296	279
Ink bottles and stands ..	1,967	1,587	3,002	1,671	1,603	1,436	1,291	1,955	1,561	2,557
" powders, &c. ..	3,630	4,046	729	785	5,535	2,447	1,461	1,723	3,664	6,069
" printing ..	10,626	3,620	1,643	1,242	2,456	7,659	2,624	1,907	3,248	2,565
Maps and sheets of Indian Atlas ..	125	12		2	17	36	182	73	177	447
Mathematical instruments ..	396	2				26	1,320			318
Parchment ..	476	362	180		677	383	221	186	190	
Paste-boards, &c. ..	2,939	3,988	3,306	7,033	2,205	4,513	2,850	1,291	11,002	2,102
Penknives ..	805	1,238	66	418	1,067	483	704	751	962	1,100
Pencils ..	3,237	6,275	2,591	510	4,928	3,119	2,213	3,461	3,938	5,471
Quills ..	9,689	21,051	10,726	5	7,892	10,834	8,263	6,866	11,894	15,488
Rubber ..	1,069	1,682	1,016	25	1,833	942	831	756	1,151	2,362
Steel-pens and penholders ..	1,930	2,428	1,425	247	1,851	1,730	1,154	1,440	1,715	2,526
Slates ..	374	181	122	1	2	176	89	227	110	189
Sponges ..	2,535	2,084	473	140	2,118	1,128	934	599	993	1,660
Scissors ..	638	632	73	495	9	496	306	225	481	859
Sealing-wax ..	1,402	2,370	1,459	1,866	3,954	1,343	2,209	1,543	1,862	3,653
Tape, twine, and thread ..	5,845	5,280	4,331	5,260	7,164	5,678	4,974	4,064	5,423	6,961
Vellum ..	273	1,278	566		859	309	729	621	490	356
Wafers ..	49	80	16		33	52	38	20	32	42
Miscellaneous ..	12,633	33,602	4,565	3,434	5,824	7,107	39,634	7,500	3,213	5,295
School books and mate- rials ..	97	6,890	5,320	3,187	12,129	7,720	3,480	3,250	1,562	16,834
Total ..	5,86,281	5,24,608	3,95,208	1,31,437	4,43,546	4,34,906	4,14,948	2,71,247	4,22,328	5,24,680

FORM D.

ABSTRACT of balances for each of five years.

Articles.	BALANCES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
Paper, drawing ..	20,977	21,803	28,358	32,088	26,266
" lithographic ..	12,876	63,699	61,501	75,977	72,242
" writing ..	80,966	1,35,295	1,77,835	1,14,996	85,828
" printing ..	1,79,111	1,60,314	2,00,900	67,778	63,475
" water-marked ..	4,080	5,380	4,872	5,574	4,585
" blotting and marble ..	3,842	4,742	3,893	4,308	1,399
" country manufactured and French ..	38,242	34,377	72,268	73,235	61,972
Bibles and prayer books ..	5,562	5,497	5,008	4,809	4,579
Books, levelling, &c. ..	2,837	2,711	2,181	2,019	541
" blank, leather-bound and marble-covered ..	2,363	3,895	1,852	2,929	1,765
Colors and drawing materials ..	6,014	4,416	3,777	6,113	3,189

FORM D—continued.

ABSTRACT of balances for each of five years—continued.

Articles.	BALANCES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
Cloth, tracing ..	2,106	2,927	3,747	3,269	38
" waxed, &c. ..	141	438	264	523	1,074
Hones and strops ..	288	381	229	228	457
Ink bottles and stands ..	679	975	2,022	2,480	1,526
" powders, &c. ..	2,416	5,001	4,007	2,132	1,598
" printing ..	3,931	4,927	4,663	4,202	4,093
Maps and sheets of Indian Atlas ..	6,164	5,994	5,921	12,974	12,544
Mathematical instruments ..	1,318				
Parchment ..	195	336	330	191	550
Paste-boards, &c. ..	1,431	2,569	4,584	956	1,059
Penknives ..	725	1,259	574	143	110
Pencils ..	1,716	5,778	4,908	2,060	1,517
Quills ..	3,636	16,424	20,284	9,667	2,071
Rubber ..	1,021	1,872	2,132	1,623	1,094
Steel-pens and penholders ..	1,136	2,410	2,395	1,654	979
Slates ..	214	306	201	818	631
Sponges ..	2,566	3,716	3,590	2,348	2,806
Scissors ..	1,090	1,416	1,264	2,180	1,330
Sealing-wax ..	73	234	150	154	455
Tape, twine, and thread ..	531	846	1,113	956	1,159
Vellum ..	5	554	499	7	510
Wafers ..	55	97	93	79	70
Miscellaneous ..	23,370	17,338	14,403	4,070	4,599
School books and materials ..	15,620	19,030	21,100	24,176	19,471
Total ..	4,27,297	5,36,957	6,60,918	4,66,716	3,85,582

FORM E.

STATEMENT showing the value of Stationery consumed in the several departments.

Departments.	Value of stationery issued in		
	1881-82.	1882-83.	1883-84.
Government Secretariat—			
Public department ..	1,895	1,211	833
Revenue department ..	1,486	1,284	1,344
Military department ..	1,369	1,177	481
Public Works department ..	1,722	1,983	758
Judicial—			
High Court, District and Sub-Judges ..	16,515	43,106	48,801
Revenue—			
Board of Revenue and Collectors, &c. ..	1,05,390	1,30,383	1,92,195
Police—			
Inspector-General, Commissioner, and Superin- tendents of Police ..	15,408	19,614	16,739
Jails ..	1,437	1,595	1,728
Registration department ..	12,645	37,748	43,098
Ecclesiastical department ..	227	632	230
Public Works department ..	20,930	22,813	32,033
Army and regimental schools ..	3,244	1,228	8,622
Miscellaneous ..	79,211	1,44,159	1,67,571
Sales ..	9,768	15,395	10,247
Total ..	2,71,247	4,22,328	5,24,680

ORDER—dated 28th July 1884, No. 1703, Financial.

The opening balance of stock in the Stationery office at the beginning of 1883-84 and the receipts and issues during that year are valued as shown below :—

	RS.
Opening balance	4,66,716
Receipts	4,43,546
Issues	5,24,680

2. The large increase in the value of the receipts as compared with those in the preceding year (Rs. 1,31,437) was due to the arrival within the twelvemonth of many articles of stationery due in 1882-83. The issues were similarly increased by the despatch to officers in March 1884 of large supplies required for 1884-85.

3. The receipts and issues for five years past are shown below :—

Year.	Receipts. RS.	Issues. RS.
1879-80	5,86,281	4,34,906
1880-81	5,24,608	4,14,948
1881-82	3,95,208	2,71,246
1882-83	1,31,437	4,22,328
1883-84	4,43,546	5,24,680

4. The Superintendent proposes to open a register showing the actual expenditure of every article of stationery in each office as soon as the additional hands sanctioned in G.O., No. 1457, dated 30th June 1884, are entertained. The Government attach much importance to these registers as an index to the consumption of stationery throughout the presidency. There can be little doubt that much wasteful extravagance prevails in many quarters. Year by year the cost of the head stationery and printing is mounting up, and the matter calls for careful and personal attention on the part of the head of every office. His Excellency in Council believes that large savings would result if heads of offices were themselves to look into the stationery accounts of their offices.

5. Some advance seems to have been made in substituting country for English articles, but the matter requires unremitting attention on the part of the Superintendent of Stationery.

6. There were 180 supplemental indents against 187 and 152 in the two years preceding. The Superintendent observes that "he is satisfied they were all necessary." The Government desire again to invite the special attention of all indenting officers to this point. Doubtless excellent reasons were adduced in each case to prove the necessity for the supplemental indent, but it is inconceivable that the exercise of forethought would not have obviated the need for some at least of these indents, which average fifteen a month.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Superintendent of Stationery.
" Accountant-General.
" Departments of the Secretariat.
" Board of Revenue.
" Heads of departments.

Exd. C. Howarth.

Govt. of (1884) Madras.
FINANCIAL.

No 2080 W & 23rd Augt/84.

Comd to Officers of
the P.N. Dept.

2 Special attention is
drawn to paras 4 & 6
of the order in the Finl
Dept.

sdg J-S-S.

Issued

Recd.

Encl.

G.O., 28th July 1884, No. 1703.

No 2080 W & 23rd Augt/84.

JULY.

Stationery.

Reviewing the report of the stationery depart-
ment for the year 1883-84.

28TH JULY 1884, No. 1703, FINANCIAL.

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—the following paper :—

From M.R.Ry. P. CHENTSAL RAO, Superintendent of Stationery, to the Chief
Secretary to Government, dated Madras, 8th July 1884, No. 467.

I have the honor to submit my report on the working and results of the Stationery
department during the year 1883-84, with the usual statements A to E.

2. The subjoined statement shows the value of the stock at the beginning of the
year, that received and issued during the year, and the balance :—

	1882-83.	1883-84.
	RS.	RS.
Value of the stock at the beginning of the year ..	7,57,607	4,66,716
Do. of the articles received during the year ..	1,31,437	4,43,546
Total ..	8,89,044	9,10,262
Value of the articles issued during the year ..	4,22,328	5,24,680
Balance ..	4,66,716	3,85,582

3. Receipts.—The particulars of receipts are given below :—

	1882-83.	1883-84.
	RS.	RS.
1. Value of articles obtained by indent on the Secre- tary of State ..	9,061	2,76,277
2. Value of articles obtained by indent from Messrs. Baker and Co., London ..	1,381	11,274
3. Value of Europe articles purchased locally ..	16,423	2,134
4. Value of French Foolscap paper purchased locally under G.O., dated 20th August 1881, No. 1523, Financial department ..	59,412	61,795
5. Value of country articles purchased locally ..	36,945	48,661
6. Do. of articles obtained from the Superintendent of Stationery, Calcutta ..	..	6,300
7. Value of articles obtained from the Superintendent of Stationery, Bombay ..	41	..
8. Value of articles obtained from the Gun Carriage Factory, Madras ..	1,602	1,469
9. Value of articles obtained from other departments. Do. of articles returned from officers ..	1,689 4,235	2,578 4,946
11. Do. of articles issued in excess of the balance shown in the accounts and therefore entered under re- ceipts to square the account ..	648	1,005
12. Value of excess discovered in stock-taking (vide G.O., dated 20th September 1883, No. 2097, Financial department) ..	..	6,948
13. Adjustments on account of the difference between the rates of prices adopted for issues and receipts respectively ..	..	20,153
14. Adjustments made with reference to the Auditor's report for 1881-82 ..	..	6
Total ..	1,31,437	4,43,546

Items 1 and 2.—The articles indented for 1882-83 instead of being received during that year were received in 1883-84. Hence the increase, which would have been still greater, had all the articles indented for 1883-84 been received during that year.

Item 3.—The practice of purchasing European articles in the local market has been discontinued; the few articles purchased in 1883-84 were those urgently required pending the receipt of the supplies from England.

Item 4.—The quantity of paper which ought to have been supplied at the close of 1882-83 was supplied by the contractors in 1883-84. Hence the increase.

Item 5.—The increase is due to the purchase of articles required for 1884-85. As will be seen further on, a considerable portion of the supplies required for 1884-85 were issued at the close of 1883-84.

Item 6.—2,100 reams of printing double foolscap, 16 lb., valued at Rs. 6,300, were obtained from the Superintendent of Stationery, Calcutta, to meet the urgent demands of the Superintendent, Government Press, and the Collector of Salem.

Item 13.—I have explained the nature of this item in my last administration report. The large amount entered under this item is mainly due to the difference in the prices adopted for the articles noted below under issues and receipts respectively:—

Articles.	Price adopted for issues.			Price adopted for receipts.		
	RS.	A.	P.	RS.	A.	P.
Paper, Section, Royal $\frac{1}{16}$ th ..	8	13	4	3	6	11 per quire.
Do. do. $\frac{1}{16}$ th ..	11	7	11	4	2	2 "
Do. do. $\frac{1}{16}$ th ..	12	0	5	3	5	2 "
Do. Medium $\frac{1}{16}$ th ..	8	0	10	2	11	2 "
Do. do. $\frac{1}{16}$ th ..	10	1	6	3	1	6 "
Do. Demy $\frac{1}{16}$ th ..	9	13	2	3	0	7 "
Paper, Writing, Imperial, machine-made	41	1	2	31	8	11 per ream.
Do. Medium, do. ..	18	14	9	14	14	6 "
Do. Demy, do. ..	13	8	10	10	7	5 "
Do. Foolscap, hand-made	12	14	4	9	6	4 "
Paper, printing, Medium, 25 lb.	5	2	4	4	10	11 "
Do. do. 16 lb.	3	12	0	3	0	7 "
Do. Demy, 17 lb.	3	12	11	3	3	6 "
Do. Double Pott, 14 lb.	3	4	9	2	7	7 "
Do. Double Foolscap, 28 lb.	5	6	11	4	14	8 "
Paper, drawing, albumized	5	5	7	4	5	8 per quire.
Colors, spare, Prussian blue	0	10	2	0	8	3 per cake.
Do. cobalt ..	1	4	8	1	3	1 "
Lamp-black, best quality	0	5	6	0	3	3 per lb.
Gum Arabic ..	0	7	6	0	6	11 "
Snake stone ..	0	5	5	0	4	11 "
Ink-powder, fuchsine ..	0	11	6	0	5	2 per ounce.
Ink-glasses ..	2	14	6	1	13	0 per dozen.
Pencils, black-lead ..	0	7	8	0	3	9 "
Do. red-lead ..	1	0	11	0	7	2 "
Do. blue-lead ..	0	15	1	0	10	11 "
Steel-pens, medium ..	0	9	9	0	9	8 $\frac{1}{2}$ per gross.
Do. fine ..	0	9	9	0	9	8 $\frac{1}{2}$ "
Rubber, vulcanized, ink eraser ..	0	4	4	0	2	3 per No.
Cards, large ..	0	6	11	0	2	6 $\frac{1}{2}$ per pack.
Envelopes, medium ..	0	10	10	0	10	2 per cent.
Irish 4th Reading Lesson Book ..	0	5	2	0	5	1 $\frac{1}{2}$ per No.

The other items do not call for remark.

4. Issues.—The figures under this head show an increase of Rs. 1,02,352 as shown below:—

	RS.
1882-83	4,22,328
1883-84	5,24,680
Increase ..	1,02,352

The details are as follow:—

	1882-83. RS.	1883-84. RS.
1. Value of articles supplied to Public offices free of payment	4,04,000	4,89,564
2. Value of articles supplied to Public offices on receipt of payment	15,395	10,247
3. Value of deficiency discovered in stock-taking (vide G.O., dated 20th September 1883, No. 2097, Financial department)	..	8,842
4. Value of obsolete and damaged articles sold at public auction	2,880	12,240
5. Adjustments on account of the difference between the rates of prices adopted for issues and receipts respectively	..	661
6. Value of service books of the old form destroyed.	..	149
7. Value of articles supplied to the Controller of Military Accounts, Poona	..	121
8. Value of surplus articles sent to the Superintendent of Stationery, Calcutta	..	2,506
9. Value of surplus articles sent to the Superintendent of Marine Survey to the Government of India.. .. .	22	..
10. Value of surplus articles supplied to the Superintendent of Public Works Stores	..	278
11. Miscellaneous items	31	72
Total ..	4,22,328	5,24,680

Item 1.—Excepting in the case of hospitals, it was not usual to issue in one year articles required for another year, but in view to avoiding complaints of delay, the Acting Superintendent, during my absence on leave, despatched towards the close of 1883-84 a considerable portion of the stationery required for 1884-85. The value of the increased quantity so despatched in advance is Rs. 57,000. This accounts for a large portion of the increase. The remainder is due to the larger quantities indented for State Railways and Post offices, owing, I believe, to the extension of their work, and to the larger supplies to other departments in consequence of a diminished supply in 1882-83 for want of sufficient stock in hand.

Item 4.—The amount entered against this item is the value of the damaged articles received from districts and of those sold with reference to the orders marginally noted.

G.O., Military department, No. 6140, dated 19th November 1881.
G.O., Military department, No. 6367, dated 24th November 1882.
G.O., Financial department, No. 2097, dated 20th September 1883.

Item 5.—This item is of the same nature as that of No. 13 under receipts. When the rates of prices adopted for issues are higher than those adopted for receipts, the difference is shown under receipts, when less, under issues or disbursements.

The other items are self-explanatory, and do not call for remark.

5. Stock on hand at the end of the year.—The stock on the whole is less than the requirements of a year. Considerable difficulty and inconvenience were experienced for want of sufficient stock of country articles, but the G.O., Financial department, dated 25th April 1884, Mis. No. 906, which has sanctioned the purchase of an adequate stock will obviate the inconvenience in future. There are some articles which are in excess of the requirements for 3 years. I am trying to dispose of them as soon as possible, and I shall not, of course, indent for further quantities till the stock on hand is used up or otherwise disposed of.

6. Expenditure of stationery in each office.—I have not been able to maintain a register of actual expenditure of each article of stationery in each office. I shall open it when the additional establishment applied for is sanctioned. I trust that it will be of much use in checking extravagance in the use of stationery.

7. *Substitution of the country for European articles.*—The Indian articles substituted for those formerly obtained from England are noted below :—

Europe articles discontinued.	Country articles substituted.	Value of country articles purchased.	
		1882-83.	1883-84.
		RS.	RS.
Ink bottles, delf	Ink bottles, delf-glazed, manufactured at the Madras School of Arts.	..	104
Ink wells	Ink wells, manufactured at the Madras School of Arts.	..	174
Ink-powder, black	Ink powder, black, manufactured locally.	742	1,147
Ink, printing, black	Amrital-ul-Roy's Printing ink manufactured at Calcutta.	..	663
Ink, Morell's registration, black.	David Waldie's black registration ink, manufactured at Calcutta.	..	491
Penknives	Penknives manufactured by Mr. Johnstone, Mamully, Beypore.	..	203
	Total ..	742	2,782

The saving effected by the purchase of all these articles in 1883-84 is estimated at Rs. 1,210. A few more country articles, shown as below, have also been ordered to be substituted for those received from England, but they were not purchased during the year owing to the existence of sufficient stock in hand. Every endeavour is being made to substitute as many Indian manufactured articles as possible for similar articles of European manufacture :—

European articles discontinued.	Country articles substituted.
Printing Royal, thick, 28 lb.	Bally Mills, Badami Royal, 25 lb., manufactured at Calcutta.
Imperial Cap	Bally Mills Brown Cartridge, super Royal, 40 lb., manufactured at Calcutta.
White Cartridge, Royal, 40 lb.	Bally paper, No. 31, manufactured at Calcutta.
Do. do. 35 lb.	Do. No. 13, do.
Printing Royal, yellow, 25 lb.	Bally Mills, Badami Royal, yellow, 20 lb., manufactured at Calcutta.
Mill-boards	Articles manufactured by Messrs. Bassak and Co., Calcutta.
Color saucers and slabs.	Articles manufactured at the Madras School of Arts.
Postage scales with weights	Articles manufactured by Shunkaralinga Anchari, Dindigul.
Paste-boards	No suitable substitutes have been yet fixed.
Grass mill-boards	
Erasers	
Scissors	
Penholders	
Press blanket	
Ivory folders	
Long cloth	

8. *Supplemental Indents.*—The number received is shown below. I am satisfied that they were all necessary :—

	Number.
1882-83	187
1882-84	180

9. *Check over the Indents.*—There has been no material alteration in this respect.

10. *Changes in the articles of stationery.*—The changes referred to in your letter to the Government of India, No. 1600, dated 26th July 1883, Financial department, will be carried out from 1885-86.

11. *Cash receipts and charges.*—The subjoined statement shows the cash receipts and charges :—

RECEIPTS.			DISBURSEMENTS.		
Items.	1882-83.	1883-84.	Items.	1882-83.	1883-84.
	RS.	RS.		RS.	RS.
1. Sale-proceeds of stationery ..		9,216	1. Purchase of stationery ..	1,04,103	1,19,423
2. Commission realized on the above.	18,856	337	2. Service labels and telegraph message labels.	218	265
3. Sale-proceeds of service books ..	272	1,492	3. Conveyance of stationery ..	4,548	7,803
4. Do. of waste paper ..	1,789	2,242	4. Packing and despatching charges.	1,175	1,982
5. Do. of packing materials.	783	1,211	5. Boat hire and pier toll charges.	152	756
6. Obsolete and damaged articles sold by public auction.	296	747	6. Freight paid in India on account of stationery stores received from Secretary of State.	499	914
7. Fines imposed on contractors ..	46	..	7. Freight paid in India on account of stationery stores sent to out-stations.	1,536	1,360
8. Gain realized by sale of service books and stationery.	4	..	8. Godown rent	1,046	870
9. Deposits forfeited by contractors..	150	..	9. Office contingencies	400	475
10. Received from contractors on account of the higher price paid on articles purchased in the local market in consequence of their default in supplying the articles according to the terms of the contract.	103	..	10. Permanent office establishment.	7,471	7,459
11. Railway charges recovered from officers to whom stationery was supplied on payment.	111	82	11. Honorarium for taking stock of stationery stores	..	150
12. Sundry receipts	10	4	Total cash payments ..	1,21,184	1,41,457
13. Part payment made by the store-keeper on account of the deficiency discovered in stock-taking.	..	40	12. Charges by adjustment on account of supplies received from the Gun Carriage Factory.	1,602	1,319
Total cash receipts ..	22,420	15,371	13. Charges for repairing a pair of scales by the Superintendent, Public Works Stores.	20	..
14. Deduct the amount as per Auditor's report recorded in G.O., dated 15th March 1883, No. 600, Financial department.	97	..			
	22,323	15,371			
15. Receipts by adjustment on account of supplies made to the Superintendent of Public Works Stores.	..	278			
Total ..	22,323	15,649	Total ..	1,22,806	1,42,776

The value of stationery purchased shown in the above statement differs from the value of stationery brought to account as shown in paragraph 3 *supra* by Rs. 6,833. The following figures explain the difference :—

	RS.
Value of stationery brought to account in 1883-84 as shown in paragraph 3 <i>supra</i> A (2,134 + 61,795 + 48,661)	1,12,590
Deduct the amount paid by the Controller of Military Accounts in 1883-84	2,005
Deduct the amount paid in 1884-85 on account of articles brought to account in 1883-84	2,128
	4,133
Remainder ..	1,08,457
Add value paid in 1883-84 on account of articles brought to account in 1882-83	9,639
Add value paid to the Superintendent, Government Press, for the materials purchased by him on account of binding service books	1,327
	10,966
Total given in the above statement B ..	1,19,423
Difference between A and B ..	6,833

The value of stationery sold is given in paragraph 4 as Rs. 10,247, whereas the proceeds of the stationery sold is given in the above statement as Rs. 10,708 (9,216+1,492). The following figures explain the difference:—

Value of stationery and service books sold as shown in paragraph 4	RS.	10,247
Deduct—	RS.	
Value received and adjusted in 1882-83 for articles supplied in 1883-84	239	
Value received and adjusted in 1884-85 for articles supplied in 1883-84	465	
Value of service books supplied in lieu of those of the old and new forms returned from officers	20	
	724	
	9,523	
Add—		
Value received and adjusted in 1883-84 for articles supplied in 1882-83	45	
Value received and adjusted in 1883-84 for articles supplied in 1884-85	344	
Value received and adjusted in 1883-84 for articles to be supplied hereafter	255	
Value of service books and stationery sold by Collectors and other officers	458	
Increase obtained by adopting the rates of 1881-82 in valuing sale indents before the rates of 1882-83 were ready	83	
	1,185	
Total ..		10,708

The value of supplies made by the Gun Carriage Factory at the close of the year is adjusted in the accounts in the following year. Hence the difference between the amount adjusted and the value of the articles actually received.

12. State of building.—Improvements

* G.O., dated 14th March 1884, No. 695 W., to the Stationery office have been sanctioned* and the work is under progress.

ENCLOSURES.

STATEMENT A.

Balance on the 1st April 1883 ..	RS.	A. P.	4,66,715 13 6
Receipts.	RS.	A. P.	
From the Secretary of State for India ..	2,76,276	10 5	
By local purchase of Europe articles ..	2,133	14 4	
From the Superintendent of Stationery, Calcutta ..	6,300	0 0	
From Messrs. Baker and Co., London ..	11,274	7 11	
By ordinary local purchases ..	1,10,455	11 4	
From the Gun Carriage Factory, Madras ..	1,469	3 1	
From other offices ..	7,524	2 10	
Found surplus ..	1,004	14 10	
As per auditor's report on the accounts for 1881-82 ..	5 10	1	
Excess discovered in stock-taking ..	6,948	1 8	
Adjustment on account of variation in rates ..	20,153	2 2	
Total ..			4,43,545 14 8
Issues.	RS.	A. P.	
Sales ..	10,246	8 11	
Obsolete articles sold by auction ..	11,209	0 6	
Damaged do. do. ..	1,031	0 6	
Total ..			9,10,261 12 2

Issues.	RS.	A. P.	
Articles issued as samples ..	62	0 10	
Amount written off the accounts, being the value of Europe twine found less by weighing without cover the quantity received from the Arsenal ..	5 14 11		
Amount written off the accounts, being the value of black registration ink-bottles found broken in the consignment received from D. Waldie, Calcutta ..	1 9 5		
Adjustment on account of variation in rates. Value of service books of the old form destroyed and written off the accounts ..	661 3 2		
As per auditor's report for 1881-82 ..	149 4 0		
Deficiency discovered in stock-taking ..	2 3 9		
Issued to the Supdt. of Stationery, Calcutta ..	8,841 9 9		
Issued to the Controller of Military Accounts, Poona ..	2,505 15 10		
Issued to the Postal, Telegraph, and State Railways ..	121 5 8		
Issued to the other public offices ..	11,523 3 6		
	4,78,318 7 4		
Total ..			5,24,679 8 1

Balance on the 31st March 1884 .. 3,85,582 4 1

FORM B.

Articles.	ABSTRACT OF RECEIPTS FOR THE YEAR 1883-84.							Abstract of issues to public officers, &c.	Balance.
	From Europe.		By purchase in India.	From the Gun Carriage Factory.	Returned into Stores by officers, &c.	Total.			
	India office.	Messrs. Baker and Co.							
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Paper, drawing	6	28	51	..	129	214	6,106	25,463	
„ section	442	70	..	..	1,342	1,854	1,784	803	
„ lithographic			202	..	86	86	3,821	72,242	
„ writing	68,833	719	20	..	10,519	80,273	1,09,441	85,828	
„ printing	1,83,320	..	..	..	19,254	2,02,594	2,06,897	63,475	
„ water-marked	..	..	..	..	50	50	1,030	4,585	
„ blotting and marble	202	113	..	..	18	333	3,242	1,399	
„ country manufactured and French	..	..	85,573	..	764	86,337	97,600	61,972	
Bibles and prayer books	..	..	261	..	218	479	709	4,579	
Books, levelling, &c.	18	..	..	..	297	315	1,793	541	
„ blank, leather-bound and marble-covered	..	..	2,304	..	297	2,601	3,765	1,765	
Colors and drawing materials	50	71	136	..	376	633	3,557	3,189	
Cloth, tracing	450	..	3,890	..	46	4,663	4,112	38	
„ waxed, &c.	727	..	..	..	4	508	279	457	
Hones and strops	604	..	131	979	169	1,603	2,557	1,526	
Ink bottles and stands	324	..	848	..	848	5,635	6,069	1,598	
„ powders, &c.	1,846	..	663	..	904	2,456	2,565	4,093	
„ printing	889	..	..	..	17	17	447	12,544	
Maps and sheets of Indian Atlas	..	..	..	..	677	677	318	550	
Parchment	677	..	1,918	..	80	2,205	2,102	1,059	
Paste-boards, &c.	168	39	203	..	13	1,067	1,100	110	
Penknives	851	..	305	..	2,286	4,928	6,471	1,517	
Pencils	2,066	271	..	..	8	7,892	15,488	2,071	
Quills	7,884	..	12	..	147	1,833	2,362	1,094	
Rubber	1,639	35	..	..	92	1,851	2,526	979	
Steel-pens and penholders	1,755	4	..	..	2	2	189	631	
Slates	..	..	..	..	88	2,118	1,660	2,806	
Sponges	2,030	..	..	..	9	9	859	1,330	
Scissors	..	..	3,935	..	17	3,954	3,653	455	
Sealing-wax	2	..	5,812	..	743	7,164	6,961	1,159	
Tape, twine, and thread	609	..	..	..	..	859	356	510	
Vellum	859	..	..	..	..	33	42	70	
Wafers	33	..	2,321	490	2,888	5,824	5,295	4,599	
Miscellaneous	93	32	2,012	..	225	12,129	16,834	19,471	
School books and materials	..	9,892	..	..	..	..	..	..	
Total	2,76,277	11,274	1,12,590	1,469	41,936	4,43,546	5,24,680	3,85,582	

FORM C.

ABSTRACT of receipts and issues for each of five years.

Articles.	RECEIPTS.					ISSUES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Paper, drawing	18,872	10,317	10,135	376	2,068	6,864	9,491	3,580	3,844	7,890
" lithographic	24,439	59,949	146	86	24,788	9,126	2,344	1,397	3,821	
" writing	1,31,463	1,63,029	1,02,002	18,190	80,273	86,396	1,08,700	59,462	99,614	1,09,441
" printing	2,51,796	93,005	1,31,870	3,233	2,02,594	1,47,815	1,11,802	91,284	1,73,802	2,06,897
" water-marked	3,565	2,648	1,125	50	783	1,348	1,633	425	1,039	
" blotting and mar- ble.	4,945	2,883	729	2,255	333	2,025	1,983	1,578	3,193	3,242
" country manufac- tured and French.	76,357	84,352	1,01,996	75,009	86,337	1,00,392	88,217	64,105	75,081	97,600
Bible and prayer books ..	154	16	908	108	479	226	81	1,397	1,280	709
Books, levelling, &c. ..	1,222	495	131	337	315	682	621	661	1,150	1,793
" blank, leather- bound and marble- covered.	2,274	2,143	813	1,700	2,601	544	611	2,856	709	3,765
Colors and drawing mate- rials.	2,979	558	128	316	633	920	2,156	767	3,700	3,557
Cloth, tracing	3,495	2,284	1,348	48	450	1,389	1,463	528	1,139	3,681
" waxed, &c.	3,688	3,850	2,268	3,300	4,663	3,574	3,553	2,442	3,040	4,112
Hones and strops	297	382	244	508	291	289	152	296	279	
Ink bottles and stands ..	1,967	1,587	3,002	1,671	1,603	1,436	1,291	1,955	1,561	2,557
" powders, &c.	3,630	4,046	729	785	5,535	2,447	1,461	1,723	3,664	6,069
" printing	10,626	3,620	1,643	1,242	2,456	7,659	2,624	1,907	3,248	2,565
Maps and sheets of Indian Atlas.	125	12	2	2	17	36	182	73	177	447
Mathematical instruments.	396	2	..	..	26	1,320	..	..	..	..
Parchment	476	362	180	677	383	221	186	190	318	
Paste-boards, &c.	2,939	3,088	3,306	7,033	2,205	4,513	2,850	1,291	11,002	2,102
Penknives	805	1,238	66	418	1,067	483	704	751	962	1,100
Pencils	3,237	6,275	2,591	510	4,928	3,119	2,213	3,461	3,938	5,471
Quills	9,689	21,051	10,726	5	7,892	10,834	8,263	6,866	11,894	15,488
Rubber	1,069	1,682	1,016	25	1,833	942	831	756	1,151	2,362
Steel-pens and penholders.	1,930	2,428	1,425	247	1,851	1,730	1,154	1,440	1,715	2,526
Slates	374	181	122	1	2	176	89	227	110	189
Sponges	2,535	2,084	473	140	2,118	1,128	934	599	993	1,660
Scissors	638	632	73	495	9	496	306	225	481	859
Sealing-wax	1,402	2,370	1,459	1,866	3,954	1,343	2,209	1,543	1,862	3,653
Tape, twine, and thread ..	5,845	5,289	4,331	5,260	7,164	5,678	4,974	4,064	5,423	6,961
Vellum	273	1,278	566	..	859	309	729	621	490	356
Wafers	49	80	16	..	33	52	38	20	32	42
Miscellaneous	12,633	33,602	4,565	3,434	5,824	7,107	39,634	7,500	3,213	5,295
School books and mate- rials.	97	6,890	5,320	3,187	12,129	7,720	3,480	3,250	1,562	16,834
Total	5,86,281	5,24,608	3,95,208	1,31,437	4,43,546	4,34,906	4,14,948	2,71,247	4,22,328	5,24,680

FORM D.

ABSTRACT of balances for each of five years.

Articles.	BALANCES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
	RS.	RS.	RS.	RS.	RS.
Paper, drawing	20,977	21,803	28,358	32,088	26,266
" lithographic	12,876	63,699	61,501	75,977	72,242
" writing	80,966	1,35,295	1,77,835	1,14,996	85,828
" printing	1,79,111	1,60,314	2,00,900	67,778	63,475
" water-marked	4,080	5,380	4,872	5,574	4,585
" blotting and marble	3,842	4,742	3,893	4,308	1,399
" country manufactured and French.	38,242	34,377	72,268	73,235	61,972
Bibles and prayer books ..	5,562	5,497	5,008	4,809	4,579
Books, levelling, &c. ..	2,837	2,711	2,181	2,019	541
" blank, leather-bound and marble-covered.	2,363	3,895	1,852	2,929	1,765
Colors and drawing materials	6,014	4,415	3,777	6,113	3,189

FORM D—continued.

ABSTRACT of balances for each of five years—continued.

Articles.	BALANCES.				
	1879-80.	1880-81.	1881-82.	1882-83.	1883-84.
	RS.	RS.	RS.	RS.	RS.
Cloth, tracing	2,106	2,927	3,747	3,269	38
" waxed, &c.	141	438	264	523	1,074
Hones and strops	288	381	229	228	457
Ink bottles and stands ..	679	975	2,022	2,480	1,526
" powders, &c.	2,416	5,001	4,007	2,132	1,598
" printing	3,931	4,927	4,663	4,202	4,093
Maps and sheets of Indian Atlas.	6,164	5,994	5,921	12,974	12,544
Mathematical instruments	1,318	..	..	..	..
Parchment	195	336	330	191	550
Paste-boards, &c.	1,431	2,569	4,584	956	1,059
Penknives	725	1,259	574	143	110
Pencils	1,716	5,778	4,908	2,060	1,517
Quills	3,636	16,424	20,284	9,667	2,071
Rubber	1,021	1,872	2,132	1,623	1,094
Steel-pens and penholders	1,136	2,410	2,395	1,654	979
Slates	214	306	201	818	631
Sponges	2,566	3,716	3,590	2,348	2,806
Scissors	1,090	1,416	1,264	2,180	1,330
Sealing-wax	73	234	150	154	455
Tape, twine, and thread ..	531	846	1,113	956	1,159
Vellum	5	554	499	7	510
Wafers	55	97	93	79	70
Miscellaneous	23,370	17,338	14,403	4,070	4,599
School books and materials	15,620	19,030	21,100	24,176	19,471
Total	4,27,297	5,36,957	6,60,918	4,66,716	3,85,582

FORM E.

STATEMENT showing the value of Stationery consumed in the several departments.

Departments.	Value of stationery issued in		
	1881-82.	1882-83.	1883-84.
	RS.	RS.	RS.
Government Secretariat—			
Public department	1,895	1,211	833
Revenue department	1,486	1,284	1,344
Military department	1,369	1,177	481
Public Works department ..	1,722	1,983	758
Judicial—			
High Court, District and Sub-Judges	16,515	43,106	48,801
Revenue—			
Board of Revenue and Collectors, &c.	1,05,390	1,30,383	1,92,195
Police—			
Inspector-General, Commissioner, and Superin- tendents of Police	15,408	19,614	16,739
Jails	1,437	1,595	1,728
Registration department ..	12,645	37,748	43,098
Ecclesiastical department ..	227	632	230
Public Works department ..	20,930	22,813	32,033
Army and regimental schools	3,244	1,228	8,622
Miscellaneous	79,211	1,44,159	1,67,571
Sales	9,768	15,395	10,247
Total	2,71,247	4,22,328	5,24,680

ORDER—dated 28th July 1884, No. 1703, Financial.

The opening balance of stock in the Stationery office at the beginning of 1883-84 and the receipts and issues during that year are valued as shown below :—

Opening balance	..	..	..	..	..	..	..	RS.
Receipts	..	..	..	..	..	..	..	4,66,716
Issues	..	..	..	..	..	..	..	4,43,546
								5,24,680

2. The large increase in the value of the receipts as compared with those in the preceding year (Rs. 1,31,437) was due to the arrival within the twelvemonth of many articles of stationery due in 1882-83. The issues were similarly increased by the despatch to officers in March 1884 of large supplies required for 1884-85.

3. The receipts and issues for five years past are shown below :—

Year.	Receipts.	Issues.
	RS.	RS.
1879-80 ..	5,86,281	4,34,906
1880-81 ..	5,24,608	4,14,948
1881-82 ..	3,95,208	2,71,246
1882-83 ..	1,31,437	4,22,328
1883-84 ..	4,43,546	5,24,680

4. The Superintendent proposes to open a register showing the actual expenditure of every article of stationery in each office as soon as the additional hands sanctioned in G.O., No. 1457, dated 30th June 1884, are entertained. The Government attach much importance to these registers as an index to the consumption of stationery throughout the presidency. There can be little doubt that much wasteful extravagance prevails in many quarters. Year by year the cost of the head stationery and printing is mounting up, and the matter calls for careful and personal attention on the part of the head of every office. His Excellency in Council believes that large savings would result if heads of offices were themselves to look into the stationery accounts of their offices.

5. Some advance seems to have been made in substituting country for English articles, but the matter requires unremitting attention on the part of the Superintendent of Stationery.

6. There were 180 supplemental indents against 187 and 152 in the two years preceding. The Superintendent observes that "he is satisfied they were all necessary." The Government desire again to invite the special attention of all indenting officers to this point. Doubtless excellent reasons were adduced in each case to prove the necessity for the supplemental indent, but it is inconceivable that the exercise of forethought would not have obviated the need for some at least of these indents, which average fifteen a month.

(True Extract.)

For the Superintendent

Chief Secretary.

To the Superintendent of Stationery.

„ Accountant-General.
„ Departments of the Secretariat.
„ Board of Revenue.
„ Heads of departments.

Exd. C. Howarth.