No 1083 C, 6. 6. 83
B. No 389 W 3. 2. 83
" 2803 W. 26. 10. 82
No 1195 C. 2. 6. 82
B. No 978 W. 21. 4. 82
" 791 W. 24. 3. 82.

No. 1660 W. d/ 30th June 1886

Commd to all officers of the P.W.D. for information and guidance

Comd. to all officers of the P.W.D. for inform. and guidance.

23/6/86

25-6-86

C.E. for Irrn. ✓
Consg Engr for Rys ✓
Supg. Engrs. ✓
Supt of W. 2. Ir. S. ✓
Consg Archt to Govt ✓
Engr.-in-Ch. M. S. Ry
Ex P.W. A. ✓
Ex Gtd. Ry. A ✓
Ex State Ry A ✓
Supt. In. A.W.

Dc 30/6/86

M.C. No 4771

Govt. of {1886} Madras.

FINANCIAL.

30/6

Issued

Recd. 2/7

Encl.

G.O., June 1886, No. 491.

No. 1660 W 30th June 1886

UNE.

Stationery.

Pescrib width of paper to be in future use for ond demi-official correspondence.

GOVER OF MADRAS.

FINA IAL DEPARTMENT.

READ—again the followin rs:—

G.O., dated 13th Octobe No. 1466, Financial.
,, ,, 23rd Januar Nos. 143, 144, Financial.
,, ,, 22nd May No. 1021 ,,
,, ,, 20th July ,, 1557 ,,
,, ,, 26th ,, ,, 1600 ,,
,, ,, ,, ,, ,, 1601 ,,
,, ,, 10th Sept. ,, 2001 ,,
,, ,, 31st March Nos. 718, 719 ,,
,, ,, 21st June No. 1365 ,,
,, ,, 25th Augu Nos. 1960, 1961 ,,

ORDER—dated 7th June No. 491, Financial.

In the proceedings ove, the Government passed orders on the quality of the stationery supplied everal public offices in Madras. But the question of uniformity of size of the used was not considered.

2. Under the syste cords recently introduced into the superior offices, it is found that, without uni of size, the papers cannot be preserved from damage. The Government accord rect that for the future all papers used for official and demi-official correspond ll have width as follows:—

Ordinar , $8\frac{1}{2}$ inches;
less tha ry width, $4\frac{1}{4}$ inches;
more th ary width, any multiple of $4\frac{1}{4}$ inches.

3. The rule will be throughout the administration as soon as convenient, and the Superintendent tionery will observe it in framing his next indent for the supply of the central de

(True Extract.)

Chief Secretary.

To the Superintendent of Stat
,, all Departments of the Sec
,, all Heads of Departments.

Exd. A. Raitt.

7TH JUNE 1886, No. 491, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O., dated 13th October 1882, No. 1466, Financial.
,, ,, 23rd January 1883, Nos. 143, 144, Financial.
,, ,, 22nd May ,, No. 1021 ,,
,, ,, 20th July ,, ,, 1557 ,,
,, ,, 26th ,, ,, ,, 1600 ,,
,, ,, ,, ,, ,, ,, 1601 ,,
,, ,, 10th Sept. ,, ,, 2001 ,,
,, ,, 31st March 1884, Nos. 718, 719 ,,
,, ,, 21st June ,, No. 1365 ,,
,, ,, 25th August ,, Nos. 1960, 1961 ,,

ORDER—dated 7th June 1886, No. 491, Financial.

In the proceedings read above, the Government passed orders on the quality of the stationery supplied to the several public offices in Madras. But the question of uniformity of size of the paper used was not considered.

2. Under the system of records recently introduced into the superior offices, it is found that, without uniformity of size, the papers cannot be preserved from damage. The Government accordingly direct that for the future all papers used for official and demi-official correspondence shall have width as follows:—

Ordinary width, $8\frac{1}{2}$ inches;
less than ordinary width, $4\frac{1}{4}$ inches;
more than ordinary width, any multiple of $4\frac{1}{4}$ inches.

3. The rule will be applied throughout the administration as soon as convenient, and the Superintendent of Stationery will observe it in framing his next indent for the supply of the central depôt.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Superintendent of Stationery.
,, all Departments of the Secretariat.
,, all Heads of Departments.

Exd. A. Raitt.

Govt. of {1886} Madras.

FINANCIAL.

Issued

Recd. *Encl.*

G.O., 7th June 1886, No. 491.

JUNE.

Stationery.

Prescribing the width of paper to be in future used for official and demi-official correspondence.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers :—

G.O., dated 13th October 1882, No. 1466, Financial.
" " 23rd January 1883, Nos. 143, 144, Financial.
" " 22nd May " No. 1021 "
" " 20th July " " 1557 "
" " 26th " " " 1600 "
" " " " " " 1601 "
" " 10th Sept. " " 2001 "
" " 31st March 1884, Nos. 718, 719 "
" " 21st June " No. 1365 "
" " 25th August " Nos. 1960, 1961 "

Order—dated 7th June 1886, No. 491, Financial.

In the proceedings read above, the Government passed orders on the quality of the stationery supplied to the several public offices in Madras. But the question of uniformity of size of the paper used was not considered.

2. Under the system of records recently introduced into the superior offices, it is found that, without uniformity of size, the papers cannot be preserved from damage. The Government accordingly direct that for the future all papers used for official and demi-official correspondence shall have width as follows :—

Ordinary width, 8½ inches;
less than ordinary width, 4¼ inches;
more than ordinary width, any multiple of 4¼ inches.

3. The rule will be applied throughout the administration as soon as convenient, and the Superintendent of Stationery will observe it in framing his next indent for the supply of the central depôt.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Superintendent of Stationery.
" all Departments of the Secretariat.
" all Heads of Departments.

Exd. A. Raitt.

Govt. of {1886} Madras.

FINANCIAL.

Issued

Recd. *Encl.*

G.O., 7th June 1886, No. 491.

JUNE.

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7th June 1886, No. 491, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

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G.O., dated 13th October 1882, No. 1466, Financial.
23rd January 1883, Nos. 143, 144, Financial.
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" " 10th Sept. " " 2001 "
" " 31st March 1884, Nos. 718, 719 "
" " 21st June " No. 1365 "
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" "

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Ordinary width, 8½ inches;
less than ordinary width, 4¼ inches;
more than ordinary width, any multiple of 4¼ inches.

3. The rule will be applied throughout the administration as soon as convenient, and the Superintendent of Stationery will observe it in framing his next indent for the supply of the central depôt.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Superintendent of Stationery.
" all Departments of the Secretariat.
" all Heads of Departments.

Exd. A. Raitt.

Govt. of (1886) Madras.

FINANCIAL.

Issued

Recd.

Encl.

G.O., 7th June 1886, No. 491.

B. Nr. 1660 W d 30/6/86

JUNE.

Stationery.

Prescribing the width of paper to be in future used for official and demi-official correspondence.

.O. 389 W d/ 3-2-83
" 2803 W d/ 26-10-82
No 1195 C d/ 2-6-82
G.O. 978 W d/ 21-4-82
" 791 W d/ 24-3-82

No 1083 C d/ 6-6-83

[illegible] in Receipt Regr.

P.W. Deptt
Madras 6th June/83

No 1083 C

Memorandum

With reference to G.O. Finl Deptt, No 1021 d/22nd May 1883, ~~has~~ the ~~honor~~ undersigned has the honor to invite attention to this Office memo No 1195 C d/2nd June/82 in which the requirements of the P.W. Deptt in regard to papers of larger size than foolscap, were fully reported upon.

2. As a rule, paper required for plans should be hand made, while that intended to be used for registers or statements may be machine-made.

(B.O)
sd/ [illegible]
DW

To
The Financial Deptt 7/6

P.W.C. No 4553

Govt. of {1883} Madras.

FINANCIAL.

30 S.C

Issued.

Recd. 31/5/83 Encl.

G.O., 22nd May 1883, No. 1021.

MAY.

Stationery.

Forwarding to certain Departments and Officers, for report, papers relating to the quality of paper and stationery to be supplied to the several Government Offices in Madras, and authorising the Superintendent of Stationery to revise his indents according to the previous practice without reference to the recommendations of the Stationery Committee.

but judging from the character of half-bleached paper which I have with me, I do not think it will answer. The country chellum is too rough and unsuited for vernacular correspondence, and its price also is heavier than double foolscap and double-double pott 28 lb. Samples of double-double pott 28 lb., double foolscap 21 lb., half-bleached Bally paper, and country chellum papers are herewith sent with their prices marked on them. The acceptance of the recommendation of the Stationery Committee will be more advantageous to Government than that of any of the other suggestions made by the Government of India.

7. In regard to the petition presented by Baloo Naidoo, &c., the manufacturers of country paper, I beg to state that the Stationery Committee suggested the substitution of Bally paper for country chellum, because the former is stronger for covers and also cheaper. I, however, sympathise with the petitioners, as the discontinuance of their paper will cause them great loss. They promise to improve the quality of the paper, and I would give them two years' time for the purpose. I send samples of the country paper and the Bally paper with their prices marked thereon.

8. With reference to the suggestion of the Government of India that there should be free communication between me and the Superintendents of Stationery in other Presidencies, I think that such a course would be of great use, and I have already partially adopted it.

9. I have already submitted to Government my indent for European articles required for use in 1884-85, in accordance with the suggestions of the Stationery Committee. As the Government of India may object to pass it pending decision on the points discussed above, I beg to suggest, in view to avoiding delay in the supply of the articles, that the Government will be pleased to permit me to send revised indents, prepared in the usual manner, without adopting the recommendations of the Stationery Committee. Any alterations finally ordered may be introduced in the next indent.

Telegram from the Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated Madras, 14th May 1883.

ABSTRACT.—Awaiting orders on his letter, 12th May, No. 168.

ORDER—dated 22nd May 1883, No. 1021, Financial.

Ordered that these papers be forwarded to the Departments and Officers named in the margin of paragraph 2 of the Superintendent's letter for report on the first suggestion of the Government of India. Meanwhile the Superintendent of Stationery is authorised to revise his indents according to the previous practice without reference to the recommendations of the Committee. Any alterations finally adopted will be introduced in the next indent.

(True Extract.)

for Chief Secretary.

To the Superintendent of Stationery.
„ Revenue Department.
„ Military Department.
„ Public Works Department.
„ Registrar, High Court.
„ Board of Revenue.
„ Accountant-General.
„ Inspector-General of Registration.
„ Inspector-General of Police.
„ Director of Public Instruction.

Exd. T. O'Connor.

30 · P. P.

be advantageous if free communication were permitted between the Superintendents of Stationery in each Presidency, and I am to inquire whether His Excellency the Governor in Council has any objection to the adoption of such a course.

4. In connection with the subject of the use of country paper manufactured in Madras, I am directed to state that the Government of India has received a memorial, dated February last, from V. Baloo Naidoo and others, paper manufactures in Madras, a copy of which has already been sent by them to the Government of Madras. In such a matter, the Governor-General in Council is not disposed to interfere with the discretion of the Local Government, but His Excellency in Council would be glad to receive any remarks which the Government of Madras may wish to make on the subject.

From M.R.Ry. P. CHENTSAL RAO Pantulu Gáru, Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 12th May 1883, No. 168.

I have the honor to submit the following observations with reference to your endorsement, dated 5th May 1883, on the letter from the Government of India, dated 14th April 1883, herewith returned.

2. The Government of India suggest that when paper of sizes larger than foolscap is required, machine-made paper alone should be used, whereas the suggestion of the Stationery Committee is that machine-made paper should be altogether discontinued and hand-made paper alone used. The officers who use the paper largely are those specified in the margin, and I beg to suggest that they be consulted in the matter. I myself think that, considering the importance of the records for which the larger sized papers are required, it is advisable to accept the recommendations of the Stationery Committee. Samples of machine-made and hand-made papers are herewith forwarded. Taking the quantity used in 1882-83 as the annual requirement, the difference in the financial effect of the two proposals will be as shown below :—

High Court and District Courts.
Revenue Board and Collectors.
Inspector-General of Registration.
Commissary-General.
Inspector-General of Ordnance.
Controller of Military Accounts and his subordinate officers.
Accountant-General.
Inspector of Local Fund Accounts.
Chief Engineer for Public Works Department.
Director of Public Instruction.
Conservator of Forests.
Inspector-General of Police.
Superintendent of Madras Revenue Survey.

—	Quantity used in 1882-83.	Value, if the Paper be Machine-made as suggested by Government of India.			Value, if the Paper be Hand-made as suggested by the Stationery Committee.			Difference.		
	REAMS.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
Imperial	17	763	4	10	935	13	7	172	8	9
Royal	774	21,130	3	2	27,515	11	2	6,385	8	0
Medium	405	8,545	8	0	11,178	0	0	2,632	8	0
Demy	800	12,120	0	0	14,848	0	0	2,720	0	0
Total ..	..	42,559	0	0	54,469	8	9	11,910	8	9

3. For paper of foolscap size, the Government of India suggest the use of machine-made cream-wove 14 lb., instead of the white-wove proposed by the Committee, hand-made paper being used in small quantities for permanent records in the higher offices only. I see no objection to this being done. I beg to send herewith samples of machine-made cream-wove 14 lb. and white-wove. The former I

obtained from Calcutta, and its price is Rs. 3-12-5 per ream, while that of the latter is Rs. 3-15-2. Of the total quantity of foolscap used, one-third is hand-made and two-thirds are machine-made. Instead of the latter paper, the Stationery Committee have suggested the use of white-wove. If, in lieu of this, machine-made cream-wove 14 lb. be used as suggested by the Government of India, the quantity of hand-made being reduced, say, to one-fourth, the saving to Government will be Rs. 3,733-6-10 as shown below :—

	Quantity required for a Year.	Value.		
	REAMS.	RS.	A.	P.
Suggested by the Stationery Committee—				
Foolscap, Hand-made	1,663	18,875	0	10
Foolscap, White-wove	3,327	13,141	10	5
	4,990	32,016	11	3
Suggested by Government of India—				
Foolscap, Hand-made	1,247	14,153	7	2
Foolscap, Machine-made, Cream-wove, 14 lb. ..	3,743	14,129	13	3
	4,990	28,283	4	5
Difference		3,733	6	10

4. Instead of quarto and octavo posts, hand-made, recommended by the Stationery Committee, Government of India suggest the use of cream-wove octavo post. Samples of the three papers are herewith forwarded, the last mentioned of which I have obtained from Calcutta. The paper is used for demi-official purposes, and if the cream-wove octavo post, suggested by the Government of India, would suit, as I think it may, its introduction will cause a saving of Rs. 3,028-1-6 as shown hereunder :—

	Quantity issued in 1882-83.	Price of the Hand-made Paper.		
	REAMS.	RS.	A.	P.
As suggested by the Stationery Committee—				
Quarto Post	338	2,712	7	2
Octavo Post	355	1,424	7	2
	693	4,136	14	4
As suggested by Government of India—				
Machine-made, Cream-wove, Octavo Post	693	1,108	12	10
Difference		3,028	1	6

5. Cream-laid white foolscap, proposed by the Stationery Committee in lieu of French foolscap, first sort, being for correspondence between subordinate officers which does not need to be kept permanently and being cheaper than machine-made cream-wove paper 14 and 13 lb., no alteration is required, nor is any suggested by the Government of India; but, as will be seen from the samples herewith sent, machine-made cream-wove foolscap 13 and 14 lb., which is used for all official correspondence in the Northern India, is superior to the cream-laid white foolscap suggested by the Committee.

6. For French foolscap, second sort, which is used chiefly for vernacular correspondence, the Stationery Committee have proposed the use of double-double pott 28 lb. Instead of this, the Government of India suggest the use of double foolscap 20 to 24 lb., or Bally unbleached paper or country chellum. I have got with me only double foolscap 21 lb., and judging from its character, I think double foolscap 20 to 24 lb. will answer the purpose better than double-double pott 28 lb.; but its price, though apparently less than that of the double foolscap, is not really so, if the size of the paper be taken into account. The price of double foolscap 21 lb. is Rs. 3-4-0 per ream, while that of double-double pott 28 lb., which is of nearly double the size of double foolscap, is Rs. 5-3-2. I have not got the Bally unbleached paper with me,

22ND MAY 1883, No. 1021, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following papers :—

From J. E. O'CONOR, Esq., Assistant Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Simla, 14th April 1883, No. 196.

I am directed to acknowledge the receipt of your endorsement, No. 144, dated the 23rd January 1883, forwarding copy of a report submitted by the Committee appointed to consider and determine the quality of paper and stationery to be supplied to the several Government Offices in Madras.

2. The proposals of the Committee have been considered by the Government of India with reference to the existing practice in regard to the supply of paper and stationery to public offices in other parts of India, and I am now to communicate, for the consideration of His Excellency the Governor in Council, the following observations and suggestions on those proposals :—

(i) The Committee propose that hand-made paper only should be used for paper of larger size than foolscap. In the Presidency of Bengal constant endeavours have been made to reduce the consumption of machine-made blue-laid papers, and to dispense with the use of hand-made paper altogether. Of the two, it has been found preferable to use machine-made paper when sizes larger than foolscap are required for blank books, accounts, and documents in which permanency is required. If this system were adopted in Madras, the additional annual expenditure of Rs. 5,000, which the adoption of the Committee's recommendation would involve, might be avoided. For some of the larger machine-made papers, white cartridge of the improved kind, which the Bally Mills are now making, might be used.

(ii) For paper of foolscap size it would be more economical to use machine-made cream-wove 14 lb. paper rather than the white-wove proposed by the Madras Committee, hand-made paper being used in small quantities for permanent records in the higher offices only.

(iii) Quarto post is not now in use in Northern India. For demi-official correspondence machine-made cream-wove octavo is used. Its price is Rs. 2 per ream against Rs. 4 for hand-made paper.

(iv) For official correspondence, machine-made cream-wove paper 14 and 13 lb. is generally used. But the cream-laid white foolscap, proposed by the Committee in place of French foolscap, first sort, does not appear to be more expensive than the machine-made paper.

(v) For drafting purposes, English printing double foolscap 20 to 24 lb. is largely used, and for vernacular correspondence, Bally unbleached paper is commonly allowed. Both these are less expensive than the double-double pott proposed by the Committee in place of French foolscap, second sort. The country chellum, which is objected to for covers, may, perhaps, be suitable for vernacular correspondence, if its price is not higher than that of the double-double pott.

3. It seems desirable that the paper and stationery used in public offices should be of uniform quality and kind all over India, and to ensure such uniformity it would

---

P.W. Dept

Govt. of {1883} Madras.

FINANCIAL.

No. 389 Wdy 3rd Febry/83.

Communicated

to the officers of the Public Works Department for information and guidance

(True extract)

(sd) J. P.
Oy.W

Issued

Recd. Encl.

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

No. 389 Wdy 3rd Febry/83

JANUARY.

To

The Chief Engineer for Irrgn
" Consulg Engineer for Railways
" Supg Engineers.
" Consulg Architect to Govt
" General Suptt, P.W. Stores
" Suptt, Madras Harbour Works
" Examiner P.W. Accts
" Examiner, Railway Accts

Stationery.

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

Write order

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

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

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

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

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

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

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

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

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

We have, &c.,

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

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

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

(True Extract.)

C. G. MASTER,
Chief Secretary.

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

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

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

C. G. MASTER,
Chief Secretary.

Exd. T. O'Connor.

PAPER PROPOSED TO BE DISCONTINUED.						PAPER PROPOSED TO BE SUBSTITUTED.					FINANCIAL EFFECT OF THE CHANGE.	
Number.	Description.	Size.	Quantity.	Rate per Ream.	Amount.	Description.	Size.	Quantity.	Rate per Ream.	Amount.	Increase.	Decrease.
1	2	3	4	5	6	7	8	9	10	11	12	13
		INCHES.	REAMS.	RS. A. P.	RS. A. P.		INCHES.	REAMS.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
1	Imperial, Machine-made ..	30½ × 22	13	50 8 0	656 8 0	Imperial, Hand-made ..	30½ × 22	13	61 15 4	805 7 4	148 15 4	..
2	Royal, do. ..	24 × 19	103	30 11 4	3,162 15 4	Royal, do. ..	24 × 19	103	40 0 0	4,120 0 0	957 0 8	..
3	Medium, do. ..	22½ × 18	139	23 12 0	3,301 4 0	Medium, do. ..	22½ × 18	139	31 0 8	4,314 12 8	1,013 8 8	..
4	Demy, do. ..	20 × 16	229	17 0 8	3,902 8 8	Demy, do. ..	20 × 16	229	20 14 0	4,780 6 0	877 13 4	..
5	Foolscap, do. ..	16 × 13	2,136	3 13 8	8,232 8 0	Foolscap, White-wove ..	16 × 13	2,000	4 7 4	8,916 10 8	684 2 8	..
6	Quarto Post, do. ..	14½ × 9	254	3 14 8	994 13 4	Quarto Post, Hand-made ..	14½ × 9	254	9 0 8	2,296 9 4	1,301 12 0	..
7	Octavo Post, do. ..	9 × 7	207	3 14 8	810 12 0	Octavo Post, do. ..	9 × 7	207	4 0 0	828 0 0	17 4 0	..
8	French Foolscap, 1st sort ..	18 × 14	12,200	1 15 9	24,209 6 0	Foolscap, Cream-laid, White	16 × 13	12,200	1 13 0	22,112 8 0	..	2,096 14 0
9	Do. 2nd sort ..	16½ × 12	25,000	1 7 9	37,109 6 0	Printing, Double-Double Pott, thin, 28 lb. ..	32 × 25¼	5,000	5 13 4	29,166 10 8	..	7,942 11 4
10	White Cartridge, 35 lb. ..	20 × 25	15	9 15 4	149 6 0	Bally Paper, No. 13 ..	18 × 22	20	5 0 10	101 0 8	..	48 5 4
11	Do. 40 lb. ..	20 × 25	142	9 15 4	1,414 1 4	Do. ,, 31 .. White Cartridge, 40 lb. ..	22 × 29 20 × 25	117 25	6 13 3 9 15 4	798 14 3 248 15 4	..	366 3 9
12	Country Chellum, Medium. Do. Demy .. Do. Foolscap. Country Demy .. .. Do. Foolscap	22½ × 18 20 × 16 16 × 13 20 × 16 16 × 13	650 250 200 2,500 2,800	3 10 0 3 8 0 3 0 0 3 10 0 2 12 0	20,593 12 0	Bally Brown Cartridge, Super Royal, 30 lb. .. Do. do. 40 lb. ..	22 × 29 22 × 29	3,000 1,300	3 2 0 4 2 8	9,375 0 0 5,416 10 8	..	5,802 1 4
					1,04,537 4 8					93,281 9 7	5,000 8 8	16,256 3 9
												5,000 8 8
												11,255 11 1

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

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

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

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

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

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

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

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

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

23rd January 1883, Nos. 143, 144, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—the following paper:—

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

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

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

P W C No 7273/82

Govt. of {1882} Madras.

FINANCIAL.

B No 2803 W of 26-10/82

Communicated to the General Supdt P W Stores

(Initd) R.T.
24-10/82

Issued

Recd. Encl.

G.O., 13th October 1882, No. 1466.

B No 2803 W of 26-10/82

OCTOBER.

Genl Supdt P W Stores

To W for information

Write to M Chintal Rao 11/11/82

Stationery.

Appointing a Committee to determine the standard of the quality of the various English and country articles which should be supplied to the several departments of Government.

5. Perhaps the worst of all the articles last supplied are the lead pencils, three dozens of which I have the honor to return, and to request that you will be pleased to exchange them for a similar number of a better description, as they are found utterly unfit for office use.

ORDER—dated 13th October 1882, No. 1466, Financial.

The suggestion to form a Committee to determine the standard of the quality of the various English and country articles which should be supplied to the several departments of Government commends itself to His Excellency in Council.

2. The officers named below will accordingly be requested to associate themselves into a Committee for the purpose:—

The Chief Engineer.
Accountant-General.
Commissioner of Salt Revenue.
Secretary, Board of Revenue.
Deputy Registrar, High Court.
Under Secretary to Government, Public Department.
Superintendent of Public Works Stores.
The Superintendent of Stationery.

(True Extract.)

C. G. MASTER,
Chief Secretary.

To the Revenue Department.
" Public Works Department.
" Chief Engineer.
" Accountant-General.
" Registrar, High Court, Appellate Side.
" Superintendent of Stationery.

Exd. J. Wright.

13th October 1882, No. 1466, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—the following paper :—

From M.R.Ry. P. CHENTSAL RAO PANTULU GARU, Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 29th September 1882, No. 957.

I have the honor to forward a letter I have just received from the Deputy Registrar of the High Court, complaining against the quality of certain articles of stationery supplied to the High Court during the current year. The articles condemned by the High Court were all obtained on indent from England, and have to be so obtained in future as they are not of Indian manufacture. I presume that the Home Department orders purchases with reference to the values mentioned in the indent, for which probably better articles cannot be obtained. It therefore seems to me that either intimation should be given to the Secretary of State that the values given in the indent need not be adhered to, and that articles of the quality generally used in Government Offices at home should be sent, or we must send samples of the various articles which we require. The latter course seems preferable, and I beg to suggest that a Committee consisting of the officers noted in the margin be appointed to consider the standard of the quality of the various English and country articles which ought to be supplied to the several Government Offices. When the standards are fixed, samples of English articles may be sent to England, those of the country articles being kept in the office in view to similar articles being purchased in future. Without some such plan, I do not think that complaints can be avoided.

1. Chief Engineer, Public Works, or some other officer to represent the Department Public Works.
2. Superintendent of Public Works Stores.
3. Secretary, Board of Revenue.
4. Accountant-General.
5. Salt Commissioner.
6. Registrar of the High Court.
7. One officer to represent Government Secretariats.
8. Superintendent of Stationery.

Enclosure.

From S. ORR, Esq., Acting Deputy Registrar of the High Court of Judicature at Madras, Appellate Side, to the Superintendent of Stationery, dated Madras, 27th September 1882, No. 2258.

I regret to have to bring to your notice the bad quality of many of the articles now supplied from the Stationery Office. The blotting-paper as represented in my predecessor's letter, dated 17th July 1880, No. 1038, is simply useless, and it has been found necessary to supply the Court with a superior quality purchased in the local market.

2. The Judges also complain that the quill pens supplied are of so inferior a quality that it is impossible to write more than two or three lines with one pen.

3. The royal paper is also stated by the Judges to be of so greasy a character that it will not take the ink.

4. In view of these complaints, I am to ask if quills of a superior quality and paper free from grease cannot be supplied.

B. No 978 W d/21/4/82

No 1195 C d/2/6/8

Do 3/6

Entd. in Receipt Regr.

indents particularly cannot be altered as it has been fixed by the Secretary of State.

(By order,
Sd/. Ross Thompson
Lt Col. R.E.
Offg under Secy to Govt
P.W.D.

To
The Financial Dept.

Despd
7/6/82

Cannot be prepared on foolscap-

The Superintending Engineer 6th Circle

Royal and medium will not be indented for by him in future but Imperial and demy hand made paper is required for plans-

The Consulting Engineer for Railways

Imperial paper is not used in his office and Royal and medium will be excluded from future indents- Demy is required for registers and cannot be dispensed with, but care will be taken that no more is indented for than is absolutely essential-

The Examiner of Railway Accounts

has cancelled his demands for medium and demy paper-

The Genl. Supdt. P.W. Stores & workshops

report that medium and demy paper is required for store ledgers, account books and Home indents which cannot be written on paper of other sizes-

The size of paper for Home

indents

demands, nor to wholly substitute Machine made for hand made Imperial, as the former is stated to be unsuitable for coloring. If the supply of hand made Imperial be disallowed, more expensive drawing paper must be used. A small quantity of Machine made Imperial is required for working drawings but demands will in all cases be restricted to actual requirements.

4. With regard to the other descriptions of paper mentioned the reports from departmental officers are as follows:—

Superintending Engineer 1st Circle

Royal is used for working drawings and cannot be replaced by foolscap. The small quantities of Medium and Demy indented for by him are required for certain large statements. These descriptions of paper may be Machine made.

The Superintending Engineer 2nd Circle

agrees

Agrees to cancel his demands for Royal, Medium, and Demy and requests that 30 quires of hand made foolscap may be supplied in lieu.

The Superintending Engineer 3rd Circle

Requests that eight quires of Imperial writing paper may be supplied to him in lieu of one ream indented for, and that his demands for machine and hand made Medium may be cancelled.

The Superintending Engineer 4th Circle

Asks that ten quires of hand made Imperial may be supplied instead of two reams indented for, and that his demands for medium and demy may be wholly cancelled.

The Superintending Engineer 5th Circle

The quantities of Royal Medium and demy indented for by him were regulated by actual requirements and are wanted for returns and statements which

cannot

From,

The Examiner P. W. Accounts,
Madras.

To,

The secretary to Government,
Public Works Department.

No. 31/W. Madras, 20th May 1882.

Sir,

With reference to your memo No. 978/1 W. of 16th. May 1882, I have the honor to state that as this Office was not included in the list given in G.O. No. 978 W. of 21st. April 1882, no reply to it was considered necessary.

2. The G.O. has been noted, and should any of the expensive varieties of paper referred to therein be in future indented for by this Office, detailed explanation of the necessity for the same will be given.

I have the honor to be,
Sir,
Your Most Obedient Servant.

D. C. Gordon
Examiner P. W. Accounts.

R.P. 19/20/5

A 20/5

P.W.C. No. 325 8

From,

The Examiner P.W. Accounts,

Madras.

To,

The Secretary to Government,

P.W. Department.

No. 31 W.

Dated 20th May 1882.

Recd. 22 ——

Stationery. Explains his reason for not replying to G.O. No. 978 W. of 21st. April 1882 regarding---

Compile

Cu

22/5

GOVERNMENT OF MADRAS. P. W. DEPARTMENT.

RAILWAY BRANCH.

EXAMINER, GUARANTEED RAILWAY ACCOUNTS OFFICE,

No. 269.

Madras, 25th April 1882.

From

THE EXAMINER, GUARANTEED RAILWAY ACCOUNTS,
MADRAS,

To The Secretary to Government,
Public Works department,
Madras.

SIR,

With reference to G. O. No. 978 W dated 21st current, I have the honor to report that I have this day addressed the Superintendent of Stationery, Madras, to cancel the whole of my Indent for 1882-83 for medium× and Demy※ papers, and have returned him the quantity received for the year asking him to send me in return Six quires of printing foolscap paper.

× One quire

※ Nine quires.

I have the honor to be,
Sir,
Your most obdt. servt.

P. Birch Captn. S.C.,
Examiner Ry. Accts.,
Madras.

f

No 1195 C d/ 2/6/82

Memorandum

With reference to P.G. Financial Dept. No. 318 d/ 1st April/82, the Secy to Govt P.W.D. has the honor to report as follows:—

2. In the office of the Chief Engineer and Secy to Govt P.W.D. Imperial paper is not now used and has not been indented for, for the past two years – Royal paper is required for receipt registers, the size of which cannot be reduced, only actual requirements will be indented for – Medium and Demy will not be included in future indents –

3. All Superintending Engineers report that Imperial hand made paper is required for Irrigation plans, which under standing orders must all be of one uniform size – It does not appear practicable therefore to cancel their demands –

From C.W.C. No. 2606

THE EXAMINER,

GUARANTEED RAILWAY ACCOUNTS,

Madras,

To

The Secretary to Govt.
P.W.D.
Madras.

No. 269

Dated 25th April 1882.
Received 25th " "

No. OF ENCLOSURES.

Reports that he has this day addressed the Supdt of Stationery to cancel the whole indent for Medium and Demy papers for 1882-83 and returned the quantity received for the year.

Cu 25/4

PUBLIC WORKS STORE DEPARTMENT,
Madras, 2nd May 1882.

No. 162 S.

From

THE GENERAL SUPERINTENDENT,
PUBLIC WORKS STORES, &c.,

To

THE Under Secretary to Government
P. W. D.

Enclosures.

SIR,

With reference to G.O. No. 978 W dated 21st April 1882, I have the honor to state that One Ream of Demy and one Ream of Medium paper are required for the use of the Public Works Stores. The Demy paper is required for Home Indents on the Secretary of State and Government of India and Store Ledgers. As the size of paper is defined by the Secretary of State, no alteration can be made here. The Medium size is required for Stock Account books.

I have the honor to be,
Sir,
Your most Obedient Servt
Lieut. R.E.
General Supdt. P.W. Stores
&c.

P. W. C. No 2780

Public Works Store Department.

From
The General Superintendent,
P. W. Stores, &c.,
Madras,

To
The Under Secretary to Govt
P. W. D

No. 162 S.

Dated 2nd
Despd. 2nd May 1882.
Recd. 2

No. of Enclosures.

States that one Ream of Demy, and One Ream of Medium Paper are required for the use of the Public Works Stores.

Compile
Cy
26/5

Presidency Public Works Workshops,
Madras, 2nd ~~April~~ May 1882.

No. 210 W.

From
The General Superintendent,
Public Works Workshops,

To
The Dy Chief Engineer
D P W
Madras

Enclosures.

Sir,

With reference to G. O. No 978, dated 21st April 1882, I have the honor to state that four Reams of Medium and 3 Reams of Demy are indented for yearly, only for work Account Books required in the Workshops. No paper but Foolscap is used for correspondence, and I therefore beg that the small supply of larger paper required may be allowed to stand, as it will not be possible to keep the daily work book, Bill Books and Ledgers &c on foolscap paper, as the size is too small.

I have the honor to be
Sir,
Your most obedt Servt

C. K. E
Genl Supdt P. W. Workshops

2
22

P. W. C. No 2779

Presidency P. W. Workshops.

From

THE GENERAL SUPERINTENDENT,
P. W. WORKSHOPS,
MADRAS,

To

THE

No.

Dated
Despd. 188 .
Received 8 May 95

ENCLOSURES.

Subject.

Compile
Ch
11/5

P. W. C. No 27

Recd 6 May 95

Compile
Ch
9/5

Consg. Engr.'s No. 13.

RAILWAY DEPARTMENT.

CONSULTING ENGINEER'S OFFICE,

No. ~~344~~ 1132 Madras, 5th May 1882

MEMORANDUM.

Enclosure.

With reference to the Proceedings of Government No. 978 W dated 21st April 1882, the undersigned has the honor to report as follows:–

2. Imperial paper. None is used in this office.

Royal and Medium papers. These will be excluded from future indents.

Demy paper. Required for Register Books, and cannot be dispensed with

3. Care will be taken that no more Demy paper is indented for than is absolutely essential.

C S Smith Major R.E.

For Consulting Engineer for Rys.

Seen 6/5/82

To the Secretary to Govt
P. W. D.
Madras

P. W. C. No. 2917

From,

The Supt Engineer
6th Circle

To,

The Chief Engr
P. W. D.

No. 234 T.J

Dated 4th May 182

Recd 5 May 82

Stationery

Offers opinion that the Royal and Medium descriptions of papers may be omitted from future Indents for – and Imperial hand made + Demy hand made substituted –

Compile
C.N.
8/5

may generally be sent on Demy.

2. But it is very important that the Imperial and Demy paper supplied should be hand-made, as the machine made paper does not take colour well and is apt to crack, and spot, besides being less durable.

I have the honor to be
Sir
Your most obedient servant.

F. Beatty - Col. R.E.

Supt. Engineer, 6 circle.

S.W.G.

No. 234 T.S.

Supt. Engineer's office
Vennar Head 4th May 1882.

From

Colonel J. Beatty R.E.
Supt. Engineer — Circle.

To

Colonel R. H. Sankey C.B. R.E.
Chief Engineer P.W.D.

Sir,

As directed in G.O. No. 978 W of 21st Ultimo, I have the honor to report that in my opinion the Royal and Medium descriptions of paper may be omitted from our Indents in future and a corresponding quantity of Imperial Hand Made and Demy Hand Made substituted. The Imperial and Demy descriptions of paper are wanted specially for plans. The orders of the Chief Engineer for Irrigation are that all plans for his office are to be on Imperial paper 30 × 22, or 15 × 22. Plans for other officers

may

P.W.C. No. 3295

From

THE Offg. SUPERINTENDING ENGINEER,
5TH CIRCLE,

To

THE Chief Engineer
P. W. Departt.
Madras

Dated 22nd May 1882.
Recd. 23 May 1882.

ENCLOSURES.

No. 599.

Imperial, Royal, Medium & Demy Writing papers.

Reports that the quantities of —— indented for are regulated with reference to their requirements only.

Complete

of paper should be used for Plans-

2. The other three kinds of paper viz Royal, Medium and Demy - are of much use for less important Plans - and also for Returns Registers and Statements which owing to the large number of columns contained in them cannot be possibly prepared on paper of the size of foolscap - The quantities indented for - of these papers are regulated with Reference to these Requirements only.

I have the honor to be
Sir
Your Most Obedt. Servt.

V H Burton.
Lieutt. Colll. R.E.
Offg. Supg. Engr. 5 Circle.

SUPERINTENDING ENGINEER'S OFFICE,
5TH CIRCLE, MADRAS,

No. 599.

Bangalore ~~Chepauk~~ 22d May 1882.

From

The Offg SUPERINTENDING ENGINEER,
5TH CIRCLE,

To

The Chief Engineer
P.W.D.

Sir,

Enclosures.

With reference to G. O. No 978 W dated 21st April 1882, I have the honor to report that Imperial Writing Paper (22" x 30") is required chiefly for drawing purposes, it being laid down in Irrigation Standing orders Nos 1 - 1 App. 25. Professional (Irrigation Circular No 50 and Code para 991 that this description of

---

P. W. Cho. 2668

From
The Supg Engineer,
Fourth Circle.

Dated 25th }
Despd: 27th } April /82.

No: 156

Stationery:—

Requesting to reduce the quantity of Imperial Writing paper Hand-made, and to cancel his Indent for certain other papers.

Compiled
CW 21/4

quantity cannot further be reduced.

3. My Indent for the following papers may be wholly cancelled as Foolscap paper may be used in their stead.

			Reams	Qrs	Shts
Paper writing	Medium	H. M	3	"	"
Do	Do	M. M	"	16	"
Do	Demy	H. M	1	"	"
Do	Do	M. M	"	16	"

I have the honor to be
Sir
Your Most obt. servt.

Major R.E.
Supg: Engineer IV circle

No: 156

Supg: Engineer's Office IV circle
Camp Ootacamund, 25th April 1882.

From,

The Supg: Engineer
IV Circle

To,

The Chief Engineer
P. W. Department.

Sir,

With reference to G. O. No: 978 W of 21st April 1882, I have the honor to inform you that the quantity of Imperial (writing) paper, Hand made, intented for by me for use during 1882-83 may be reduced from two reams to ten quires; as this sort of paper would be required for drawing Irrigation plans under Irrigation Chief Engineers Standing Order No 1 of 5th November 1868 the quantity

---

P. W. C. No 2638

From

The Superintending Engineer,
III ~~1st~~ Circle,
Bellary

To

The Chief Engineer
P W D
Madras

Dated 26th
Recd. 27th } April 1882.

ENCLOSURES.

No. 147

Stationery for 1882/3.

Requesting that the within noted may be supplied for use in the 3rd circle

Compile
C.H.
27/4

be used

I have the honour to be
Sir
Your most obdt. servant.

J. Pennycuick Major R.E.
Superintending Engineer
III Circle.

SUPERINTENDING ENGINEER'S OFFICE,

~~MADRAS,~~

No. 147 Bellary ~~Chepauk,~~ 26 April 1882.

From

Major J Pennycuick R.E.

THE SUPERINTENDING ENGINEER,

III ~~1st~~ CIRCLE,

To

THE Chief Engineer

P W Department

Madras.

SIR,

Enclosures.

With reference to G.O. No. 978 W. dated 21st April 1882 I have the honor to report that one Ream of Imperial Hand made writing paper; and one Ream each of medium Hand made and Machine made paper were entered in the Stationery Indent for the current official year submitted from this Office.

2 The demand for the Medium paper is now withdrawn but I request that 8 quires of Imperial writing paper may be supplied; as this paper is required for drawing purposes in connection with irrigation works. and if struck out, drawing paper of a more expensive kind will have to

---

P.W.C No 3315

From

The Supg: Engineer

2nd Circle

To

The Chief Engineer

Public W. Department

Dated 18th } May 1882.
Recd 25 }

No. 53 G.L.

Royal Medium and Demy paper – Requesting to supply Imperial writing paper in lieu of –

Compile

[illegible]

25/5

2. To make up for the quantity of Royal medium and Demy paper given up, 30 quires of Hand made Fool-scap should be supplied in addition to the 377 Quires entered in the Circle Indent.

I have the honor to be,
Sir,
Your most Obedt. Servant.

J. W. Rundall
Superintending Engineer,
2nd Circle.

No. 53 Gl

SUPERINTENDING ENGINEER'S OFFICE 2nd CIRCLE
STATION, Masulipatam, 18th May 1882.

FROM,

THE SUPERINTENDING ENGINEER
2nd Circle.

TO,

THE Chief Engineer,
Public Works Department.

Enclosures.

SIR,

With reference to G.O. No 978.W. of the 21st April 1882, I have the honor to state that, we can do without Royal, medium, and Demy writing Paper.

2. Imperial writing paper is however much used for plans where no coloring is required. Only 6 quires of this kind of paper were indented for, for the Circle, with a view to its use for plans. I believe the whole quantity to be necessary, and trust its supply may be ordered. If Imperial writing paper is not supplied, we shall require an extra quantity of Imperial drawing paper

---

188 .

P.W.C. No 3023

From
The Chief Engineer for Irrigation,

Dated
Despatched
Received 11 May/82

ENCLOSURES. 1

No.

Subject.

Compile with other papers relating to Stationery
Cu
11/5

E. I. Form No. 5.

Office of the Chief Engineer
for Irrigation,
Chepauk,
8th May 1882.

No. 20-Ecr

MEMORANDUM.

Irrigation.

Enclosures. 1

Letter from the Superintending Engineer 1st Circle No 51 G. L dated 26th April 1882

Transferred to the Chief Engineer P. W. Department.

The undersigned supports the request of the Superintending Engineer that his Indent for "Imperial Hand made" paper should not be interfered with. All Irrigation Plans are drawn on this paper and it would put this office, as well as Divisional officers of the Godavari, and other Irrigation Divisions, to great inconvenience, should paper of any other size be used: As stated by the Superintending Engineer, the system of having plans of uniform size is of much value, and Plan almirahs designed accordingly, are now in general use in this office, and in those of the Superintending Engineers

A. S. Russell

for Chief Engineer

To The Chief Engineer
P. W. Department

---

4 MAY

From

The Supg. Engineer
First Circle

To

The Chief Engineer
for Irrigation.

P. W. Encl. 1 / 3023 / 82

Dated 26th
Despd 29
Recd
April 1882.

No. 51 G. L.
Enclosure One

Certain stationery articles
Requesting to support his proposal regarding his Indent for — for reasons stated within.

No. 51 G. L.

FROM

THE SUPERINTENDING ENGINEER

FIRST CIRCLE.

TO,

THE CHIEF ENGINEER

FOR IRRIGATION.

Enclos.

Dowlaishweram, 26th April 1882
Desp. 29th do

SIR,

In forwarding herewith copy of my No. 50 G.L. dated 26/4/82 to the Chief Engineer D.P.W. I trust you will support my request not to have my Indent for "Imperial Hand made" paper interfered with - if it be so it will no longer be possible to keep up the system of plans of uniform size and character of paper which has proved of such convenience & value in your Office as well as in the Divisions of the Godavari.

I have the honor to be,
Sir,
Your Most obedient Servt.

C. Walch
Offg. Supt. Engr. 1st Circle

Comp'd TK

P. W. C. 6 - 2[illegible]

From

The Supg. Engineer
First Circle

To

The Chief Engineer
P. W. Department

Dated 26th
Despd. 29 } April 1882.
Recd. 4 May 82

No. 50 G. L.
Enclosure Acc

Stationery articles -
Indented for - Reporting
that the - are required
for the purposes named
within -.

Compile
Ce 4/5

inspection.

Imperial machine made is used for working drawings its supply is not of so much consequence as that of the "hand made" but it is useful.

Royal. This is also used for working drawings. foolscap could most certainly not take its place.

Medium & Demy. These are used chiefly for several large statements and a small supply such as that indented for is certainly useful though it would be possible by pasting & patching to do without it. It might all be "Machine Made".

2 I may add that the Stationery Indents receive my careful personal attention.

I have the honor to be,
Sir,
your most obedient Servt.

Offg Supg Engineer 1st Circle.

No. 59 G.L.

FROM

THE SUPERINTENDING ENGINEER

FIRST CIRCLE.

TO,

THE CHIEF ENGINEER

P. W. Department

~~FOR IRRIGATION.~~

Enclos. 1 sheet

Dowlaishweram, 26th April 1882

Despd 29th

SIR,

With reference to G.O. No. 978-21/4/82 I have the honor to state that the paper referred to which has been indented for in the quantities shown in the margin by this Circle are required for the purposes named below.

		R.	Q.	S.
Imperial	H. M	0	12	"
	M. M	0	4	"
Royal	H. M	0	5	"
	M. M	0	2	"
Medium	H. M	1	5	12
	M. M	0	3	"
Demy	H. M	0	19	"
	M. M	0	2	"

Imperial Hand made.

This paper is used almost exclusively for plans (which in the Godavari District are very numerous) see Standing Order Irrigation Department No. 1 & Para 991 of Code. & if it be not supplied will cause the very greatest inconvenience in the Office of the Chief Engineer for Irrigation as well as in the Circle & Divisional Offices. A sheet as now used for plans is sent for inspection

With order

Copy 22/4.

RECEIPT No. $\frac{\text{GD}}{18}$

PLAN No.

GODAVERY DELTA SYSTEM.

NOTE.—*Surface soil* ... ...
Sub-soil ... ...
Designed by ... ...
Built by ... ...
Commenced ... ...
Completed ... ...
Actual cost, Rs. ... ...

REGISTER No.

EASTERN DELTA SECTION.

ESTIMATE RUPEES.

Fund ... ...
Main Head ... ...
Sub Head ... ...

REFERENCES.

Sanctioned in G. O., No. *dated*

No. 50 G.L.

FROM

THE SUPERINTENDING ENGINEER

FIRST CIRCLE.

TO,

Govt. of [1882] Madras.

FINANCIAL.

Copied by

from Plan received with letter No.

dated

from

and referred to in Memo. No.

dated

to

No. 509 G.L.

No. 978 W dy. 21-4-82

Communicated to Superintending Engineers and Officers Concerned for very early report.

(True Extract)

Signed. Ross Thompson
Lt Col. R.E.
ag under secy to Govt
P.W. D

Supg Engineers
Consg Engineer for Rys
Examr P.W. A.
Examr of Ry accts
Genl Supt P.W. S & W.

Despd 22/4.

Govt. of (1882) Madras.

FINANCIAL.

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

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

With order

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

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

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

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

1st April 1882, No. 318, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

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

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

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

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

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

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

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

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

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

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

(True Extract.)

C. G. MASTER,
Acting Chief Secretary.

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

To all Heads of Departments.
,, all Collectors of Districts.

Copy to the Chief Commissioner of Coorg, Bangalore.

CAW

Do as proposed please

23/4

SAW

For guidance at Madras.

Noted
Cy 26/4

RS 24/4

[illegible] Council

IN CIRCULATION. 21.4.82

2 papers.

Public Works Department.

So W

If approved

Foolscap Covers will be discontinued entirely.

They are now used in the following cases.

(a) For circulation.
(b) Govt. of India.
(c) Secty: of State
(d) Blank covers (in some cases).

In all other cases, rough paper is used.

R.S.
22/4

The present Stock of Foolscap Covers will have to be used up
R.S.

this might be explained to the Hon.?

IN CIRCULATION. 21.4.82

2 papers.

The Honorable W. HUDLESTON.

Public Works Department.

S-A-W.

With reference to Financial G.O. no 318 dated 1st April/82, I beg to report that of the several kinds of writing paper (which have been hitherto indented for and the use of which is now required to be discontinued) Imperial is not used in this Depts for writing purposes & therefore it ~~has not been~~ is not indented for since two years. Royal is used solely for printing forms of Receipt Register &ca. If orders are issued to use books of foolscap size for the purpose as in other Depts, there will be no need of a further supply of that kind of paper. Medium & Demy have been hitherto used mostly for making (Circulation &ca covers &) blank books of the sizes for several

---

B. No. 791 dated 24th Mar 1882

Communicated to the officers of the P.W. Department for information & guidance.

(True Extract)

Sd/ Ross Thompson Lt Col R.E.
Ag Under Secy to Govt
P.W Department

Ch. Eng. I
Ch. Eng. for Rys.
Examr P.W.A.
Examr Ry Accts
S.E.s
C.A. to Govt
Sup. M.W.
Genl. Supdt P.W. Stores

G.O. Fin. No 3180 / 1 ...

C.A. W.

You will see that this paper has been communicated to Officers concerned for report. Meanwhile the reply as regards our own office might be got ready.

If you have no objection to our receipt registers being hereafter made foolscap size, we can dispense altogether with the descriptions of paper mentioned in the Fin. G.O. Circulation & other covers can be made of white Europe Cartridge of which there is a large supply in the Office.

The Budget Registers are now supplied by C. Office, & ...

S.A.

seems no reason why
all other books in the
office should not be
foolscap size—
a note by the C.K.
is attached.

Cy
22/4/82.

S.A.W.

We cannot
alter the size of
our Books.
The use of expen-
sive paper for
Covers must be
discontinued.

R.S.
24/4

Noted
Cy
26/4

Can [illegible]

B. No. 791 W. d/ 24th Mar 1882

Communicated to
the officers of the P.W.
Department for infor-
-mation & guidance.

(True Extract)

Sd/ Ross Thompson Lt Col R.E.
Ag Under Secy to Govt.
P.W. Department.

Cr. for I.
Cr. for Rys.
Examr. P.W.A.
Exam. Ry Acct.
S.Es.
C.A. to Govt.
Sup. M.A.W.
Genl. Supdt. P.W. Stores

Govt. of [1882] Madras.

FINANCIAL.

Order, dated 24th February 1882, No. 254.

Stationery.—Approving the proposals of th
Superintendent of Stationery for the substitutio
of the paper manufactured at the Bally Mills f
English paper; and impressing on all officers th
need for economy in regard to stationery.

B. No. 791 W. d/ 24th March 1882

3. English Printing Yellow Royal paper, at Rs. 7-12-0 per ream, is now supplied to the Accountant-General. He states that the Bally Mills paper, at Rs. 5 per ream, seems in every way suitable for his purpose. This will accordingly be hereafter provided instead when a fresh supply is required.

4. White Blotting Paper being required for the Government Secretariat, eighteen reams for the year 1882-83 will be procured from the Bally Mills, at Rs. 8 per ream.

5. The price of the Bally Mills Brown Cartridge paper is dearer than the English as shown above, and so are the Madras prices of other papers in comparison with the Madras prices of English papers for which the Bally papers are substituted in Bengal. There will be no advantage in substituting the Bally Mills for the English papers in these cases.

6. As regards the Bombay Mills, the Superintendent of Stationery in Bombay has informed me that the Manager of the Girgaum Paper Mills there tendered for Brown paper at rates somewhat higher than those at which this article can be obtained through the India Office.

Order—dated 24th February 1882, No. 254, Financial.

The Superintendent's proposals are approved. His letter will be communicated to all Heads of Departments.

2. The Government believe that there is much room for economy in regard to stationery, and they desire that all officers will scrutinize their indents and consult with the Superintendent of Stationery as to how their demands can be reduced. Certain expensive kinds of paper, such as Hand-made Foolscaps, should be used in few offices, and there very sparingly.

3. The Government doubt whether the Superintendent bears in mind the *loss by exchange* in Europe purchases or the probable improvement in quality of Indian manufactures that encouragement will induce.

(True Extract.)

(Signed) R. DAVIDSON,
Chief Secretary.

To the Superintendent of Stationery.
,, all Heads of Departments.
,, the Departments of the Secretariat.

Exd. T. O'Connor.

24th February 1882, No. 254, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—the following letter from J. G. FERRAND, Esq., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 9th February 1882, No. 1308 :—

With reference to G.O., 8th October 1881, No. 1924,* I beg to report that in 1880 samples of Bally Mills papers were obtained and tried here, and in the following year, with the sanction of Government,† a purchase was made of that paper to the extent of Rs. 1,416-10-8, to be used for envelopes. I have now, as suggested by the Government of India, communicated with the Superintendent of Stationery in Calcutta and obtained fresh samples‡ of the Bally Mills papers, which are herewith forwarded with copy of the letter from the Calcutta Superintendent, 9th November 1881, No. 3768. The half bleached papers (Royal, Demy, and Double Foolscap) appear to be superior to those previously obtained. I think that the Badami Royal paper, 25 lb., may be advantageously used in this Presidency as in Bengal for printed forms as well as for envelopes. The forms referred to are some of those employed in public offices generally and especially the forms employed in the Collectorates and the Mofussil Courts. If Government approve of the proposed use, I would suggest that an order be issued for the substitution of Bally Mills Badami Royal paper, 25 lb. (Rs. 4-6-10 per ream), for English Printing Royal paper, 28 lb. (Rs. 4-8-0 per ream) in the Stationery Indents on this office as regards all printed forms and other purposes for which the substitution may properly be made. A sample sheet of the English Printing paper is also forwarded.

2. The difference in price between the Bally Mills papers and English papers for which they are substituted in Bengal, as these papers are delivered at Madras, is shown below :—

Bally Mills Papers.		Price.		English Papers.		Last Invoice Price with addition of 25 per cent. for Exchange and Freight.
	Weight.		Rs. A. P.		Weight.	Rs. A. P.
Badami Royal	25 lb.	Annas 2 & Pies 10 per lb.	4 6 10	Printing Royal	28 lb.	4 8 0
Do. Royal	20 ,,		3 8 8	Do. Royal	18 ,,	3 6 0
Do. Demy	18 ,,		3 3 0	Do. Demy	17 ,,	2 13 0
Do. Double Foolscap ..	24 ,,		4 4 0	Do. Double Foolscap ..	25 ,,	4 0 0
Do. do. ..	20 ,,		3 8 8	Do. do. ..	21 ,,	3 6 0
Do. Yellow Royal ..	20 ,,	Annas 4 per lb	5 0 0	Do. Yellow Royal ..	25 ,,	7 12 0
Do. do. Demy ..	15 ,,		3 12 0	....	..	..
White Blotting Paper ..	32 ,,		8 0 0	Pink Blotting Paper	23 ,,	7 3 10
Brown Cartridge Flat ..	60 ,,		9 6 0	Packing Imperial Cap ..	70 ,,	6 6 8
Do. do. Super Royal.	50 ,,		7 13 0	Do. ..	50 ,,	4 13 0
Do. do. do.	30 ,,		4 11 0	....	..	..

---

* Directing me to communicate with Superintendent in Calcutta regarding paper manufactured at the Bally Mills, and report how far the Indian manufactured can be substituted for the imported article.

† G.O., 2nd October 1880, No. 1903.

‡ Requested to be returned.