

3464 W a/5712/89

24. The several officers who are thus supplied with stationery should entrust it to a clerk in their office, who should be required to keep a regular account or expense book showing in detail the expenditure of all articles received from the general store. The balance on the 1st April should be brought forward, and below it the supplies subsequently received should be shown and then the consumption as it occurs daily. A balance must be struck at the close of each month, and the monthly indents (*vide* Rule 23) should not be passed without verifying this balance.

25. A week's supply of paper for drafting and fair copying should be placed on the Head Clerk's table, so that whenever the clerks or accountants may require paper in the course of the week they can take such number of sheets of any description as they may want. This will obviate the necessity of their signing in the expense book every time they may require paper for sundry purposes.

26. It will tend to considerable economy if in each office particular kinds of paper are assigned for particular purposes and the use of expensive stationery prohibited when cheaper kinds would be equally suitable. A small enclosure, for example, should not be thrust into a large envelope of thick cartridge paper, and a brief reminder or advice written upon a sheet of foolscap paper with an extra half-sheet for the docket. Service Post Cards should be used as much as possible for such routine correspondence.

27. Once a year Executive Engineers and the Managers in the Controlling Offices should verify the general stock about the end of March or the beginning of April and record the results of the verification in the stock-statement accompanying the indent. Any difference between the actual balance and that shown in the registers should be fully accounted for.

28. When stationery is damaged in any large quantity, officers should not take upon themselves the responsibility of selling it by auction, but should consult the Superintendent of Stationery and abide by his instructions.

29. All articles reported to have been lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have occurred.

MADRAS, (Signed) R. R. E. DRAKE-BROCKMAN, Lieut.-Col., R.E.,
5th December 1889. Ag. Joint Secretary to Government, P.W.D.

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Ed. J. Moses.

14. The articles named in the first column of the subjoined statement have either been discontinued by the order of Government or are not supplied by the Stationery Office:—

Articles discontinued.	Articles supplied in lieu thereof.	Remarks.
1. Writing Paper, Imperial, Royal, Medium, and Demy, machine-made.	The same kinds but hand-made.	To be used for large size registers, and should be indented for, if at all, very sparingly.
2. English Foolscap, machine-made.	Foolscap, white wove.	
3. Quarto Post, hand-made and machine-made.	None.	
4. Octavo Post, machine-made.	Octavo Post, hand-made.	
5. French Foolscap, 1st sort.	Foolscap, cream-laid, white ...	To be used for all official correspondence in English.
6. Do. 2nd sort.	Printing Paper, D.D. Pott, thin.	To be used for drafting and Vernacular correspondence.
7. White Cartridge, 35 lb. Royal.	Bally Paper, No. 13, 20 lb. ...	To be used for covers in higher offices.
8. White Cartridge, 40 lb. Royal.	Do. No. 31, 46 lb. ...	Do. do.
9. Country Chellan, Medium, Demy and Foolscap.	Bally Mills Brown Cartridge, 30 and 40 lb.	To be used for covers in subordinate offices in the proportion of $\frac{2}{3}$ thin and $\frac{1}{3}$ thick for railway districts, and $\frac{2}{3}$ thin and $\frac{1}{3}$ thick for others.
10. Broad Tape ...	Narrow Tape (same quantity).	
11. Colors, purple, vermilion and carmine.	None.	

15. In calculating the requirements of a year, any unexpended balance anticipated at the end of the year in which the indent is submitted should be allowed for, the difference only being entered.

16. Superintending Engineers are directly responsible for the accuracy and propriety of the various items of the indents of their subordinate officers.

17. The indent should be in duplicate and in the prescribed printed form and accompanied by the statement of stock-taking. Copies of these forms as well as of the estimate form should be obtained annually from the Superintendent of Stationery.

18. The stock-statement will show the transactions of the year previous to that in which it is submitted. Thus, the transactions of 1887-88 should be shown in the statement forwarded with the indent for 1889-90, which is due in the Chief Engineer's office in 1888-89.

19. The distribution-statement on the last page of the indent should be correctly filled in, the designations being altered whenever necessary.

20. The packing cases of stationery may either be retained by the officers receiving them for their office use or be disposed of by auction, in which latter case the sale-proceeds should be treated as Miscellaneous Revenue. No account of the packing cases need be rendered to the Stationery Office.

Part III.—Consumption of Stationery.

21. The growth of expenditure on stationery having attracted the attention of the Secretary of State, the Government has desired that the present consumption should, if possible, be largely reduced, and has directed that heads of offices should carry into effect such measures of economy as may be found feasible on a close and constant scrutiny of the requirements of their several offices. Attention is therefore invited to the following rules on the subject which Government has issued from time to time.

22. The bulk of the stationery should be entrusted to some responsible clerk or accountant in each office, who should be directed to keep a general store account. In this account, the balance of the stationery articles remaining at the beginning of the official year should first be brought forward, then the quantities received from the Superintendent of Stationery should be entered; issues sufficient for a month's supply to the several members of the office establishment should be made on indents passed by the Manager or Head Clerk, a balance being struck on each occasion.

23. The supply to Sub-divisional officers should be made annually or oftener as deemed preferable.

Accompaniment to G.O., No. 3464 W., dated 5th December 1889.

RULES.

STATIONERY ESTIMATES AND INDENTS.

The following rules on the subject of Stationery are issued for the information and guidance of Officers of the Public Works Department:—

Part I.—Estimates.

1. Each officer must submit annually to the Chief Engineer, on or before but not later than the 1st of May, an estimate of his requirements (to include both Europe and country articles) for the second ensuing year, based on the actual consumption of the two previous years. Thus, the estimate due on 1st May 1889 will relate to the year 1891-92, and be based on the actuals of 1887-88 and 1888-89.

The estimate can, of course, only provide for *probable* requirements, but the greatest care should be taken that it is as complete as possible, and that any excess over the average of the two previous years is fully explained.

2. A combined estimate for the whole department will be prepared in the Chief Engineer's Office and forwarded to the Superintendent of Stationery on the 1st of June.

Part II.—Indents.

3. Stationery is not supplied on the *estimates* but on *indents*. The indent, like the estimate, must be submitted annually, but, unlike the estimate, it relates to the year immediately following its submission and should reach the Chief Engineer on the 1st of October at latest. Europe and country articles will be included in the same indent.

4. As a rule, no article should appear in the *indent* for any year unless it has been included in the *estimate* for that year; nor should anything in excess of the estimated numbers or quantities be indented for without a full explanation.

5. Under para. 842, Public Works Code, local purchases of stationery usually supplied by the Stationery Office are not admissible. It is therefore necessary that the indent should omit nothing that is likely to be required, and the careless omission of such articles from the indent is no excuse for an infringement of the above rule.

6. Supplemental indents are not passed by the Superintendent of Stationery unless specially sanctioned by the Chief Engineer in each case, and should therefore be avoided.

7. Whenever the quantities indented for exceed the average consumption of the previous two years, the reason for the excess should invariably be explained in the remarks column of the indent or in a separate covering letter.

8. The sanctioned allotment (*vide* column 8 of the indent form) in the case of steel-pens, penholders, quills, &c., should be strictly adhered to, and the strength of the office establishment for which the articles are indented for should be stated for the information of the Central Office.

9. Penknives, scissors, hones and other articles that are issued periodically are to be indented for only when actually required and never before the minimum period which they are required to last shall have expired, and then they will be supplied only in exchange for such as have become unserviceable or are otherwise satisfactorily accounted for.

10. Such articles should be shown separately from those issued annually and should be arranged in order according to the length of the interval for which they are required to last, the date of last supply being invariably noted against each: neglect of this rule will result in the articles being disallowed.

11. Care must be taken that articles are only entered once in the indent, and that the requirements are stated in the prescribed manner. Thus, thread, twine and sealing-wax should be indented for in pounds and ounces, and not in balls, skeins and sticks.

12. Sealing-wax should be indented for in the proportion of one-eighth of the first sort to seven-eighths of the second. Stephen's blue-black ink and swan quills are issued to heads of departments only. Red tape is no longer supplied.

13. If bound-books or printing ink are included in the indent, the purpose for which they are required should be specified.

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