

No 2550 Wd/29-9-86

Communicated to
officers of the P.W. Dept.
for information.

(sd) J. C. W.

Govt. of (1886) Madras.

FINANCIAL.

Issued

Recd.

Encl.

G.O., 1st September 1886, No. 880.

No 2550 Wd/29-9-86

SEPTEMBER.

Ch. Engr for Design
Consig. Engr for Rys
Suptg. Engrs
C. A. to Govt
Supt. of Works I. M. Scheme.
Exr. P. W. Accts.

Stationery.

Directing that effect be given to the various recommendations of the committee appointed to determine the standard of the quality of the various English and country articles of — which should be supplied to the several departments of Government.



With order

W. M.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following papers :—

From M.R.Ry. P. CHENTSAL RAO PANTULU GARU, Superintendent of Stationery, to the Under Secretary to Government, Public Works Department, dated Madras, 17th July 1886, No. 876.

In reply to your memorandum, dated 15th July 1886, No. 2448 C., I have the honor to state that the Stationery Committee submitted their report to Government on the subject of steel pens and pens on 7th March 1884. The Government forwarded it on to the Government of India on 31st March 1884 (*vide* G.O., 31st March 1884, Nos. 718 and 719, Financial Department). The Government of India referred the matter to the Superintendent of Stationery, Calcutta, whose remarks thereon were forwarded to the Government of Madras for consideration (*vide* G.O., 21st June 1884, No. 1365, Financial Department). These remarks were referred by the Government to the Stationery Committee who referred them again to me. I sent my reply to the Stationery Committee on 19th July 1884, and I remember that the Stationery Committee sent their report thereon. I have heard nothing since.

From D. C. GORDON, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 14th July 1886, No. 53 W.

I have the honor to invite your consideration to the subject of a better class of steel pen being supplied to offices than is now available from the Government Stationery office. The matter was, I believe, under the consideration of the Stationery Committee in 1884.

2. The quality of the quill pens supplied is so very inferior that I find a pen last two or three days only, and is cut to waste, while broad pointed steel nibs are now made having all the smoothness and advantages of a good quill pen, and lasting longer.

3. The enclosed samples are sent for your inspection. Nos. 1, 2, 3 are supplied by the Stationery office and are Hinks' fine, medium, and broad nibs, which, if good for fine work of the book-keeper and copy writer, are not adapted to rougher work for which quills are used. No. 4 *Mitchell's* J pen is also supplied by the Stationery office, but I believe to hospitals only. It is preferable to any of the Hinks' nibs for rough work.

4. Nos. 5 and 6 are, I think, the best substitutes for quill pens, the former one of *Perry's* J pens, the latter *Brandaver's* "Baltic" pen. Both of these write easily and smoothly, and if they were available from the Stationery office, I think the demand for quill pens would give way almost entirely to the more convenient nib. For my own use in office I have long used these J nibs in preference to quills.

No. 475 D.

Transferred, with the Examiner's letter, to the Financial Department, for consideration.

OOTACAMUND,
3rd August 1886.

(Signed) J. SHAW-STEWART, Col., R.E.,
Secretary to Govt., P.W.D.

From M.R.Ry. P. CHENTSAL RAO PANTULU GARU, Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 12th August 1886, No. 1000.

In reply to your endorsement, dated 10th August 1886, No. 1317 C., on the letter from the Examiner of Public Works Accounts, No. 53 W., herewith returned, I have the honor to state that I have not at present, and I have not indented for the better class of steel pens recommended for adoption by the Stationery Committee, as I have not yet received any final orders on the subject. The last paper I received on the matter is G.O., dated 21st June 1884, No. 1365, Financial Department, and I have not received any orders since. Not only the steel pens, but the better classes of pencils, quills, swan-quills, English sealing-wax and English tape, recommended by the Stationery Committee for adoption, have not been indented for by me, Government not having authorized me to do so.

ORDER—dated 1st September 1886, No. 880, Financial.

In G.O., No. 1466, Financial, dated 13th October 1882, a committee was appointed to determine the standard of the quality of the various English and country articles of stationery which should be supplied to the several departments of Government.

2. The recommendations of the committee were "approved in their entirety" in G.O., No. 143, dated 23rd January 1883. The Superintendent of Stationery and all officers concerned were at the same time directed to give effect to these recommendations.

3. A copy of the proceedings was forwarded to the Government of India, who, in their letter of the 14th April 1883, No. 196, communicated some observations on the proposals of the Madras Committee; remarking also that "it seems desirable that the paper and stationery used in public offices should be of uniform quality and kind all over India."

Paragraph 3.

4. The observations of the Government of India were communicated to the Superintendent of Stationery; and, pending report by certain officers who were subsequently consulted, the recommendations of the Stationery Committee were held in abeyance.

5. The committee submitted a further report on the 7th March 1884, copy of which was forwarded to the Government of India with endorsement No. 719, dated 31st March 1884.

6. In reply, this Government was furnished with a memorandum by the Superintendent of Stationery, Calcutta, on the various proposals contained in the committee's report, and a copy thereof was communicated to the Stationery Committee for remarks.

Letter, No. 1397, dated 31st May 1884.
G.O., No. 1365, dated 21st June 1884.

7. The committee's remarks were in due course forwarded to the Government of India with an expression of concurrence on the part of this Government.

8. Two years having elapsed, and no further orders having been issued by the Government of India, His Excellency the Governor in Council now resolves to direct that effect be given to the various recommendations of the Stationery Committee. A complete collection of the correspondence is circulated with these proceedings for information and guidance.

(True Extract.)

Chief Secretary.

To all Departments of the Secretariat.
" the Superintendent of Stationery.
" the Accountant-General.

APPENDIX to G.O., No. 880, Financial, dated 1st September 1886.

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

"	"	143	"	23rd January 1883	"	"
"	"	1021	"	22nd May	"	"
"	"	1557	"	20th July	"	"
"	"	718	"	31st March 1884	"	"
"	"	1365	"	21st June	"	"
"	"	1960	"	25th August	"	"

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

Read—the following letter 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.

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.

Without some such plan, I do not think that complaints can be avoided.

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.

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

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.)

(Signed) C. G. MASTER,
Chief Secretary.

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

G.O., dated 23rd January 1883, Nos. 143, 144, Financial.

Read—the following letter from the Committee appointed to report upon stationery, to the Chief Secretary to Government, dated Madras, 6th January 1883, No. 28-C. :—

No. 28-C. :—

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

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

Paper proposed to be discontinued.						Paper proposed to be substituted.						Financial effect of the change.	
No.	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	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	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	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	16 × 13	2,135	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	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	9 × 7	207	3 14 8	810 12 0	do.	9 × 7	207	1 13 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	5 13 4	29,166 10 8	..	2,096 14 0	
9	Do.	16½ × 12	25,000	1 7 9	37,109 6 0	Printing, double-double	32 × 25½	5,000	5 10 10	101 0 8	7,942 11 4	..	
10	White cartridge, 35 lb.	20 × 25	15	9 15 4	149 6 0	pot, thin, 28 lb.	18 × 22	20	6 13 3	798 14 3	48 5 4	..	
11	Do.	20 × 25	142	9 15 4	1,414 1 4	Bally paper, No. 13	22 × 29	117	9 15 4	248 15 4	366 3 9	..	
	Country chellum, demy	22½ × 18	650	3 10 0	20,593 12 0	Do. " 31	20 × 25	25	3 2 0	9,375 0 0	5,802 1 4	..	
12	Do.	20 × 16	280	3 0 0	20,593 12 0	Bally brown cartridge,	22 × 29	3,000	4 2 8	5,416 10 8	16,256 3 9	..	
	Country demy	16 × 13	2,500	3 10 0	20,593 12 0	super royal, 30 lb.	22 × 29	1,300	4 2 8	5,416 10 8	5,000 8 8	..	
	Do. foolscap	16 × 13	2,800	2 12 0	1,04,537 4 8	Do. do. 40 lb.	22 × 29	1,300	4 2 8	5,416 10 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 11s. 7d. per ream, and we find that the best blotting paper can be had in England at not more than 25 shillings per ream *retail*. When paper of very superior quality is supplied, the quantity issued to each office may be very greatly reduced. A reduction of 50 per cent. would still allow of a larger supply to the taluks for use in lieu of pounce. The total expenditure on the article should thus remain unaltered.

11. The quills and blacklead-pencils and sealing-wax now supplied are also very inferior. In regard to quills and pencils, the Secretary of State should be requested to send out samples at various prices ranging upwards from those now paid. We find that the English prices of goose-quills vary from about 15 shillings to £5 per 1,000. The price of the quills now supplied is £1-2-3 per 1,000, which is not a sufficient price to procure an article of good quality. It would be far better to give double the price and to supply half the quantity. No increase of cost would result. A very small supply of swan-quills should also be procured for issue to those superior officers who prefer them; one such will last as long as ten of the pens now issued. A greater variety of steel-pens should also be procured. Many officers who prefer steel-pens are unable to write with those now supplied which are unsuitable for rapid writing, though quite fit for the use of copyists who have to write more of a “copper-plate” hand. As regards pencils, two kinds should be issued—one hard (H) for use by clerks

for ruling lines, &c., and one soft (B) for drafting purposes. Specimens of Faber's polygrade drawing pencils of these sorts should be included among the samples sent.

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

12. The tapes now supplied are also of very inferior quality and so rough as to be difficult to tie, and still more so 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 worth while 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,
Dy. 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.)

(Signed) 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.

(Signed) C. G. MASTER,
Chief Secretary.

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

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 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 manufacturers 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 GARU, 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 used 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 :—

	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	2,728 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, 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.)

(Signed) C. G. MASTER,
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.

G.O., dated 20th July 1883, No. 1557, Financial.

Read—the following despatch from the Right Hon. the EARL OF KIMBERLEY, Her Majesty's Secretary of State for India, to His Excellency the Right Honorable the Governor in Council, dated India office, London, 21st June 1883, No. 9, Financial (Stores):—

With reference to your Secretary's letter in the Financial Department, No. 425, Miscellaneous, dated 23rd February 1883, forwarding copy of the Proceedings of your Government, No. 143, dated 23rd January last, and with reference to paragraphs 10, 11 and 12 of the report of the Stationery Committee, requesting that instructions may be given for the supply to the Superintendent of Stationery, Madras, of samples of the various descriptions of blotting paper and other stationery stores therein referred to, with a statement of their prices, I have to inform you that the samples of stationery referred to will be transmitted at an early date; and I enclose, for your information, copy of a report by the Director-General of Stores on the subject and also a statement showing the wholesale prices, at the present date, of the samples.

Dated 8th June.

ENCLOSURE.

Copy of a report by the Director-General of Stores on the "Supply of Samples of Stationery Stores," dated 8th June 1883.

The accompanying letter from the Secretary to the Government of Madras in the Financial Department, No. 425, Miscellaneous, dated 23rd February 1883, forwarding, for the information of the Secretary of State, copy of Proceedings of the Madras Government, No. 143, dated 23rd January last, and, with reference to paragraphs 10, 11 and 12 of the report of the Stationery Committee, which is also forwarded, requests that instructions may be given for the supply to the Superintendent of Stationery, Madras, of samples of the various descriptions of blotting paper, goose quills, swan quills, black-lead pencils, and tape, with a statement of their price.

With regard to the report of the Stationery Committee, I have to remark as follows, viz. :—

Paragraph 3.—Papers used for registers should no doubt be hand-made as recommended by the committee, and should be so described in the indents prepared in Madras.

Paragraph 5.—For demi-official correspondence machine-made paper of the best manufacture if hand sized and left dried should, it is considered, be good enough, and would be much cheaper than hand-made paper.

Paragraph 7.—There would appear to be no objection to the substitution of double pott for French foolscap paper; the price is about the same, and there is hardly any difference in quality between the second quality French foolscap and the double pott paper.

Paragraph 10.—Red blotting paper is much more expensive than white. White blotting paper weighing 27 lb. per ream will, it is considered, be both cheaper and more lasting than red blotting paper weighing 19 lb. per ream.

The paper and other stores on which the committee have reported were provided through the Stationery office, and I suggest that a further report be obtained from Madras on the result of the recent shipments of stationery stores which have been procured by this department without the intervention of the Stationery office.

I have obtained samples of the stationery stores referred to in the 10th, 11th and 12th clauses of the committee's report, which will be shipped at an early date to Madras, and I annex, for transmission to the Government, a statement showing the quantities of each article supplied, and the wholesale prices at which they can at present be procured.

SAMPLES OF STATIONERY FOR MADRAS.

Quills.

Number of Sample.	Wholesale Price per Thousand.	Quantity proposed to be sent.
<i>Goose Quills.</i>		
	£ s. d.	
1	1 5 0	} 1,000 of each kind.
2	1 10 0	
3	2 0 0	
4	2 10 0	
5	3 10 0	
<i>Swan Quills.</i>		
	£ s. d.	
	13 10 0	} 100 of each kind.*
	17 0 0	
	20 0 0	

Steel Pens.

Number of Sample.	Cost per Gross.	Quantity proposed to be sent.
	s. d.	
163 M	2 8	} One gross of each.
601 M	1 10	
616 M	2 6	
893 B	1 10	
909 B	1 4	
909 M	1 4	
880 M	13 6	
<i>Black Swan Quill Steel.</i>		
	s. d.	
808 B	13 6	} One gross of each.
017 F 9	0 11	
017 M 9	0 11	
017 B 9	0 11	
0514 F 10	1 8	
0514 M 10	1 8	
0514 B 10	1 8	
J 11	1 8	
R 11	1 8	

Black Lead Pencils.

No. of Sample.	Grade.	Cost per Gross.	Quantity proposed to be sent.
		s. d.	
1	H	10 0	} Two dozens of each.
2	H B	10 0	
3	B B	10 0	
4	B	5 6	
5	H B	5 6	
6	H	5 6	
7	B	6 6	

* Smaller quantities could not be procured from the wholesale firms.

Black Lead Pencils—continued.

No. of Sample.	Grade.	Cost per Gross.	Quantity proposed to be sent.
		s. d.	
8	H B	6 6	} Two dozens of each.
9	B B	6 6	
10	B B	10 6	
11	H B	10 6	
12	H	10 6	
13	B	5 3	
14	H	5 3	
15	Hard	4 0	
16	Soft	4 0	
17	Middling	4 0	
18	H	12 0	
19	H B	12 0	
20	B B	12 0	
21	B	5 6	
22	H B	5 6	
23	Hard	3 6	
24	Soft	3 6	
25	Middling	3 6	

Blotting Paper, Demy.

No. of Sample.	Quality.	Cost per Ream.	Quantity proposed to be sent.
		s. d.	
1	Red 25 lb. ..	14 0	} Five quires of each.
2	Do. 29 " ..	18 0	
3	White 29 " ..	14 6	
4	Do. 25 " ..	12 0	
5	Red 29 " ..	17 6	
6	White 29 " ..	14 6	} One quire of each.
7	Do. 24 " ..	12 0	
8	Do. 28 " ..	14 0	
9	Do. 38 " ..	19 0	

Sealing Wax.

No. of Sample.	Quality.	Price per lb.	Quantity proposed to be sent.
		s. d.	
1		2 0	} 1 lb. of each kind.
3		1 8	
4		1 6	
6		1 0	
24		2 6	

Red Tape.

No. 00 about 2 shillings per dozen	Two pieces.
„ 0 about 1 shilling do.	Two pieces of 12 yards each.

Order—dated 20th July 1883, No. 1557, Financial.

Communicated to the Superintendent of Stationery.

(True Extract.)

(Signed) E. F. WEBSTER,
Acting Chief Secretary.

To the Superintendent of Stationery.

G.O., dated 31st March 1884, Nos. 718, 719, Financial.

Read—the following papers:—

From the Acting Superintendent of Stationery, dated Madras, 7th March 1884, No. 1560.

ABSTRACT.—Submitting the accompanying report of the Stationery Committee on the samples of certain stationery articles received from England.

From the Members of the Stationery Committee, Madras, to the Chief Secretary to Government, dated Madras, 7th March 1884.

We, the members of the committee appointed under G.O., dated the 13th October 1882, Financial Department, to consider and determine the quality of the stationery articles supplied, and to be supplied to the several departments of Government, have the honor to submit the following recommendations in continuation of our report,

dated 6th January 1883, No. 28 C, respecting the various articles of stationery of which samples have been received from the Director-General of Stores (*vide* Proceedings, No. 143, dated 23rd January 1883, Financial.

G.O., dated the 20th July 1883, No. 1557, Financial Department).

2. *Quills*—(a) *Goose-quills*.—We are of opinion that the samples sent are priced very high, and that Nos. 1, 2, 3 and 4 are not much better than the goose-quills now in use. We are therefore unable to suggest any one of them as fit for adoption. The quality of No. 5 is suitable; but the price £3-10-0 per thousand is prohibitive. The quills at present supplied are priced 12s. 10d. per thousand, and they ought to be replaced by better ones; but their quality leads us to the conclusion that suitable quills should be procurable at a cost not exceeding £2 per thousand. Such quills should, however, be superior to those priced at that rate among the samples before us. We therefore recommend that the goose-quills supplied in future to this presidency should be of the best quality procurable at the price of £2 per thousand.

(b) *Swan-quills*.—These are not supplied at present to this presidency, but we think that heads of departments should be supplied with such quills. We have selected the sample priced £13-10-0 per thousand; and we recommend that 40,000 quills as per such sample may be supplied annually.

Under the foregoing recommendations, goose-quills of a superior quality will be supplied, while heads of departments will be provided with swan-quills; and we therefore consider that the number of goose-quills to be supplied may be reduced by one-third of the quantity hitherto supplied.

3. *Steel-pens*.—We recommend that the pens, as per samples marked 909 M, 616 M, J 11, R 11 and 808 B (black swan steel), may be supplied in the quantities set forth in appendix A.

4. *Blotting-paper*.—We consider that the white blotting-paper manufactured at the Bally Mills will answer well. Its weight is 32 lb. per ream, and the price is 10 shillings. The Bally Mills should be requested to make red blotting-paper if possible.

5. *Sealing-wax*.—Two descriptions of sealing-wax are now supplied, priced Rs. 1-2-0 and 8 annas; No. 1 is supplied for the use of heads of departments, while No. 2 is supplied for ordinary office use. We recommend the discontinuance of the former, and the substitution in its place of English sealing-wax, as per sample No. 24.

6. *Tapes*—(a) *White*.—Two kinds of white tape, 50 yards long, are now supplied. No. 1, broad, priced Annas 3-6 per roll, and No. 2, narrow, 2 annas 6 pies. We recommend that No. 1 be discontinued, and that No. 2 alone be supplied.

(b) *Red tape*.—We recommend the discontinuance of the supply of broad red tape, and the substitution of narrow red tape; half the quantity of the same being of Indian manufacture, and the other half of English make known as O.

7. *Black-lead pencils*.—We think that the article now obtained is of fair quality, and recommend no change.

8. Appendix A will show that the changes we have recommended involve an increase of only Rs. 14,593-10-8; and, if against this sum is set off the saving of Rs. 11,255-11-1, shown in our first report, the balance which represents the actual net additional expenditure recommended by us amounts to the moderate sum of Rs. 3,337-15-7 per annum.

(Signed) J. SHAW-STEWART.
 (") E. GIBSON.
 (") J. D. REES.
 (") H. F. CLOGSTOUN.
 (") W. L. C. BADDELEY.
 (") A. L. V. RAMANA,
Offg. Supt. of Stamps
and Stationery.
 (") W. MORGAN.

ENCLOSURE.

APPENDIX A.

STATEMENT showing the financial results of the changes recommended by the committee.

Present.			Proposed.			Increase.		Decrease.		
No.	Article.	Quantity.	Value.	No.	Article.	Quantity.	Value.	£ s. d.	£ s. d.	£ s. d.
1	Quills— (a) <i>Goose</i> , at 12s. 10d. per 1,000	649,200	£ 416 11 5	1	Quills— (a) <i>Goose</i> , at £2 per 1,000 (b) <i>Swan</i> , at £13-10-0 per 1,000	432,800 40,000 472,800	865 12 0 540 0 0 1,405 12 0	..	989 0 7	..
2	Steel-pens— (a) <i>Hinkswell's</i> , at 1s. per gross	2,102 gross.	105 2 0	2	Steel-pens— (a) 909 M, at 1s. 4d. per gross (b) 116 M, at 2s. 6d. per gross J 11, at 1s. 8d. per gross R 11, at do. 808 B (black swan), at 13s. 6d. per gross	810 800 210 210 72 2,102 gross.	237 12 0	..	132 10 0	..
3	Blotting-paper— At 12s. 6d. per ream	274 reams.	171 5 0	3	Blotting-paper— At 10s. per ream	274 reams.	137 0 0	..	..	34 5 0
4	Sealing-wax— No. 1, at Rs. 1-2-0 per lb. No. 2, at Rs. 8-0 per lb.	755 5,285 6,040	70 15 8 220 4 2 290 19 10	4	Sealing-wax— English, No. 24, at 2s. 6d. per lb. No. 2, at As. 8 per lb.	755 5,285 6,040	94 7 6 220 4 2 314 11 8	23 11 10	..	..
5	Tapes— (a) White— (i) Broad, at As. 3-6 per roll (ii) Narrow, at As. 2-6 per roll (b) Red, at As. 4-6 per roll	5,150 4,200 1,000 10,350	93 17 7 54 13 9 23 8 9 172 0 1	5	Tapes— (a) White— Narrow, at As. 2-6 per roll (b) Red, Indian, at As. 4-6 English, at As. 3-4	9,350 500 500 10,350	121 14 11 11 14 5 8 13 7 142 2 11	29 17 2	64 2 2	..
Total increase and decrease		..	..	Total		..	..	1,145 2 5	..	..
Net increase		..	..	Total		..	..	* 1,081 0 3	..	..

* Or Rs. 14,593-10-8, a pound (£) being taken at Rs. 10, and 85 per cent. being added on account of loss by exchange, packing expenses, &c.

Order—dated 31st March 1884, No. 718, Financial.

This report will be forwarded to the Government of India for consideration.

(True Extract.)

(Signed) E. F. WEBSTER,
Chief Secretary.

Copy to the Superintendent of Stationery.

Endorsement—dated 31st March 1884, No. 719, Financial.

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

(Signed) E. F. WEBSTER,
Chief Secretary.

G.O., dated 21st June 1884, No. 1365, Financial.

Read—the following letter 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, 31st May 1884, No. 1397:—

I am directed to acknowledge the receipt of your endorsement, No. 719, dated 31st March 1884, submitting copy of a report of the Stationery Committee, Madras, in which they recommend the use in public offices of certain articles of stationery of superior quality.

2. I am to forward copy of a memorandum, No. 634, dated 15th May 1884, from the Superintendent of Stationery, Calcutta, on the various proposals contained in the committee's report, and to request that the Superintendent's remarks may be carefully considered by the Government of Madras.

ENCLOSURE.

MEMORANDUM No. 634.

The present proposals of the Madras Committee are noted on the margin, and to them I beg to append my remarks as requested.

1. *Goose-quills.*—The substitution of 432,800 goose-quills at £2 per 1,000, and 40,000 swan-quills at £13-10-0 per 1,000, or a total of 472,800 in place of 649,200 inferior goose-quills at 12s. 11d. per 1,000, giving an increased cost of £989 per annum, on the assumption that one-third of the quantity of goose-quills may be reduced.

2. *Steel-pens.*—The provision of a better quality of steel-pens, without increasing or diminishing the quantity, 2,102 gross, at an increased cost of £132-10-0.

These are here reserved only for the Viceroy and Governors and a few other high officials. The total number does not exceed 8,000, out of a total consumption of about 910,000 quills annually.

* Hinkswell's at 1s. per gross.

Gillott's	3,145	gross, at 1s. 3 ¹ / ₄ d. per gross.
Galvanized	3,145	„ at 1s. 2d. „
Magnum Bonums	754	„ at 4s. 9d. „

† Goose-quills	649,200
Steel-pens	302,688

The object apparently of both these proposals is to improve the quality of the pens, goose-quills as well as steel-pens, adding as little as possible to the expense.

The present price of quills supplied to Madras is very low, 12s. 10d. per 1,000.

The average invoice price of those supplied to this presidency from England is 18s. 3d. per 1,000.

The proposed rate, £2, should produce a very superior quality and render it unnecessary to resort to so large a proportion of swan-quills as 40,000 or one-tenth.

The price of steel-pens for Madras* is also below ours, which are as follows:—

3,145	gross, at 1s. 3 ¹ / ₄ d. per gross.
3,145	„ at 1s. 2d. „
754	„ at 4s. 9d. „

The present proportion of goose-quills to steel-pens used in Madras† is nearly 2 quills to 1 steel-pen, or twice the quantity of the former to the latter.

As steel-pens are much cheaper and more lasting, while there is some saving also in time occupied by clerks in mending quill-pens, the proportionate issue of steel-pens might with advantage be increased as one of the proposed remedies to save expense.

The total quantities of both issued here are—

Steel-pens	1,000,000
Quills	910,000

the number of steel-pens being greater, and they are supplied in the proportion of 60 steel-pens to 120 quills per man per annum to correspondence clerks of superior grade, and 48 steel-pens to 96 quills for the inferior grades.

Steel-pens are in general preferred by native writers.

The better qualities, J and other marks, are allowed only to special officers.

3. *Blotting-paper.*—That manufactured at the Bally Mills at 10s. per ream of 32 lb. is preferred to English blotting-paper costing 12s. 6d. per ream, effecting a saving of £34-5-0 on 274 reams.

This decidedly should be an advantageous change, but I do not quite understand how the cost of Bally blotting-paper is reckoned at 10s. per ream of 32 lb., the cost price here being Rs. 7-10-8 per ream, at annas 3-10 per lb.

Country blotting-paper is almost entirely used here, being, as I reckon, Rs. 2 per ream cheaper than the English, and the annual consumption reaches 1,235 reams.

Red tinted blotting-paper can be made in India, but at a somewhat higher cost. Beyond the appearance, the white answers just as well.

4. *Sealing-wax.*—The use of English sealing-wax, at 2s. 6d. per lb. in place of first quality country sealing-wax, 755 lb., at Rs. 1-2-0 per lb., causing an increase of £23-11-10.

There appear to be two descriptions of sealing-wax in use at Madras.

755 lb., country, No. 1, at Rs. 1-2-0 per lb.
5,285 „ „ No. 2, at Rs. 0-8-0 „

The second quality is cheap if good, Rs. 3-9 per maund or annas 8 per lb. being the rate paid here.

The first quality ought to be much cheaper than is shown, as it can be procured perfectly unadulterated here at Rs. 58 per maund or annas 12 per lb., and, except as regards color, perhaps it is superior to any English wax.

A sample of each kind will be sent with this packet.

5. *Tape.*—White, country, narrow, at annas 2-6 per roll, is recommended for the full quantity 9,350 rolls, instead of 5,150 rolls, broad, at 3/6, and 4,200 rolls, narrow, at 2/6.

White tape is very little used here, and as the size of the rolls is not mentioned, I am unable to compare the prices with those paid here.

Red, country, 500 rolls, at 4/6, and English, 500 rolls, at 3/4, are recommended in place of 1,000, country, alone at 4/6.

Country tape manufactured in Calcutta has not been very successful or cheaper than the English, and I shall be glad to make a trial of the Madras tape, of which I shall apply to the Superintendent for samples.

Saving in both kinds—£29-17-0.

The papers forwarded are herewith returned.

CALCUTTA,
15th May 1884.

(Signed) W. H. RYLAND,
Offg. Superintendent of Stationery.

To the Secretary to the Government of India, Department of Finance and Commerce.

Order—dated 21st June 1884, No. 1365, Financial.

Communicated to the Stationery Committee for remarks.

(True Extract.)

(Signed) E. F. WEBSTER,
Chief Secretary.

To the Stationery Committee appointed under G.O., 13th October 1882, No. 1466.
„ Superintendent of Stationery.

G.O., dated 25th August 1884, Nos. 1960, 1961, Financial.

Read—again G.O., dated 21st June 1884, No. 1365, Financial.

Read—also 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, 10th June 1884, No. 1552.

I am directed to transmit (in a separate parcel) the samples of sealing-wax referred to in the memorandum from the Superintendent of Stationery, Calcutta, No. 634, dated 15th May 1884, copy of which was forwarded with my letter, No. 1397, dated 31st May 1884.

No. 1443.

Forwarded to the Stationery Committee in continuation of G.O., No. 1365, dated 21st June 1884.

OOTACAMUND, (Signed) E. F. WEBSTER,
2nd July 1884. Chief Secretary.

To the Stationery Committee (with samples).

From the Members of the Stationery Committee, Madras, to the Chief Secretary to Government, dated Madras, 14th August 1884.

With reference to the letter from the Government of India to the Government of Madras, dated 31st May 1884, No. 1397, Financial department, forwarded to us for remarks, we have the honor to submit the following observations.

2. *Swan-quills*.—With reference to our recommendation to supply in future 40,000 swan-quills for the use of the heads of offices, the Superintendent of Stationery, Calcutta, observes that, in view of the very good goose-quills which it is proposed to supply in future, it is unnecessary to indent for such a large quantity of swan-quills as 40,000. Our idea was that all heads of offices and departments who were hitherto supplied with 12 goose-quills per mensem might be supplied instead with 3 swan-quills, but seeing that only a limited number of officers are supplied with swan-quills in Calcutta, we now beg to propose that the supply of swan-quills be limited to the officers named in the accompanying list. The quantity of goose-quills hitherto supplied to all other officers will be reduced by one-third. This reduces the number of swan-quills from 40,000 to 9,036, and the total cost of goose and swan quills from £1,405, the sum originally proposed by us, to £1,099-7-11 as shown below :—

Article.	Present.		Article.	Future.	
	No.	Value.		No.	Value.
Goose-quills at 12s. 10d. per 1,000.	733,056	£ 470 7 7	Goose-quills at £2 per 1,000 ..	488,704	£ 977 8 2
Do. do. ..	36,144	23 3 10	Swan-quills at £13-10-0 per 1,000.	9,036	121 19 9
Total ..	769,200	493 11 5	Total ..	497,740	1,099 7 11

3. *Steel-pens*.—The Superintendent of Calcutta suggests an increased issue of steel-pens and a reduction in the supply of quill-pens on the ground that the former are cheaper and more lasting. We observe that the proportion of steel-pens issued to clerks and accountants who can use them is greater in Madras than it is in Calcutta. Here 4 and 3 steel-pens are issued to every clerk and accountant, respectively, for every 2 quills given them, whereas in Calcutta they are supplied in the proportion of 1 steel-pen to every 2 quills. But steel-pens are not found convenient for writing in the languages of this presidency, and all the vernacular clerks seem greatly to prefer quills. Consequently the proportion of steel-pens issued on the whole is smaller than it is at Calcutta. We are unable to propose any measures at present for substi-

tuting steel-pens for quills beyond recommending that instructions may be issued to the several officers supplied with stationery to use every endeavour to bring steel-pens into more general use.

4. *Blotting-paper*.—The Superintendent of Stationery, Calcutta, remarks that it is not understood how the cost of Bally blotting-paper is reckoned at 10 shillings per ream of 32 lb., the cost price there being Annas 3-10 per lb. We are informed by the Superintendent of Stationery, Madras, that the Bally paper was supplied in 1882 at 3 annas per lb., which at 1 shilling and 8 pence per rupee comes to 10 shillings per ream of 32 lb., but the price charged in 1884 was 4 annas or 5 pence per lb. Even this, however, is lower than the English price which is 4 shillings and 8 pence per lb., plus the freight, &c. We are still of opinion that it will be more convenient to use red than white paper if it can be made in India, as it is distinguishable from other papers more readily than white blotting-paper.

5. *Sealing-wax*.—The Superintendent of Stationery, Calcutta, states that the price now paid for sealing-wax No. 1 is much greater than that paid at Calcutta. We understand that its price has been since reduced from Rs. 1-2-0 per lb. to Annas 14, but we are not satisfied with the quality of either the wax now supplied at Madras or with that used at Calcutta, of which samples have been received. The wax does not readily melt and is not sufficiently adhesive, and we therefore adhere to our former recommendation to substitute English wax as per sample No. 24 for that now supplied to superior officers. The increase of cost involved is only £24.

6. The papers received with the Government order are herewith returned.

We have, &c.,

(Signed) H. W. BLISS,
Commissioner of Salt Revenue.
(") E. GIBSON,
Secretary, Board of Revenue.
(") W. MORGAN,
Dy. Registrar, High Court.
(") W. L. C. BADDELEY, Capt., R.E.,
Supt. of Public Works Stores.
(") H. F. CLOGSTOUN,
Accountant-General.
(") P. CHENTSAL RAO,
Superintendent of Stationery.

ENCLOSURE.

List of officers to whom swan-quills are to be supplied.

Government.

- 1 The Private Secretary to the Governor.
- 1 Military Secretary do.
- 1 His Excellency the Commander-in-Chief.
- 1 Military Secretary to do.
- 2 Members of Council.

SECRETARIAT.

Public, &c., Departments.

- 1 Chief Secretary.
- 1 Under Secretary.
- 1 Assistant Secretary, Judicial and Legislative departments.

Revenue Department.

- 1 Revenue Secretary.
- 1 Under Secretary.

Military Department.

- 1 Military Secretary.

Public Works Department.

- 1 Secretary to Government.
- 1 Under Secretary.
- 1 Joint Secretary to Government, Railway Branch.
- 1 Chief Engineer for Irrigation.
- 1 Deputy Chief Engineer for Irrigation.

Judicial.

- 1 Chief Justice.
- 4 Judges of the High Court.
- 4 Registrars and Deputy Registrars.
- 1 Advocate-General.
- 3 Judges of the Madras Court of Small Causes.
- 4 Presidency Magistrates.
- 40 District and Session Judges and Sub-Judges.

Financial.

- 1 Accountant-General.
- 1 Deputy Accountant-General.

Revenue.

- 3 Members of the Board of Revenue.
- 2 Secretary and Sub-Secretary, Board of Revenue.
- 1 Superintendent of Stamps.
- 23 Collectors.
- 70 Sub, Head Assistant and Assistant Collectors.

Postal and Telegraph.

- 1 Postmaster-General.
- 1 Chief Superintendent, Telegraph office.

Forest.

- 2 Conservators.

Revenue Settlement.

- 1 Director.

Revenue Survey.

- 1 Superintendent.

Salt.

- 1 Commissioner.
- 2 Deputy Commissioners.

Registration.

- 1 Inspector-General.

Jails.

- 1 Inspector-General.

Police.

- 1 Inspector-General.
- 1 Assistant Inspector-General.
- 24 Deputy Inspectors-General and Superintendents.
- 1 Commissioner of Police.

Marine.

- 1 Master Attendant.

Education.

- 1 Director of Public Instruction.

Ecclesiastical.

- 1 The Lord Bishop of the Diocese.
- 1 Bishop's Chaplain.
- 1 The Venerable the Archdeacon.

Medical.

- 1 Surgeon-General with the Government of Madras.
- 1 Do. Her Majesty's Forces.
- 2 Secretaries to the above two officers.
- 1 Sanitary Commissioner.

Political.

- 1 Resident, Travancore.
- 1 Secretary to the Chief Commissioner of Coorg.

Public Works Department.

- 1 Deputy Consulting Engineer for Railways.
- 1 Examiner of Public Works Accounts.
- 1 Superintendent of Public Works Stores.
- 1 Principal, Civil Engineering College.
- 6 Superintending Engineers.
- 1 Consulting Architect to Government.

Military Department.

- 1 Adjutant-General.
- 1 Deputy Adjutant-General.
- 1 Assistant do.
- 1 Do. do. Royal Artillery.
- 1 Deputy Assistant Adjutant-General.
- 1 Commissary-General.
- 1 Deputy Commissary-General.
- 1 Quartermaster-General.
- 1 Deputy do.
- 2 Inspector-General and Deputy Inspector-General of Ordnance.
- 1 Judge Advocate-General of the Army.

Order—dated 25th August 1884, No. 1960, Financial.

Ordered to be forwarded to the Government of India with an expression of concurrence on the part of this Government in the committee's remarks.

(True Extract.)

(Signed) E. F. WEBSTER,
Chief Secretary.

To the Members of the Stationery Committee, Madras.

Endorsement—dated 25th August 1884, No. 1961, Financial.

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

(Signed) E. F. WEBSTER,
Chief Secretary.

Exd. P. L. Pereira.