

Govt. of 1884 Madras.

no 545 W of 28th Feb/84

Communicated
to the officers of the
Public Works Dept.

CJ
19-2-84

lll
19-2-84

C. E. for J. v
C. E. for Rys. v
S. C. for G. v
C. A. to Supt. v
Genl Supt. P. W. S. v
Supt. in H. W. S. v
Ex. P. W. S. v
Ex. Rys. S. v
Ex. in Chief State Rys. v

Decd 29/2/84
11/3
15/3

Govt. of 1884 Madras.

FINANCIAL.

Issued

Recd. 18/2/84

Encl.

G.O., 12th February 1884, No. 304.

no 545 W of 28th Feb/84

FEBRUARY.

Stationery.

Reviewing the report of the Stationery department for the year 1883-84.

with order
Subdri Dept Dept

Govt. of 1884 Madras.

21ST APRIL 1883, No. 1201 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

Buildings and Roads.
Civil Works.

READ—the following letter from Colonel H. L. PRENDERGAST, R.E., Superintending Engineer, Fifth Circle, to the Chief Engineer, Public Works Department, dated Chepauk, 22nd March 1883, No. 4577 :—

With reference to G.O., No. 2239 W., dated 31st August 1882, I have the honor to submit a sketch plan showing the additional accommodation proposed to be given in the Stationery Office buildings.

2. In accordance with the demands made by the Superintendent of Stationery in paragraph 9 of his letter of the 29th June 1882, the plan shows—

- (1) an upper story to be built on the stamp store-room and to be connected by a bridge with the Stamp Office;
- (2) the extension of the stationery store-room northwards as far as the boundary wall, with an upper story;
- (3) the construction of a new double-storied block, marked V on the plan;
- (4) the guard-room and stable to be altered, and the position of the gate-way to be moved from B to A.

3. The plan has been approved by the Superintendent of Stationery.

No. 725 C.

Forwarded to the Financial Department for approval with reference to paragraph 10 of G.O. in that Department, No. 755, dated 22nd July 1882.

(By Order.)

MADRAS,
2nd April 1883.

(Signed) J. PENNYCUICK, Major, R.E.,
Under Secy. to Govt., P.W.D.

No. 779.

Approved and retransferred to the Public Works Department.

OOTACAMUND,
17th April 1883.

(Signed) E. S. LAFFAN,
Ag. Under Secy. to Govt.

ORDER—dated 21st April 1883, No. 1201 W., Public Works.

Communicated to the Superintending Engineer, Fifth Circle, who will submit detailed plans and estimates for the proposed additional accommodation.

(True Extract.)

(Signed) R. H. SANKEY, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Superintending Engineer, Fifth Circle.
„ Superintendent of Stationery.
„ Financial Department.

Exd. C. Howarth.
Spare Copies

BUILDINGS AND ROADS.
CIVIL WORKS.

Govt. of {1883} Madras.

PUBLIC WORKS.

Dated April, 21st.

Recd.

Encl.

G.O., 21st April 1883, No. 1201 W.

APRIL.

Stationery Office Buildings,
Madras

The Superintending Engineer, Fifth Circle,
to submit detailed plans and estimates for
the proposed additions to the —.

12TH FEBRUARY 1884, No. 304, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper:—

From P. CHENTSAL RAO, Superintendent of Stationery, to the Acting Chief Secretary to Government, dated Madras, 23rd August 1883, No. 689.

I have the honor to submit my report on the working and results of the Stationery Department during the year 1882-83, with the usual Statements A to E.

2. The subjoined statement shows the value of the stock received into store, that of the stock issued, and the balance:—

	1881-82.	1882-83.
	RS.	RS.
Value of the stock at the beginning of the year	5,36,957	7,57,607
Value of the stationery received during the year	3,95,208	1,31,437
	Total	
	9,32,165	8,89,044
Value of articles issued during the year	2,71,247	4,22,328
	Balance	
	6,60,918	4,66,716

Balance at the end of the year 1881-82 as entered in the administration report of that year. 6,60,918
Balance brought forward as that outstanding at the commencement of 1882-83. 7,57,607

The balance brought forward from the account of 1881-82 does not correspond with the figure given in the last year's report as the articles have all been re-valued with reference to the instructions contained in G.O., dated 29th March 1882, Financial Department, No. 315.

3. Receipts.—All European articles excepting those required for Army Schools, Lithographic Department, Gun Carriage Factory, Garrison Instructors, Veterinary Surgeons and Survey Schools, Head Quarters, Queen's Own Sappers and Miners are obtained from England by indent on the Secretary of State for India, those required for the above-mentioned Departments being obtained direct from Messrs. Baker and Co. on indent forwarded through the Controller of Military Accounts. All the country articles are purchased locally by inviting tenders. In 1881-82, however, a large number of European articles was purchased locally experimentally, but the practice has been since discontinued. The details of receipts are given below:—

	1881-82.	1882-83.
	RS.	RS.
1. Value of articles obtained through the Secretary of State	35,731	9,061
2. Value of European articles purchased locally	2,22,013	16,423
3. Value of articles obtained from the Superintendent of Stationery, Bombay		41

	1881-82.	1882-83.
	RS.	RS.
4. Value of country articles purchased locally	1,15,767	96,357
5. Value of European articles obtained through Messrs. Baker and Co.	8,380	1,381
6. Value of articles obtained from the Gun Carriage Factory	3,649	1,602
7. Value of articles returned from Officers, of those found surplus, and of those received from Arsenal.	3,911	6,572
8. Adjustments	5,757	..
Total ..	3,95,208	1,31,437

4. The method adopted in valuing the articles received from the Secretary of State in 1882-83 is, with reference to Government Order quoted above, slightly different from that adopted in the valuation of 1881-82. In 1882-83, the invoice rates were taken at 10 rupees a pound, *plus* 20 per cent. for exchange, 5 per cent. for freight, and 10 per cent. for packing and establishment charges, while in 1881-82 no allowance was made for exchange. The articles locally purchased and those obtained from Messrs. Baker and Co. were valued in both the years at the actual cost incurred, and the articles returned from officers at the average rates charged for similar articles purchased locally or obtained from England.

5. The decrease under Item 1, notwithstanding the difference in the method of valuation, is due to the articles indented for 1882-83 not having been received within the official year. The decrease under Item 2 is owing, as already stated, to the discontinuance of the purchase of European articles locally, the few articles received into store in 1882-83 being the balance of those contracted for 1881-82. The falling off under Item 4 is chiefly due to the less price paid for French Foolscap purchased during 1882-83, and that under Item 5 to the school-books and materials indented for not having been received within the official year. The prices charged by the Gun Carriage Factory for the articles supplied by them in 1882-83 were less than those charged in 1881-82, and hence the decrease under Item 6. The only other item that calls for remark is No. 8. The value of articles issued is calculated with reference to the average rates of those received in the previous years. In doing this, it so happens sometimes that there is a balance of quantity in hand without any balance in the value and sometimes the value of issues happens to be greater than that of the stock in hand. In such cases the balance quantity is valued at the average rates and added to the receipts together with the excess value of the issues and the amount so added shown under this head (No. 8). But, for 1882-83, there is no such amount to be entered under this head, as all the articles in hand at the commencement of the year have been re-valued with reference to the Government Order already quoted.

6. *Issues.*—The issues in 1881-82 were unusually low in consequence of the interruption caused by the removal of stores from one building to another owing to the reconstruction of the office building. This accounts for the increase in 1882-83, which would have been still larger, were it not for the limited stock in hand, all the supplies from England not having been received within the official year. It must, however, be here remarked that a portion of the increase is merely nominal, being due to the difference in the mode of valuation. In valuing the issues of 1882-83, a pound of the invoice price is taken at Rs. 10, *plus* 20 per cent. for exchange and 15 per cent. for other purposes, whereas in the value of the issues for 1881-82 no allowance was made for exchange.

7. The number of officers to whom stationery is supplied by this Department without any payment being received is 356, and there are 165 officers to whom it is supplied on payment, the total number of officers to whom supplies are made being thus 521 (*vide* List F).

8. The several descriptions of articles supplied consisting of no less than 508 are specified in List G.

9. The value of the stationery supplied to each Department is shown in Statement E, of which the following is the abstract:—

	1881-82.	1882-83.
	RS.	RS.
1. Government Secretariats	6,472	5,655
2. Board of Revenue and Collectors	1,05,390	1,30,383
3. High Court, District, and Sub-Judges	16,515	43,106
4. Police	15,408	19,614
5. Registration	12,645	37,748
6. Public Works	20,930	22,813
7. Miscellaneous including sales	93,887	1,63,009
Total ..	2,71,247	4,22,328

The remarkable increase under Item 3 is due partly to the causes explained in paragraph 6 and partly to the fact that the supplies due on account of 1881-82 were made towards the end of 1880-81.

10. *Stationery sold.*—As observed in the previous paragraph, stationery is supplied to some officers on payment. The country articles supplied to them are charged at their cost price, *plus* 5 per cent., and for the English articles, the English cost price at 10 rupees a pound, *plus* 20 per cent. for exchange, 5 per cent. for freight, and 10 per cent. for establishment, &c., is charged. The total value of the articles supplied on sale indents in 1882-83, including the cost of service books and the commission of 5 per cent. on country articles supplied, was Rs. 16,850. This amount differs from that (Rs. 15,395) shown in Statement A as the value of stationery sold, because for the purpose of Statement A, the whole stationery issued was valued at the average rates of 1881-82, while the prices actually charged were partly according to the average rates of 1880-81 and partly according to the average rates of 1881-82. The former rates were adopted before the latter rates were known. Moreover, the figure above given includes the commission, while that given in Statement A does not.

11. *Stock on hand at the end of the Year.*—The value of the stock at the end of the year was Rs. 4,66,716. The stock is apparently equal to one year's consumption, but it is not so in fact. In some cases, the stock is excessive, while in others it is unduly low. The subjoined statement shows the value of stock under each class of articles and the time for which it is likely to be sufficient for use, taking the issues in 1882-83 as the guide:—

European Articles.

	Stock on Hand.	Time for which it is likely to be sufficient for use.
	RS.	YEARS.
1. Maps and Sheets of Indian Atlas	12,797	72
2. Paper, Lithographic	75,977	54½
3. School Books and Materials	18,800	26
4. Paper, water-marked	5,574	13
5. Do. drawing	31,355	10½
6. Slates	818	7½
7. Scissors	2,180	4½
8. Bibles and Prayer Books	4,763	3¾
9. Cloth, Tracing	3,269	2¾
10. Wafers	79	2½
11. Sponges	2,348	2½
12. Books, Levelling, &c.	2,019	1¾
13. Colors and Drawing materials	6,113	1½
14. Ink bottles and stands	766	1½
15. Blotting and Marble	4,308	1½
16. Rubber	1,623	1½
17. Ink, Printing	4,202	1¾

European Articles.—continued.

	Stock on Hand.	Time for which it is likely to be sufficient for use.
	RS.	YEARS.
18. Paper, writing	1,14,996	
19. Parchment	191	1½
20. Steel Pens and Penholders	1,654	
21. Paste-boards, &c.	820	7
22. Paper, Section	733	8
23. Bones and Strops	228	
24. Quills	9,667	3
25. Pencils	2,060	4
26. Paper, Printing	67,778	1½
27. Ink powders	1,382	1
28. Penknives	143	1
29. Tape	45	7
30. Vellum	7	No issues in 1882-83, but the stock is not large.
31. Miscellaneous	3,290	less than a month.
		3½ years.

Country Articles.

	RS.	YEARS.
32. Maps and Atlas	177	No issues in 1882-83.
33. School Books and Materials	5,376	6½
34. Ink-stands	1,714	1½
35. Paper, country manufactured and French	73,235	1
36. Ink powders	750	7
37. Bibles and Prayer Books	46	8
38. Books, blank, Leather bound and Marble covered	2,929	1
39. Miscellaneous	780	1
40. Cloth, waxed, &c.	523	1
41. Tape, twine, and thread	911	1
42. Sealing-wax	154	1½
43. Paste-boards	136	
Total	4,66,716	

Items 1 & 32.—These are not articles of annual supply. They are supplied only when they are specially required. These maps were all received into store prior to 1869 and none since.

Item 2.—Government have in their Order, dated the 5th September 1882, No. 1109, Miscellaneous, directed to dispose of a good portion of this paper valued at about Rs. 73,000. I have advertised the paper for sale, but no offers have been received. The paper is valuable, and I fear it cannot be sold by public auction without much loss. I shall, therefore, ask the Superintendents of Calcutta and Bombay whether they require it. If they do not want, I shall sell it by public auction.

Item 3.—Owing to a revision in the allotment, books of about 13,000 rupees have become obsolete, and the Government have authorized their sale by public auction (*vide* G.O., dated 24th November 1882, No. 6367, Military Department). I am arranging for their sale accordingly.

Item 4.—The paper is mostly that used for Bills-of-Exchange. It was received in 1879-80, and the following year for the use of Money Order Department, Pay Examiner, and Examiner of Public Works Accounts. I shall ascertain their requirements for three years, and shall use the remainder for other purposes.

Item 5.—The last supply was received in 1881-82. The paper is very expensive and cannot without loss be sold by auction. I shall not indent for further quantity till the stock is considerably reduced.

Item 6.—The last supply was received in 1881-82, and none will be indented for till the stock is reduced.

Item 7.—The actual stock is less than that shown in the accounts, and is not more than necessary.

Item 8.—These were received prior to 1869 and none since.

Item 33.—The books which have become obsolete will be disposed of as directed in G.O., dated 19th November 1881, No. 6140, Military Department. The quantities of all the other articles are less than actual requirements, but they have been to some extent supplemented by the receipts obtained subsequent to the official year. The present system of maintaining stock, however, seems to require revision. At present the indent for European articles is sent a year before the period for which they are required, the supply indented for including the stock in hand, being equal to two and a-half years' consumption; thus only a surplus stock equal to half year's requirements is maintained, but it has been lately decided that in future the indent should be made for a supply equal to three years' consumption, so that a full year's supply may always be on hand. But in regard to country articles no stock is maintained, the articles required for each year being purchased in that year. This system is productive of much inconvenience and delay in the supply of the articles to the several departments, and it seems to me that, in the case of the country as well as English articles, a year's stock must be maintained. At least the articles required for use in any year must be purchased a few months before its commencement. On this subject I have already addressed Government, and shall address them again when submitting my next budget, with reference to G.O., dated 26th June 1883, Financial, No. 1301, Miscellaneous.

12. *Check of Indents.*—The check exercised by this office on the indents received consists in their verification by the Indent Clerk who sees (1) that the quills, steel-pens, pencils and rubber pieces indented for are according to the allotment sanctioned, (2) that decennial, quinquennial and biennial supplies are not indented for before they are due, and (3) that the quantities of the other articles are according to the average of the previous years, and if in excess, that the increase has been accounted for. The saving to Government in 1882-83 by the exercise of this check is calculated at Rs. 3,047.

13. No account is maintained in this office of the stationery actually expended by each officer, and I think it would be useful if such a statement is kept, and the expenditure in the several offices reviewed and noticed in the Administration Report; for, on comparing the expenditure of stationery in the several Collectories, I observe great inequalities, which might be corrected by the issue of some uniform rules regarding the use of stationery. For instance, the average expenditure of French Foolscap, first sort, in 1880-81 and 1881-82 was 732 reams in the Collectory of Godavari against 218 in Kistna, 728 in Nellore against 190 in Cuddapah, 26½ in Bellary against 183 in Kurnool, 278 in North Arcot against 475 in South Arcot, 340 in Tanjore against 22 in Madura. The inequalities above pointed are to a certain extent made up by the unequal consumption of the second sort paper, but the difference between the value of the first and second sort papers is considerable, and I think that there should be some rule as to when the first sort paper should be used and when the second sort. The ink powders used were 1,124 in the Collectory of North Arcot against 475 in South Arcot, 402 in Ganjam against 232 in Vizagapatam, 447 in Nellore against 247 in Cuddapah, 705 in Bellary against 166 in Madura. These variations seem to indicate different degrees of supervision in regard to the expenditure of stationery, and I think an annual review of the expenditure in each office will be productive of some good, but my establishment is quite inadequate even for the work it has now to perform, and no further work can be imposed on it. I, however, purpose to address Government separately on the subject of establishment after ascertaining the strength in the Stationery Offices at Bombay and Calcutta.

14. *Quality of Stationery articles supplied.*—Numerous complaints having been received from time to time regarding the quality of the stationery articles supplied,

the Government were pleased to appoint a Committee consisting of the officers noted in the margin to consider the matter and determine the standard of the quality of the various English and country articles which have to be supplied to the several Departments. The Committee have submitted their recommendations and they were approved by Government with certain modifications suggested by the Government of India. The changes will be introduced from 1885-86.

15. *Substitution of country for European articles.*—Since the resolution of the Government of India on the subject of the substitution as far as possible of country for European articles, the articles noted below have been ordered to be substituted for similar articles hitherto received from England, but some of the substituted articles have not yet been purchased owing to the existence of sufficient stock in hand:—

European Articles discontinued.	Value of Annual Requirements.	Country Articles Substituted.
1. Morell's Registration Ink ..	RS. 896	Indian ink has been ordered to be used, but no substitute has been yet fixed.
2. Ink, Printing, black ..	2,102	Amratalal Roy's ink manufactured at Calcutta.
3. Delf Ink-bottles and Ink-wells	149	Supplies are obtained from the Superintendent of School of Arts.
4. Penknives and Scissors ..	1,406	Articles manufactured in the Burdwan District, Bengal Presidency, have been ordered to be purchased. The matter is, however, under reference.
5. Printing, Royal, 28 lb. ..	2,392	Bally Mills, Badami, Royal paper, 25 lb., manufactured at Calcutta.
6. Ink Powder, black ..	1,917	Purchased from a local manufacturer.
Total ..	8,862	

16. Every endeavour is being made to substitute as many Indian for European articles as possible.

17. *Supplemental Indents.*—The number of Supplemental Indents received * during the year was slightly larger than that in the preceding year, but good reasons were assigned in each case for their submission, and the matter calls for no remark.

18. *Service Registers.*—A new form of service books was introduced during the year. It is neatly bound and is certainly an improvement on the old form. The price of it is Annas 2-10 per book against 8 pies of the old one. I request the sanction of Government for destroying all the old forms in hand.

19. *Cash Receipts and Charges.*—The subjoined statement shows the cash receipts and the charges of the department compared with those of the preceding year:—

CASH RECEIPTS.			CHARGES INCURRED IN INDIA.		
Item.	Amount, 1881-82.	Amount, 1882-83.	Item.	Amount, 1881-82.	Amount, 1882-83.
1. Sale proceeds of Stationery, including Commission ..	RS. 11,015	RS. 18,864	1. Purchase of stationery ..	RS. 3,52,494	RS. 1,04,103
Less Refunds	48	8	2. Service labels and telegraph message ..	281	218
2. Sale proceeds of Service Books	10,967	18,856	3. Conveyance of stationery.	3,634	4,584
Less Refunds	193	280	4. Packing and despatching charges	1,475	1,175
Less amount erroneously credited in 1880-81 (<i>vide</i> G.O., Financial, No. 306, dated 23rd March 1882) ..	1	272	5. Boat hire and Pier Toll charges	575	152
3. Sale proceeds of waste paper.	192		6. Freight paid in India on account of stationery stores received from Secretary of State ..	34	499
4. Sale proceeds of packing materials	2,503	1,789	7. Freight paid in India on account of stationery stores received from Secretary of State sent to outstations ..	1,494	1,536
5. Condemned articles sold by public auction	1,187	783	8. Godown rent	1,778	1,046
6. Fines imposed on Contractors	1,085	296	9. Office Contingencies ..	273	400
7. Gain realized by sale of Service Books and Stationery.	11	46	10. Permanent Office Establishment	6,995	* 7,471
8. Deposits forfeited by Contractors	1	4	Total Cash payments ..	3,69,033	1,21,184
9. 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 ..		150	11. Charges by Adjustment ..	4,978	1,622
10. Railway charges recovered from officers to whom stationery was supplied on payment		103			
11. Sundry receipts	28	111			
		10			
12. Deduct the amount as per paragraph 3 of the Accountant-General's letter on the Auditor's report, recorded in G.O., dated 15th March 1883, No. 600, Financial Department		22,420			
		97			
Total ..	15,974	22,323	Total ..	3,74,011	1,22,806

* The increase is due to the increased establishment.

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 Rupees 8,677. The following figures explain the difference:—

	RS.
Value of stationery brought to account in 1882-83 as shown in paragraph 3 <i>supra</i> A (16,423 + 96,357)	1,12,780
Deduct value paid in 1883-84	9,639
Remainder	1,03,141
Add value paid in 1882-83 on account of articles brought to account in 1882-83	962
B	1,04,103
Difference between A and B	8,677

The value of stationery and service registers shown in the above statement differs from the value of stationery actually supplied during the year and shown in paragraph 10 *supra*, because payments are sometimes received in one year and stationery supplied in another.

20. *State of Building.*—The accommodation for storing stationery is far from sufficient. The Government have directed the Superintendent Engineer, 5th Circle, to report on the best means of providing additional accommodation, and the latter officer has accordingly sent his proposals for extending the building. The sketch plan has been approved, and the detailed plans and estimates are under preparation. I cannot too strongly urge the necessity of extending the building at an early date, as much of the stationery is now kept in open place and is liable to damage.

ENCLOSURES.

Statement A.

Balance on the 1st April 1882... .. RS. A. P.
7,57,607 2 1

Receipts.

	RS.	A.	P.
From the Secretary of State for India ..	9,061	2	4
By local purchase of Europe articles ..	16,422	11	8
By ordinary local purchases ..	96,357	9	10
From Messrs. Baker and Co., London ..	1,381	2	9
From the Gun Carriage Factory, Madras ..	1,601	10	8
From the Superintendent of Stationery, Bombay ..	40	8	4
From other offices ..	5,924	6	10
Found surplus ..	647	12	5
Total ..	1,31,437	0	10
Total ..	8,89,044	2	11

Issues

	RS.	A.	P.
Sales ..	15,394	12	0
Obsolete articles sold by public auction ..	639	7	11
Damaged do. ..	2,240	6	6
Articles issued as samples ..	31	9	6
Issued to the Superintendent of Marine Surveys to the Government of India ..	21	14	5
Issued to Postal, Telegraph, and State Railway Departments ..	3,258	7	11
Issued to other Public offices ..	4,00,741	11	2
Total ..	4,22,328	5	5
Total ..	4,66,715	13	6

Balance on the 31st March 1883

FORM B.

Articles.	ABSTRACT OF RECEIPTS FOR THE YEAR 1882-83.						Abstract of Issues to Public Officers, &c.	Balance.
	FROM EUROPE.		in	From the Gun Carriage Factory.	Returned into Stores by Officers, &c.	Total.		
	India Officers.	Messrs. Baker and Co.						
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Paper, Drawing ..	..	..	258	..	29	287	2,982	31,355
„ Section ..	..	..	..	..	89	89	862	733
„ Lithographic ..	..	..	..	..	..	..	1,387	75,977
„ Writing ..	9,061	..	8,296	..	833	18,190	99,614	1,14,996
„ Printing ..	..	..	1,390	..	1,843	3,233	1,73,802	67,778
„ Water-marked.	..	..	..	..	..	..	425	5,574
„ Blotting and Marble ..	..	..	2,237	..	18	2,255	3,193	4,308
„ Country-manufactured and French ..	..	..	74,884	..	125	75,009	75,081	73,235
Bibles and Prayer Books ..	..	..	62	..	46	108	1,280	4,809
Books, Levelling, &c. . .	..	..	334	..	3	337	1,150	2,019
„ Blank, Leather-bound and Marble-covered ..	..	..	1,571	..	129	1,700	709	2,929
Colors and Drawing Materials ..	..	78	83	..	155	316	3,700	6,113
Cloth, Tracing ..	..	48	..	..	..	48	1,139	3,269
„ Waxed, &c. . .	..	..	3,293	..	7	3,300	3,040	523
Hones and Strops ..	..	..	237	..	7	244	296	228
Ink Bottles and Stands.	..	23	379	1,263	6	1,671	1,561	2,480
„ Powders ..	..	37	742	..	6	785	3,664	2,132
„ Printing ..	..	13	1,070	..	159	1,242	3,248	4,202
Maps and Sheets of Indian Atlas ..	..	..	..	..	2	2	177	12,974
Parchment ..	..	..	..	..	..	..	190	191
Paste-boards, &c. . .	..	7	5,047	..	1,979	7,033	11,002	956
Penknives ..	..	..	416	..	2	418	962	143
Pencils ..	..	63	..	..	447	510	3,938	2,060
Quills ..	..	..	..	..	5	5	11,894	9,667
Rubber ..	..	24	..	..	1	25	1,151	1,623
Steelpens and Penholders ..	..	158	23	..	66	247	1,715	1,654
Slates ..	..	..	..	..	1	1	110	818
Sponges ..	..	140	..	..	..	140	993	2,348
Scissors ..	..	..	495	..	..	495	481	2,180
Sealing Wax ..	..	..	1,861	..	5	1,866	1,862	154
Tape, Twine, Thread.	..	..	5,163	..	97	5,260	5,423	956
Vellum ..	..	..	..	..	..	..	490	7
Wafers ..	..	..	..	..	..	..	32	79
Miscellaneous ..	..	43	2,644	339	408	3,434	3,213	4,070
School Books and Materials ..	..	747	2,295	..	145	3,187	1,562	24,176
Total ..	9,061	1,381	1,12,780	1,602	6,613	1,31,437	4,22,328	4,66,716

FORM C.

ABSTRACT of Receipts and Issues for each of Five Years.

Articles.	RECEIPTS.					ISSUES.				
	1878-79.	1879-80.	1880-81.	1881-82.	1882-82.	1878-79.	1879-80.	1880-81.	1881-82.	1882-83.
Paper, Drawing ..	4	18,872	10,317	10,135	376	5,707	6,804	9,491	3,580	3,844
" Lithographic ..	14,141	24,433	59,349	10,146	146	32,388	24,788	9,126	2,344	1,387
" Writing ..	90,272	1,31,463	1,63,029	1,02,002	18,190	77,449	86,396	1,08,700	59,462	99,614
" Printing ..	1,80,778	2,51,708	93,005	1,31,870	3,233	1,25,648	1,47,815	1,11,802	91,284	1,73,802
" Water-marked ..	631	3,565	2,648	1,125	2,255	792	783	1,348	1,633	425
" Blotting and Marble ..	2,242	4,945	2,883	729	9,255	1,879	2,025	1,983	1,578	3,193
" Country-manufactured and French ..	1,22,937	76,357	84,352	1,01,996	75,009	82,500	1,00,362	88,217	64,105	75,081
" Blank, Leather-bound and Marble-covered ..	67	154	16	908	108	378	826	81	1,280	1,150
Colors and Drawing Materials ..	866	1,222	495	131	337	564	682	611	2,856	709
Cloth, Tracing ..	1,084	2,274	2,143	813	316	1,451	920	2,156	767	3,700
Hones and Strops ..	1,516	2,979	558	1,348	48	1,389	1,463	1,463	528	1,139
" Ink Bottles and Stands ..	3,450	3,495	2,284	2,268	3,300	3,574	3,553	3,553	2,442	3,040
" Powders ..	307	297	382	244	1,671	127	291	289	152	296
" Printing ..	912	1,967	1,587	3,002	1,671	893	1,436	1,291	1,955	1,561
Maps and Sheets of Indian Atlas ..	1,233	3,630	4,046	729	785	2,210	2,447	1,461	1,723	3,664
Mathematical Instruments ..	909	10,626	3,620	1,643	1,242	5,869	7,659	2,624	1,907	3,248
Parchment ..	..	12	..	..	2	86	36	182	73	177
Paste-boards, &c. ..	40	396	302	180	..	..	26	1,320	..	..
Penknives ..	4,249	2,939	3,988	3,306	7,033	368	383	221	186	190
Quills ..	715	805	1,238	66	418	3,529	4,513	2,550	1,291	11,002
Rubber ..	3,390	3,237	6,275	2,591	510	675	483	704	751	962
Steelpens and Penholders ..	9,240	9,689	21,051	10,726	5	3,490	3,119	2,213	3,461	3,938
Sponges ..	1,303	1,069	1,683	1,016	25	9,805	10,834	8,263	6,866	11,894
Scissors ..	1,191	1,930	2,428	1,425	247	922	942	831	756	1,151
Sealing Wax ..	92	374	181	122	1	1,297	1,730	1,154	1,440	1,715
Tape, Twine, and Thread ..	392	2,535	2,084	473	140	76	176	89	227	110
Vellum ..	399	638	632	73	495	259	1,138	934	599	993
Wafers ..	1,772	1,402	2,370	1,459	1,866	294	496	306	225	481
Miscellaneous ..	3,800	5,845	4,331	5,260	..	1,848	1,343	2,209	1,543	1,862
School Books and Materials ..	..	273	1,278	566	..	4,737	5,678	4,974	4,064	5,423
	9,473	33,602	33,602	4,565	..	532	309	729	621	490
	3,117	97	6,890	5,320	3,434	55	7,107	38	20	32
	4,60,637	5,86,281	5,24,608	3,95,208	1,31,437	1,474	7,120	3,480	3,250	1,662
Total ..	..	..	..	..	..	3,79,843	4,34,906	4,14,948	2,71,247	4,22,328

FORM D.

ABSTRACT of Balances for each of Five Years.

Articles.	BALANCES.				
	1878-79.	1879-80.	1880-81.	1881-82.	1882-83.
Paper, Drawing ..	RS. 8,969	RS. 20,977	RS. 21,803	RS. 28,358	RS. 32,088
" Lithographic ..	13,225	12,876	63,699	61,501	75,977
" Writing ..	35,899	80,966	1,35,295	1,77,835	1,14,996
" Printing ..	75,130	1,79,111	1,60,314	2,00,900	67,778
" Water-marked ..	1,298	4,080	5,380	4,872	5,574
" Blotting and Marble ..	922	3,842	4,742	3,893	4,308
" Country-manufactured and French ..	62,277	38,242	34,377	72,268	73,235
Bibles and Prayer Books ..	6,234	5,562	5,497	5,008	4,809
Books, Levelling, &c. ..	2,297	2,837	2,711	2,181	2,019
" Blank, Leather-bound and Marble-covered ..	633	2,363	3,895	1,852	2,929
Colors and Drawing Materials ..	3,955	6,014	4,416	3,777	6,113
Cloth, Tracing ..	..	2,106	2,927	3,747	3,269
" Waxed, &c. ..	27	141	438	264	523
Hones and Strops ..	282	288	381	229	228
Ink Bottles and Stands ..	148	679	975	2,022	2,480
" Powders ..	1,233	2,416	5,001	4,007	2,132
" Printing ..	964	3,931	4,927	4,663	4,202
Maps and Sheets of Indian Atlas ..	6,075	6,164	5,994	5,921	12,974
Mathematical Instruments ..	948	1,318	..	..	..
Parchment ..	102	195	336	330	191
Paste-boards, &c. ..	3,005	1,431	2,569	4,584	956
Penknives ..	403	725	1,259	574	143
Pencils ..	1,598	1,716	5,778	4,908	2,060
Quills ..	4,781	3,636	16,424	20,284	9,667
Rubber ..	894	1,021	1,872	2,132	1,623
Steelpens and Penholders ..	936	1,136	2,410	2,395	1,654
Slates ..	16	214	306	201	818
Sponges ..	1,159	2,566	3,716	3,590	2,348
Scissors ..	948	1,090	1,416	1,264	2,180
Sealing Wax ..	14	73	234	150	154
Tape, Twine, and Thread ..	364	531	846	1,113	956
Vellum ..	41	5	554	499	7
Wafers ..	58	55	97	93	79
Miscellaneous ..	17,844	23,370	17,338	14,403	4,070
School Books and Materials ..	23,243	15,620	19,030	21,100	24,176
Total ..	2,75,922	4,27,297	5,36,957	6,60,918	4,66,716

FORM E.

STATEMENT showing the Value of Stationery consumed in the several Departments.

Departments.	Value of Stationery issued in		
	1880-81. RS.	1881-82. RS.	1882-83. RS.
Government Secretariat—			
Public Department ..	1,901	1,895	1,211
Revenue Department ..	386	1,486	1,284
Military Department ..	1,001	1,369	1,177
Public Works Department ..	1,899	1,722	1,983

Departments.	Value of Stationery issued in		
	1880-81. RS.	1881-82. RS.	1882-83. RS.
Judicial—			
High Court, District, and Sub-Judges ..	25,721	16,515	43,106
Revenue—			
Board of Revenue	15,816	11,545	7,488
Collectors	96,651	93,845	1,22,895
Police—			
Inspector-General, Commissioner, and Superintendents of Police	16,369	15,408	19,614
Jails	2,975	1,437	1,595
Registration Department	37,397	12,645	37,748
Ecclesiastical Department	728	227	632
Public Works Department	25,556	20,930	22,813
Army and Regimental Schools	2,567	3,244	1,328
Miscellaneous	1,73,218	79,211	1,44,159
Sales	12,763	9,768	15,395
Total	4,14,948	2,71,247	4,22,328

FORM F.

List showing the Officers to whom Stationery is supplied.

Free.

	Number Officers.
Board of Revenue	1
Collector of Sea Customs	1
Superintendent of Stamps	1
Commissioner of Salt Revenue	1
Collectors	1
Registrar, High Court, Appellate Side	22
Do. do. Original Side	1
Judges of the District and Sub-Courts, &c.	1
Judge of the Small Cause Court, Madras	39
Law Reporter	1
Commissary-General, Administrative Department	1
Do. Executive Department	1
Commissariat Storekeeper-General	1
Executive Commissariat Officers	1
Inspector-General of Jails	11
Superintendent of Jails	1
Inspector-General of Police	32
Magistrate, Town Police Court	1
Do. Egmore do.	1
Inspector-General of Ordnance	1
Commissary of Ordnance	1
Do. in charge, Camp Equipage Depot	1
Superintendent, Gun Carriage Factory	1
Do. Gun Powder Factory	1
Ordnance Officers	1
Examiner of Ordnance Accounts	6
Executive Commissariat Officers in charge, Transport Department	1
Examiner of Public Works Accounts	4
Chief Engineer for Irrigation	1
Consulting Architect to Government	1
Superintendent, Public Works Stores	1
Do. Public Works Workshops	1
Do. Madras Harbour Works	1

	Number of Officers.
Superintending Engineer, First Circle	1
Do. Second do.	1
Do. Third do.	1
Do. Fourth do.	1
Do. Fifth do.	1
Do. Sixth do.	1
Do. Gudivada Division	1
Do. Tank Division, Chepauk	1
Do. Cauvery and Vennar Regulator	1
Superintendent of Madras Survey	1
Controller of Military Accounts, Account Branch, and Pay Examiner.	1
Examiner of Medical and Military Fund Accounts	1
Do. of Commissariat Accounts	1
Paymaster, Presidency	1
Accountant-General	1
Do. in charge of Paper Currency	1
Do. Local Fund Department	1
Deputy Collector in charge of Paper Currency, Calicut	1
Conservator of Forests	1
Deputy Conservators of Forests	25
Director of Revenue Settlement	1
Deputy Directors of Revenue Settlement	4
Postmaster-General	1
Superintendent of Army Schools, Bangalore	1
Sub-Inspector of Army Schools, Bangalore	1
Do. do. Secunderabad	1
Barrack Masters	8
Surgeon-General with the Government of Madras	1
Surgeon, First District	1
Do. Second do.	1
Do. Third do.	1
Do. Fourth do.	1
Do. in charge, General Hospital	1
Do. do. Port and Marine Dispensary	1
Do. do. Government House	1
Superintendent, Eye Infirmary	1
Do. Lying-in Hospital	1
Do. Leper Hospital	1
Do. Lock Hospital	1
Do. Lunatic Asylum	1
Do. do. Calicut	1
Do. do. Waltair	1
Officer in Medical Charge, Civil Dispensary, Mount	1
Do. do. do. Kottagiri	1
Do. do. do. Coonoor	1
Do. do. do. Ootacamund	1
Do. do. Pallipattin Lazaretto	1
Do. do. Civil Dispensary, South District, Ootacamund	1
Do. do. do. North District, Ootacamund	1
Do. do. D.P.W. Dispensary, Dowlaiswaram	1
Do. do. Residency Hospital, Trivandrum	1
Do. do. Civil Dispensary, Laccadive Islands	1
Surgeon-General, Her Majesty's Forces	1
Veterinary Surgeons	21
Officers Commanding in charge, Regimental Schools	30
British Consular Agent, Karikal	1
Do. do. Pondicherry	1
Bishop's Chaplain, Madras	1
Lord Bishop of Madras	1
Senior Chaplain, Church of Scotland	1
Venerable the Archdeacon	1
Registrar of Diocese and Archdeacon of Madras	1
Storekeeper of Machinery	1
Superintendent of Army Clothing	1

	Number of Officers.
Health Officer	1
Sheriff of Madras	1
Quartermaster-General	1
Adjutant-General	1
Deputy Assistant Adjutant-General	1
Assistant Adjutant-General, Royal Artillery	1
Advocate-General	1
Judge Advocate-General	1
Superintendent, Government Botanical Gardens, Ootacamund	1
Secretary to Government, Military Department	1
Do. Revenue Department	1
Do. Public Department	1
Do. Public Works Department	1
Superintendent, Government Central Museum	1
Curator of Government Oriental Manuscript Library	1
Government Solicitor	1
Government Agent, Tanjore	1
Do. Chepauk	1
Tamil Translator to Government	1
Telugu do. do.	1
Persian and Hindustani Translator to Government	1
Canarese Translator to Government	1
Malayalam do. do.	1
Superintendent of Auxiliary Medical School	1
Master Attendant	1
Protector of Emigrants	1
Assistant Superintendent, Madras Telegraph Department	1
Superintendent, Railway Mail Service	1
Officer Commanding Queen's Own Sappers and Miners, Bangalore	1
Superintendent of Family Payments and Pensions	1
Registrar of Madras	1
Consulting Engineer for Railways	1
Examiner of Railway Accounts	1
Sanitary Commissioner for Madras	1
Superintendent, Government Press	1
Meteorological Superintendent, Madras	1
Secretary to the Commissioner for the Uncovenanted Civil Service Examinations	1
Secretary to the Committee for the Examination of Assistants	1
Chemical Examiner	1
Secretary to the Chief Commissioner of Coorg	1
Coroner of Madras	1
Clerk of the Crown, Madras	1
Agent for Remount Depot, Hosur	1
Officer in charge of Her Majesty's Treasury, Bangalore	1
Military Secretary to His Excellency the Commander-in-Chief	1
Private Secretary to the Right Honorable the Governor	1
Resident in Travancore and Cochin	1
Garrison Instructor, Bangalore	1
Do. Secunderabad	1
Government Pleader	1
Inspector-General of Registration	1
Engineer in charge, Vizagapatam State Railway	1
Examiner, Guaranteed Railway Accounts	1
Superintendent of Stationery	1
Agent to the Governor, Vizagapatam	1
Do. do. Ganjam	1
Director of Public Instruction	1
Principal, Civil Engineering College	1
Do. Medical College	1
Superintendent of Ordnance Artificers' School	1
Government Astronomer	1
Registrar of Books	1
Superintendent, Archaeological Survey	1

	Number of Officers.
Principal Medical Storekeeper	1
Superintendent of Government Cinchona Plantation, Ootacamund	1
Deputy Inspector of Vaccination, Ganjam Hill Tracts	1
Do. do. Jeypore do.	1
Engineer in charge of Guntur and Nellore State Railways	1
Total	356

Sale.

Adjutants and Quartermasters	62
Vice-Presidents, Local Fund Boards	74
Quartermaster-General, Mysore Division, Bangalore	1
Principal, Presidency College	1
Zemindari Engineer, Gandamanayakanur, Ladura	1
Executive Engineer, Bangalore	1
Collector of Cuddapah, for Jungle Conservancy	1
Collector of Trichinopoly, do.	1
Collector of Nellore, for Wood Department	1
Collector in charge, Parlakimedi Estate	1
Registrar, Senate House	1
Officer in charge of Pensioners, Vizagapatam	1
Chaplains	8
Principal, Government Normal School	1
Inspector of Schools, Presidency Division	1
Staff Officer, Poonamallee	1
Administrator-General	1
Officers Commanding in charge, Native Regiments	6
Inspectress, Female Normal School	1
Total	165
Grand Total	521

FORM G.

List showing the several Descriptions of Articles supplied.

Europe Articles.

Class of Articles.	Number of Descriptions.
Paper, Drawing	24
" Section	20
" Lithographic	10
" Writing	30
" Printing	53
" Water-marked	2
" Blotting and Marble	2
Bibles and Prayer Books	8
Books, Levelling, &c.	8
Colors and Drawing Materials	41
Cloth, Tracing	1
Hones and Strops	2
Ink Bottles and Stands	4
Ink Powders, &c.	6
Ink, Printing	16
Maps and Sheets of Indian Atlas	4
Parchment	2
Paste-boards, &c.	13
Penknives	1
Pencils	19
Quills	1

Class of Articles.	Number of Description.
Rubber	4
Steelpens and Penholders	26
Slates	1
Sponges	3
Scissors	1
Tape	1
Vellum	1
Wafers	1
Miscellaneous Articles	40
School Books and Materials	93
Total	438

Country Articles.

Paper, Country-manufactured and French	10
Bibles and Prayer Books	2
Books, Blank, Leather-bound and Marble-covered	19
Cloth, Waxed, &c.	3
Ink Stands	2
„ Powders	1
Paste-boards	1
Sealing Wax	1
Tape, Twine, and Thread	11
Miscellaneous	15
School Books and Materials	5
Total	70

Grand Total, Europe and Country .. 508

ORDER—dated 12th February 1884, No. 304, Financial.

This report is submitted nearly a month and a-half after the date prescribed, and no explanation, it is observed, is given by the Superintendent as to the cause of the delay in its submission.

2. To the balance of stock in hand on the 1st April 1882, which, according to its re-valuation in conformity with the instructions of Government quoted in paragraph 2, stood at Rs. 7,57,607, there was added during the year under review further stock to the value of Rs. 1,31,437.

3. The particulars of the receipts for this latter period are as shown below:—

	RS.
From Europe through India office	9,061
By purchase locally of Europe articles	16,423
Articles obtained from Superintendent of Stationery, Bombay	41
Country articles purchased locally	96,357
From Messrs. Baker and Co.	1,381
„ Gun-carriage factory	1,602
Miscellaneous	6,572
Total	1,31,437

The gross receipts are less by Rs. 2,63,771 than that in 1881-82. The decrease is attributed to the following causes, viz., the different methods of valuation, the non-receipt of several articles within the official year, the smaller price paid, and to the discontinuance of the purchase of European articles locally.

	Receipts.	Issues.
1878-79	4,60,637	3,79,843
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

4. The actual receipts and issues for the past 5 years are shown in the margin.

5. The issues in 1881-82 were unusually low owing to causes specified in the report for that year, but the increase in 1882-83 would have been larger than it appears had the stock in hand not been limited owing to the supplies from England not having been received within the official year. A portion of it, however, is merely nominal and due to the difference in the mode of valuation.

6. As regards the articles mentioned in paragraph 11, of which there is an excessive amount in stock, the replies of the departments of the Secretariat, to whom the list was circulated, have been communicated to the Superintendent in G.O., 18th

* G.O., 10th December 1883, No. 2825. + Decree or 1883, Mis. No. 2890. + Separate Superintendent's proposal to maintain in stock a year's supply of country articles.

7. The present practice as regards the check exercised over indents having been pointed out as objectionable by the Accountant-General in a recent audit of the

G.O., 19th January 1884, No. 138. + accounts of the Stationery office, the Government will await the remarks of the Superintendent which have been called for.

8. In connection with the great inequalities brought to notice in the consumption of stationery in the several offices, the Government will await the suggestions of the Superintendent for checking the expenditure of stationery in each office in the further letter referred to at the end of paragraph 13.

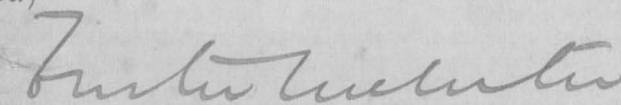
9. The changes proposed by the committee appointed to report on the quality of the stationery issued to the several departments will be introduced from 1885-86.

10. The Government are glad to notice that every endeavour is being made to substitute as many Indian for European articles as possible.

11. The number of supplemental indents received was 187 against 152 received in the previous year, but the Government observe that "good reasons were assigned in each case."

12. The destruction of the old forms of service registers is sanctioned. Matters calling for orders should not be introduced in future in the annual administration report.

(True Extract.)



Chief Secretary.

To the Superintendent of Stationery.

„ the Accountant-General.

„ the departments of the Secretariat.

„ the Board of Revenue.

„ all heads of departments.

Exd. J. Wright.