Mad. to 1913

Govt. of {1888} Madras.

FINANCIAL.

Issued

Recd. *Encl.*

G.O., 12th November 1888, No. 831.

Bh 3849 WD 7/11/88

NOVEMBER.

Stationery.

Recording, with remarks, the instructions issued for the guidance of the officer deputed to enquire into the matter of the more economical use of —.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper:—

From R. W. BARLOW, Esq., C.S., Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 31st October 1888, No. 1236.

With reference to G.O., Financial Department, dated 10th October 1888, No. 773, I have the honor to submit, for the information of Government, copy of the instructions issued by me to the Head Accountant of the Stationery Office, who has been deputed to visit the various head-quarter offices and districts, and make certain enquiries in view to the more economical use of stationery.

ENCLOSURE.

The officer deputed to visit the districts to collect statistics for suggesting economy in the use of stationery should obtain information on the following points from all offices he visits:—

GENERAL STORES.

Books, Registers.—Description of the different books and registers kept in each office, embracing the following particulars:—

Size of book, the kind of paper used, the purpose of the book, and the number of years it is intended to last.

In case of any of these being of costly hand-made or machine-made, or unusually large, the officers should be asked to state if less expensive paper cannot be used and if the sizes and bulk cannot be reduced with advantage. Are whole books utilized? Are not some sheets wasted?

In case of writing foolscap papers being obtained in double foolscap size, do officers think that the larger kinds such as Medium, Royal, Demy, &c., can be discontinued?

Printed Forms.—Are any accounts relating to the receipts and issues of printed forms maintained?

Obtain a list and samples of all the printed forms used in each office, and of those issued to sub-offices. What quantity of each is printed? Are any wasted?

Is it not more advantageous to get a smaller number of forms struck off each time? How long are the forms required to last? Obtain the officer's opinion as to whether any of the forms cannot be struck off on less expensive papers. The minimum width under G.O., dated 7th June 1886, No. 491, Financial, not being reduced, cannot the size of the nil statements, reminder forms, docket memoranda, be reduced to a fourth of an ordinary foolscap, *i.e.*, to 13″ by 4¼″?

Correspondence.—Information on the following points should be obtained:—

What are the different descriptions of paper used for drafts and for letter writing in each office?

Is any rule observed as to the kind of paper to be used for different purposes?

Bearing in mind the importance of matter to record, and the period it is intended to last, can the officer make any suggestions for the economical use of paper, and its quality be reduced?

Demi-Official Correspondence.—Can a thinner paper be substituted for the Octavo Post at present in use?

Envelopes.—What quantity and description of paper is used for this purpose? Obtain a sample of each cover used.

Packing.—What quantity and description of paper are used for packing?

Miscellaneous Articles.—What check is there in the expenditure of such articles as sealing-wax, tape, wax-cloth, &c.

With regard to other articles which may not be touched on in the queries above noted, the inspecting officer should obtain a list of such from each officer and obtain information regarding each, similar to those suggested in answer to the above queries.

Special Stores.

Drawing Papers.—Continuous mounted on cloth being obtained only in 60″ width, cannot those of 54″, 40″, and 30″ width be done away with?

Can *Single Elephant* be discontinued, the required size being cut out of *Double Elephant*?

Can any of the following sizes be discontinued? Imperial, Super Royal, Royal, Medium, Demy.

Note.—Reduction in sizes will generally tend to produce uniformity of plans, &c., reduce the work of the head office, and check wastage.

Section Papers.—Ordinary and for rise and fall of rivers.

Can half sizes be discontinued?

Of other scales, can any be discontinued?

Mill and Card Boards.—Cannot any size be suggested from which other sizes required by the Public Works Department be cut out without incurring wastage?

Drawing Pencils and Steel Pens.—Cannot any be eliminated from those kept in stock at the Stationery Office, viz.—

Pencils.	Pens, steel.
Drawing, of sorts—	Perry's No. 7042.
Drawing F.	Hachuring.
Drawing B.	Mitchel's School pens, No. 351, Fine.
Do. B. B.	Steel pens of sorts.
Do. B. B. B.	Gillot's Magnum Barrel.
Do. H. B.	Do. Medium, No. 225.
Do. H.	Swan quills.
Do. H. H.	Crow quills.
Do. H. H. H.	Metallic pens.
Do. H. H. H. H.	Gillot's Mapping and Printing.
Do. H. H. H. H. H.	Mitchel's Imperial Lithographic, No. 0570.
Do. E. H. B.	Lithographic (Perry's).
Metallic, bone-handled.	Drawing.
Small, for bow-compasses.	Etching.
Small, for pentagraph.	Gillot's steel, No. 304.

Accounts.

How are issues of stationery articles controlled in each office? Who keeps the accounts of the same?

Obtain a sample sheet of the account book kept in each office.

Are the directions for the control of stationery expenditure given in the last paragraph of Stationery Committee's report embodied in G.O., Financial, dated 23rd January 1883, No. 143, adhered to?

General.

The inspecting officer will verify the actual stock of stationery and forms, &c., with the books of each office he visits.

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Demi-Official Correspondence.—Can a thinner paper be substituted for the Octavo Post at present in use?

Envelopes.—What quantity and description of paper is used for this purpose? Obtain a sample of each cover used.

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Do. H. H.	Crow quills.
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Do. H. H. H. H. H.	Mitchel's Imperial Lithographic, No. 0570.
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GENERAL.

The inspecting officer will verify the actual stock of stationery and forms, &c., with the books of each office he visits.

The inspecting officer will visit districts and offices in the following order:—

I. Chingleput District—
Saidápet (1) (11).
Chingleput (2) (4) (8) (13).

II. South Arcot—
Cuddalore (1) (2) (3) (4) (6) (10) (15) (16).

III. Tanjore District—
(1) (2) (3) (4) (5) (6) (8) (9, Party I) (10) (11) (13).
Kumbakónam (2).

IV. Tinnevelly District—
(1) (4) (5) (15) and 16.
Tuticorin (2).

V. Madura—
(1) (4) (5) (9) (10) (11).
Dindigul (2).

VI. Trichinopoly—
(1) (4) (7, 6th Circle) (9, III Party) (18) (12) (14) (15) and (16).

VII. Coimbatore—
(1) (3) (4) (6) (7, 5th Circle) (8) (9, V Party) (11) (12) (13) and (17).

VIII. Nílgiris—
(1) (5) (Inspector-General of Jails).
Wellington (18).

IX. Malabar—
Calicut (1) (3) (4) (5) (6) (15) (16).
Tellicherry (2).

X. South Canara—
Cannanore (18)
Mangalore (1) (3) (4) (6) (8) (11) (13).

XI. Salem—
(1) and (4) (12).

XII. North Arcot—
Vellore (2) (12).
Chittoor (1) (3) (4) (6) (8) (15) (16).

(1) Collector's Office.
(2) Sub-Collector's Office.
(3) Tahsildar's Office.
(4) District Court.
(5) Sub-Court.
(6) District Munsif's Office.
(7) Superintending Engineer's Office.
(8) Executive Engineer's Office.
(9) Survey Office.
(10) Revenue Settlement Office.
(11) District Registrar's Office.
(12) Central Jails.
(13) Jails.
(14) Salt and Abkári Dy. Commissioner's Office.
(15) Forest Office.
(16) Superintendent of Police.
(17) Deputy Inspector-General of Police.
(18) Military Offices.

He will then report himself at the head-quarters, and then obtain instructions about visiting the Northern districts.

During his tour, the inspecting officer will submit to the Superintendent every Monday an account of the work done by him in the preceding week on foolscap paper (half margin) in the form of a diary.

ORDER—dated 12th November 1888, No. 831, Financial.

Recorded, with the remark that the instructions issued appear judicious.

(True Extract.)

J. F. PRICE,
Ag. Chief Secretary.

To the Superintendent of Stationery.
,, Departments of the Secretariat (for communication to officers subordinate to them).
,, Heads of Departments, including Collectors.
,, Honorable the Chief Justice (with C. L.).

Exd. A. Raitt.

Govt. of {1888} Madras.

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4639 e 1 22/11/88

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Order thereon dated 9.XII.88

No. 3849 W.

Communicated to officers of the P.W. Department for information and guidance in continuation of G.O. No 3377/W dated 23d October 1888.

/ Initialled / H.R.W.
W.

Ch: E for Irrigw:
C: E: for Rys
S. Es
C.A. to Govt
Exam P.W.a
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Gobt. of {1888} Madras.

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Can *Single Elephant* be discontinued, the required size being cut out of *Double Elephant*?

Can any of the following sizes be discontinued? Imperial, Super Royal, Royal, Medium, Demy.

Note.—Reduction in sizes will generally tend to produce uniformity of plans, &c., reduce the work of the head office, and check wastage.

Section Papers.—Ordinary and for rise and fall of rivers.

Can half sizes be discontinued?

Of other scales, can any be discontinued?

Mill and Card Boards.—Cannot any size be suggested from which other sizes required by the Public Works Department be cut out without incurring wastage?

Drawing Pencils and Steel Pens.—Cannot any be eliminated from those kept in stock at the Stationery Office, viz. —

Pencils.

Drawing, of sorts—
Drawing F.
Drawing B.
Do. B. B.
Do. B. B. B.
Do. H. B.
Do. H.
Do. H. H.
Do. H. H. H.
Do. H. H. H. H.
Do. H. H. H. H. H.
Do. E. H. B.
Metallic, bone-handled.
Small, for bow-compasses.
Small, for pentagraph.

Pens, steel.

Perry's No. 7042.
Hachuring.
Mitchel's School pens, No. 351, Fine.
Steel pens of sorts.
Gillot's Magnum Barrel.
Do. Medium, No. 225.
Swan quills.
Crow quills.
Metallic pens.
Gillot's Mapping and Printing.
Mitchel's Imperial Lithographic, No. 0570.
Lithographic (Perry's).
Drawing.
Etching.
Gillot's steel, No. 304.

Accounts.

How are issues of stationery articles controlled in each office? Who keeps the accounts of the same?

Obtain a sample sheet of the account book kept in each office.

Are the directions for the control of stationery expenditure given in the last paragraph of Stationery Committee's report embodied in G.O., Financial, dated 23rd January 1883, No. 143, adhered to?

General.

The inspecting officer will verify the actual stock of stationery and forms, &c., with the books of each office he visits.

The inspecting officer will visit districts and offices in the following order:—

I. Chingleput District—
Saidápet (1) (11).
Chingleput (2) (4) (8) (13).
II. South Arcot—
Cuddalore (1) (2) (3) (4) (6) (10) (15) (16).
III. Tanjore District—
(1) (2) (3) (4) (5) (6) (8) (9, Party I) (10) (11) (13).
Kumbakónam (2).
IV. Tinnevelly District—
(1) (4) (5) (15) and 16.
Tuticorin (2).
V. Madura—
(1) (4) (5) (9) (10) (11).
Dindigul (2).
VI. Trichinopoly—
(1) (4) (7, 6th Circle) (9, III Party) (18) (12) (14) (15) and (16).
VII. Coimbatore—
(1) (3) (4) (6) (7, 5th Circle) (8) (9, V Party) (11) (12) (13) and (17).
VIII. Nílgiris—
(1) (5) (Inspector-General of Jails).
Wellington (18).
IX. Malabar—
Calicut (1) (3) (4) (5) (6) (15) (16).
Tellicherry (2).
X. South Canara—
Cannanore (18)
Mangalore (1) (3) (4) (6) (8) (11) (13).
XI. Salem—
(1) and (4) (12).
XII. North Arcot—
Vellore (2) (12).
Chittoor (1) (3) (4) (6) (8) (15) (16).

(1) Collector's Office.
(2) Sub-Collector's Office.
(3) Tahsildar's Office.
(4) District Court.
(5) Sub-Court.
(6) District Munsif's Office.
(7) Superintending Engineer's Office.
(8) Executive Engineer's Office.
(9) Survey Office.
(10) Revenue Settlement Office.
(11) District Registrar's Office.
(12) Central Jails.
(13) Jails.
(14) Salt and Abkári Dy. Commissioner's Office.
(15) Forest Office.
(16) Superintendent of Police.
(17) Deputy Inspector-General of Police.
(18) Military Offices.

He will then report himself at the head-quarters, and then obtain instructions about visiting the Northern districts.

During his tour, the inspecting officer will submit to the Superintendent every Monday an account of the work done by him in the preceding week on foolscap paper (half margin) in the form of a diary.

Order—dated 12th November 1888, No. 831, Financial.

Recorded, with the remark that the instructions issued appear judicious.

(True Extract.)

J. F. PRICE,
Ag. Chief Secretary.

To the Superintendent of Stationery.
„ Departments of the Secretariat (for communication to officers subordinate to them).
„ Heads of Departments, including Collectors.
„ Honorable the Chief Justice (with C. L.).

Exd. A. Raitt.

4639 C

Examn Ry: Accts

No 3849 Way 7-12-88

Communicated
to officers of the P. W. Dpt.
for information & guidance
in continuation of G.O.
No 3377 W dy 23 Oct 1888.

Dy Sy HR Sec.

Ch. Engr. I.
Ch. Engr for Rys
Engr.
Engr.
Secy. P.W.D.
Secy. Ry Accts.

Govt. of {1888} Madras.

FINANCIAL.

Issued

Recd. *Encl.*

G.O., 12th November 1888, No. 831.

No 3849 Way 7-12-88

NOVEMBER.

Stationery.

Recording, with remarks, the instructions issued for the guidance of the officer deputed to enquire into the matter of the more economical use of —.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper:—

From R. W. BARLOW, Esq., C.S., Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 31st October 1888, No. 1236.

With reference to G.O., Financial Department, dated 10th October 1888, No. 773, I have the honor to submit, for the information of Government, copy of the instructions issued by me to the Head Accountant of the Stationery Office, who has been deputed to visit the various head-quarter offices and districts, and make certain enquiries in view to the more economical use of stationery.

ENCLOSURE.

The officer deputed to visit the districts to collect statistics for suggesting economy in the use of stationery should obtain information on the following points from all offices he visits:—

GENERAL STORES.

Books, Registers.—Description of the different books and registers kept in each office, embracing the following particulars:—

Size of book, the kind of paper used, the purpose of the book, and the number of years it is intended to last.

In case of any of these being of costly hand-made or machine-made, or unusually large, the officers should be asked to state if less expensive paper cannot be used and if the sizes and bulk cannot be reduced with advantage. Are whole books utilized? Are not some sheets wasted?

In case of writing foolscap papers being obtained in double foolscap size, do officers think that the larger kinds such as Medium, Royal, Demy, &c., can be discontinued?

Printed Forms.—Are any accounts relating to the receipts and issues of printed forms maintained?

Obtain a list and samples of all the printed forms used in each office, and of those issued to sub-offices. What quantity of each is printed? Are any wasted?

Is it not more advantageous to get a smaller number of forms struck off each time? How long are the forms required to last? Obtain the officer's opinion as to whether any of the forms cannot be struck off on less expensive papers. The minimum width under G.O., dated 7th June 1886, No. 491, Financial, not being reduced, cannot the size of the nil statements, reminder forms, docket memoranda, be reduced to a fourth of an ordinary foolscap, *i.e.*, to 13″ by 4¼″?

Correspondence.—Information on the following points should be obtained:—

What are the different descriptions of paper used for drafts and for letter writing in each office?

Is any rule observed as to the kind of paper to be used for different purposes?

Bearing in mind the importance of matter to record, and the period it is intended to last, can the officer make any suggestions for the economical use of paper, and its quality be reduced?

Demi-Official Correspondence.—Can a thinner paper be substituted for the Octavo Post at present in use?

Envelopes.—What quantity and description of paper is used for this purpose? Obtain a sample of each cover used.

Packing.—What quantity and description of paper are used for packing?

Miscellaneous Articles.—What check is there in the expenditure of such articles as sealing-wax, tape, wax-cloth, &c.

With regard to other articles which may not be touched on in the queries above noted, the inspecting officer should obtain a list of such from each officer and obtain information regarding each, similar to those suggested in answer to the above queries.

Special Stokes.

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Pencils.	Pens, steel.
Drawing, of sorts—	Perry's No. 7042.
Drawing F.	Hachuring.
Drawing B.	Mitchel's School pens, No. 351, Fine.
Do. B. B.	Steel pens of sorts.
Do. B. B. B.	Gillot's Magnum Barrel.
Do. H. B.	Do. Medium, No. 225.
Do. H.	Swan quills.
Do. H. H.	Crow quills.
Do. H. H. H.	Metallic pens.
Do. H. H. H. H.	Gillot's Mapping and Printing.
Do. H. H. H. H. H.	Mitchel's Imperial Lithographic, No. 0570.
Do. E. H. B.	Lithographic (Perry's).
Metallic, bone-handled.	Drawing.
Small, for bow-compasses.	Etching.
Small, for pentagraph.	Gillot's steel, No. 304.

Accounts.

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