(1) பக்கங்களின் எண்ணிக்கை 4

(2) புதுக்கித் திருப்பிய நாள் 11/90

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P. மே துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	2627	அச்சகம் பலவகை

நாள் : 20 — 9 — 1889 19 98 .

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

2 Sheets

ஆவண. கா-1—18,006—15-6-87.

[C. No. 8.]

2627.

GOVT. OF MADRAS. } 1889. { P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 13 September 1889.

OFFICE NOTE No. 1311

To

14.9.89

W.

I should be glad if you would obtain the approval of Government to a modification of the procedure in the matter of indents by Executive Engineers and others for the supply of departmental forms, as laid down in code para 853, and to the substitution of yearly indents, according to the practice obtaining elsewhere, instead of quarterly indents.

2. I find that, with the present system, it is quite impossible without a large establishment, and more working space, to comply with indents with sufficient promptitude to prevent inconvenience to the officers of the department. Scarcely a day passes without my receiving one or two urgent reminders, generally telegrams, calling attention to indents uncomplied with, and asking for the immediate despatch

KEEP-WITH Genl. No.

dated 188 .

2,000—9-10-88.

of a supply of forms urgently required.

3. I believe the practice elsewhere is that an officer starts with a supply of forms calculated to last for I8 months, and when he indents for his next annual supply, he has about 6 months' supply on hand, and indents for sufficient forms to make up again his I8 months' supply. There is then very little chance of an officer running short of forms; for even if the supplying office is short when an unexpectedly large demand arrives, there is plenty of time to get a supply rapidly printed. The system is therefore much more convenient for the consuming offices.

4. As regards the supplying office, the quarterly indent system involves very much more work than the yearly system. As regards the mere packing of the forms, it makes very little difference whether I000 forms are supplied four times a year, or 4000 once a year, whilst the collection of the forms the correspondence regarding them, the registry of indents, the posting of stock ledger etc. etc. involves four times as much work in the one case as it does in the other. Taking into account the extra correspondence caused by the impossibility of complying sufficiently promptly with quarterly indents, and the continual extra despatches of small supplies for immediate use, the trouble of working the quarterly system is probably quite four times that of the yearly system.

2627

5. I may add that the frequent despatches of urgent supplies by post or by rail as parcels involves a great waste of money owing to the very much higher charges made as compared with railway goods rates. I have gone very carefully into this matter, and I am forced to the conclusion that, in this way alone, there is a waste of almost, if not quite, Rs.I00 a month. These parcels are sent bearing, and the charges are not therefore borne by my office; otherwise the matter would probably have attracted attention long ago.

6. All that I ~~now~~ ask for now is approval of the future introduction of the yearly system. No immediate change can be made. Before any change can be made, I must largely increase my own stock of forms; and before I can do this, I must lay in a large stock of paper, for which I shall have to arrange specially with the Superintendent of Stationery; and to enable me to justify my special indent for additional paper, I want the approval of Government to the change.

2

7. I believe that with an additional temporary establishment of a couple of clerks and a couple of peons, at a cost not exceeding Rs.45 a month, I could manage to keep the work properly up to date, and to entirely avoid the sending

of forms otherwise than by goods train but for really economical working, I want more space (which I am arranging to make), more convenient storage of forms, and less frequent despatches. Under such conditions, taking the extra cost of despatch by post or passenger train as part of the cost of the present system, the work could be done for at least Rs.150 a month less than what it can be done for properly under present conditions. This saving would represent a return of at least 50 per cent on any immediate expenditure that would be required, in order to increase the stock of forms and supply more suitable storage.

8. I am unwilling to ask for any additional establishment, because I cannot undertake to show at once any direct saving, the extra cost of urgent supplies being met, as explained above, by the officers supplied and not by me.

BC.

12/9

13/9

PWE No: 8055

16.9.89

No. 2427 dy 21st Sepbr. 1889

PD

HCS 14/9.

(V) The proposals of the Examiner are approved.

16.9.89

17.9.89

Exr. P.W. Accts. 15/9 3/9

H.m. 17-9-89 R. 17-9-89