(1) பக்கங்களின் எண்ணிக்கை 86

(2) புதுக்கித் திருப்பிய நாள் 12/93

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D துறை

அரசாணை எண். —
மு. கோப்புத் தாள் எண். 144

அச்சகம்
பலவகை

நாள் : 17-1-1891

198 .

தாளோ கண்டபடி கையாளவோ கூடாது

+3 Sheets

கா-1—18,006—15-6-87.

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GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper:—

G.O., dated 4th December 1890, No. 908, Financial.

ORDER—dated 17th January 1891, No. 144 W., Public Works.

Communicated to officers of the Public Works Department for information and careful attention.

2. With reference to para. 3 of the Government order, the officers marginally noted will forward to the Chief Engineer, Public Works Department, samples of all printed forms used in their own and subordinate offices, which are not supplied by the Examiner, Public Works Accounts. Sample sheets of receipt and issue registers should also be forwarded, and, on receipt of these, the Chief Engineer will consider, in communication with the Superintendent of Stationery and the Superintendent, Government Press, what forms may be adopted for general use in the department in view to their supply from a Central office.

Chief Engineer for Irrigation.
Consulting Engineer for Railways.
Superintending Engineers.
Superintendent of Works, Periyár Project.
Consulting Architect to Government.
Examiner, Public Works Accounts.
Examiner, Railway Accounts.

3. With regard to the forms supplied by the Examiner, it is observed from para. 23 of the report of the Superintendent of Stationery that these officers are in communication with respect to possible economies under this head.

4. Immediate steps should be taken in all Public Works offices to carry out the instructions in para. 27 of the Government order.

(True Extract.)

Major, R.E.,
Under-Secy. to Govt., P.W.D.

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
To Superintending Engineers.
To the Superintendent of Works, Periyár Project.
" Consulting Architect to Government.
" Examiner, Public Works Accounts.
" " Railway Accounts.

Exd. A. D. Xavier.
Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1891} Madras.

PUBLIC WORKS.

Dated January, 17th.

Recd. *Encl*

G.O., 17th Jan. 1891, No. 144 W.

JANUARY.

Stationery

Orders in the Financial Department on the subject of economising the expenditure of — in public offices in the Madras Presidency, communicated with remarks to officers of the Public Works Department.

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READ—the following papers:—

From G. McWATTERS, Esq., C.S., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 11th August 1890, No. 1264.

I have the honor to submit my report on the subject of economising the expenditure of stationery in the several public offices in the Madras Presidency.

2. When the Storekeeper of this office was deputed to visit the districts in view to collate materials for suggesting the means of economising stationery, it was hoped that he would be able to visit all the public offices in the Presidency; but it was found, in the course of the progress of the work, that this would involve enormous labor and time and that it would not be possible to complete the inspection in the time prescribed in the Proceedings of Government (Financial), dated 10th October 1888, 20th April 1889, and 29th October 1889, Nos. 773, 244, and 747, respectively, and he was directed, in consequence, to confine his inspections to all the Southern districts, and Malabar, South Canara, Bellary, North Arcot, Nellore, Kistna and Godávari, and to some of the Chief Presidency offices typical of their respective departments.

3. According to the instructions issued to the Storekeeper, embodied in G.O., Financial Department, No. 831, dated 12th November 1888, inquiries were made to ascertain whether any expensive articles are used for purposes for which cheaper articles would suffice; whether the quantities now used cannot conveniently be curtailed; and to what extent the number of descriptions of stores can be curtailed in view to the same descriptions of articles being generally used in all offices; the result of these inquiries is set forth below.

4. *Paper—Writing, Printing and Cartridge.*—Considering, first, the chief article of stationery among general stores, viz., paper, the different purposes for which the various descriptions are used are (*a*) books and registers, (*b*) printed forms, (*c*) correspondence, (*d*) covers.

5. (*a*) There are on an average—

160 registers kept in each Collector's office;
15 in the Revenue Board's office, Land Revenue Department;
153 in the Revenue Board's office, Salt, Abkári and Separate Revenue;
84 in each District Court;
73 in each District Police Superintendent's office;
59 in the Police Commissioner's office;
66 in the Police Inspector-General's office;
40 in each Jail—Central and District;
57 in the Jails' Inspector-General's office;
29 in each Executive Engineer's office;
30 in each Superintending Engineer's office;
55 in Tank Restoration Scheme office;
20 in the Irrigation Chief Engineer's office;
42 in the Public Works Secretariat;
111 in each Survey Party office;
258 in the Central Office, Madras Survey;
29 in each Commissariat office;
111 in the Adjutant-General's office;
40 in the Quartermaster-General's office;
24 in the Registration Department.

6. It is needless to trouble Government with a detailed description of the several registers. The descriptions of paper used for them generally are Writing Royal,

Medium, Demy and Foolscap, hand-made, cream-wove and cream-laid, Printing Double Foolscap, thick, 28 lb., and thin, 16 lb., and Double Double Pott, thin, 28 lb., and Badami and country papers.

7. *Collectors.*—Almost all the registers kept in the Collectors' offices are made of Printing Double Foolscap, thick or thin, or Double Double Pott, thin; those for which the more valuable Writing papers are used are only a few. The Collector of Bellary uses Writing Royal, Medium and Demy for receive and despatch registers. The Collectors of South Arcot and Nílgiris, Medium and Demy, and the Collector of Kistna, Demy, machine-made, and Foolscap, hand-made, papers, while all the other Collectors use Foolscap, cream-wove, 14 lb., and Printing Double Foolscap, thick or thin. In Trichinopoly, South Canara, Nellore and North Arcot, Medium and Demy papers are used for some of the Military pension registers and in South Arcot, Tanjore, Madura, Malabar, Kistna, Nílgiris and North Arcot, these papers are used for store registers of stamps, &c., while Foolscap, cream-wove, and Printing Double Foolscap, thick, are made use of for similar registers in other districts. Again, the stationery store registers are kept in Tanjore, South Arcot and North Arcot in Royal and Demy, Medium and Foolscap, hand-made, respectively, while other districts use Printing paper, thick, for them.

8. The Collector of Godávari, mistaking Foolscap, cream-wove, 14 lb., for Goa or French Foolscap, first sort, uses it for almost all ordinary registers for which Printing Double Foolscap, thick or thin, will do. All the Collectors consulted are of opinion that Writing Royal and Medium papers are not necessary for registers. The Collectorates of Nellore, Salem and Coimbatore are exemplary in using Printing Double Foolscap, thin, the cheapest description of paper, most largely.

9. *District Courts.*—Unlike Collectors' offices, Writing papers are more largely used than any other description in all District Courts.

10. Most of the registers are kept in bound books made of Royal, Medium, Demy and Foolscap papers supplied by the Stationery office. Attendance registers, stationery store registers, receive and despatch registers and copyists' registers A, C, D and E, which, according to the rulings of the High Court, are not required to be preserved for more than three years, are kept in Royal, Medium and Demy in the Courts noted below, while in others, Foolscap, cream-wove, 14 lb., Foolscap, cream-laid, 10 lb., Printing Double Double Pott, thin, and Badami and country papers are used for the same descriptions of registers:—

Attendance registers.		Stationery Store registers.		Receive and Despatch registers.		Copyists' registers.	
Tanjore ..	Medium.	Godávari ..	Royal.	Godávari ..	Demy.	A.	
Madura ..	Medium and Demy.	Nellore ..		South Canara.		South Arcot ..	Royal.
		Coimbatore ..		Coimbatore ..			
Salem ..	Demy.			Chingleput ..		Salem ..	Demy.
Godávari ..						Godávari ..	
Trichinopoly ..						Kistna ..	
D.		Madura ..	Medium.				
Tanjore ..	Medium.	Tanjore ..		C.		South Canara.	
		Chingleput ..					
Salem ..	Demy.			Godávari ..	Demy.	Malabar ..	
Kistna ..				South Canara.			
South Canara ..				Malabar ..		Coimbatore ..	
Malabar ..		Salem ..	Demy.	South Arcot ..			
Coimbatore ..		Malabar ..				Trichinopoly.	
Trichinopoly ..		Trichinopoly.					
South Arcot ..						Madura ..	
E.							
Godávari ..	Demy.	North Arcot.	Foolscap, hand-made.	Kistna ..	Foolscap, hand-made.		
Coimbatore ..							
Trichinopoly ..							

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I think these latter papers should suffice in all the Courts for such registers—Badami or country papers for the first, second and fourth sets of registers, and Foolscap, cream-wove and cream-laid, or Printing papers, thick and thin, for the third set. In South Arcot, Royal books, leather bound, are used for cash and ledger books, while in the other districts Demy and Foolscap books are utilised for them. Petition registers, execution registers and the like are written in the districts other than Salem, Kistna, Godávari, Tinnevelly, Coimbatore and South Arcot, on Foolscap, cream-wove, and Foolscap, cream-laid, and Double Double Pott, thin, while in the districts abovementioned they are written on Demy, machine-made, and Foolscap, hand-made (the latter description being used in South Arcot alone). The District Judge of Salem says that these registers are important and that they should be written on fairly thick durable paper; Foolscap, cream-wove, 14 lb., is, I think, sufficiently good for the purpose. In South Canara, about 14 books may be discontinued. Most of these contain merely drafts or office copies of letters and returns sent out. The districts which use the cheaper descriptions of paper more largely are Nellore and Madura, the former using Double Double Pott, thin, and the latter Foolscap, cream-laid, 10 lb. All the District Judges are of opinion, generally, that Royal and Medium papers and books made of them may be discontinued. The suggestions of the Godávari and Kistna District Judges are important. They are of opinion that cheaper descriptions of paper, such as Printing and Badami, may be bound and supplied in books in place of the expensive books now supplied by the Stationery office, and that it would be more economical and convenient for use, if all such registers, as are kept in certain prescribed forms uniformly in all the Courts, are printed and supplied from Madras, just as process and suit registers are supplied by the High Court at present.

11. *District Police and Jails.*—Many of the registers kept in the District Police and Jail Departments are supplied by the Inspectors-General of those departments. All the registers supplied by the Inspector-General of Police are made of Printing and Badami and English Foolscap papers, and no large and expensive Writing papers are used for any of them; while some of those supplied by the Inspector-General of Jails are composed of Royal, Medium and Demy, as noted in the margin. Nos. 3, 4 and 6, which are made of Medium and Demy, may be made of Printing paper, thick, and Nos. 9 and 10, Medium and Royal, may be reduced to Demy. All the other registers are in Printing paper. Of the blank books used in these departments, none is larger than Demy, except in Cannanore and Salem Central Jails, where Royal and Medium books are used for one or two registers.

1. Convict register, Central Jail, Demy, machine-made.
2. No. 1, General register of convicts, Demy, I. Royal.
3. No. 2, Register of under-trial prisoners, Midium.
4. No. 2, Register of releases, Demy.
5. Prison officer appointment and history books, Demy.
6. General abstract of convicts, Demy.
7. A and B stock books, Demy.
8. C Ledger, Demy.
9. D Ledger, Medium.
10. F Ledger, Royal.

12. In the Police offices of Calicut and Tinnevelly, Demy books are used for receive and despatch and minute books, while in the other cognate offices visited, Foolscap, cream-laid, Foolscap, cream-wove, Badami and country papers are used for similar registers, and in Tanjore, Trichinopoly and Salem Jails, letter books are kept in Medium and Demy papers. On the Storekeeper's representing to the Inspector-General that the system of keeping letter books is a source of waste of stationery, he immediately ordered that such book should be discontinued and that original drafts should be preserved for record. Both the Police and Jail officers consulted think that cheaper descriptions of paper, such as Printing and Badami, may be used in place of Royal, Medium and Demy, and the Superintendents of Jails at Vellore and Cannanore suggest that they might be bound and supplied.

13. *Public Works Department, Executive and Superintending Engineers.*—The use of Printing and Badami papers is very rare in this department, while that of the more expensive Writing papers, viz., Royal, Medium and Demy, is common. A statement, showing the descriptions used in the several offices visited for receive and issue registers and stationery store accounts, for which Printing and Badami papers will answer as in

the Collectors' offices, is appended below, from which it will be observed that in the Executive Engineers' offices Medium and Demy are used for receive registers, while in the Superintending Engineers' offices all the three kinds, viz., Royal, Medium and Demy, are used for them, the only exception being the Executive Engineer's office at St. Thomas' Mount, where yellow-wove Foolscap, 15 lb., is used :—

—	Receive registers.	Issue registers.	Stationery store registers.
Executive Engineers offices—			
Nellore	Medium	Demy	Demy.
Vellore	Do.	Do.	Do.
Calicut	Demy	Foolscap, cream-wove. ..	Foolscap, cream-wove.
Coimbatore	Do.	Demy	Demy.
Tanjore	Do.	Do.	Foolscap, cream-wove.
Saint Thomas' Mount ..	Foolscap, yellow-wove, 15 lb.	Double Double Pott, thin..	Demy.
Superintending Engineers' offices—			
I Circle	Medium and Demy	Medium	Foolscap, cream-wove.
II ,, ...	Royal and Demy	Royal and Demy	Do. do.
IV ,, ...	Do. do.	Foolscap, machine-made ..	Demy.
VI ,, ...	Demy	Medium and Demy ..	Do.

The issue registers in the Executive Engineers' offices are, with a few exceptions, made of Demy, while those in the Superintending Engineers' offices are of Royal, Medium and Demy, and the stationery store registers are in Demy and Foolscap. In the Superintending Engineer's office, I Circle, "Numbering books," for which Printing Double Foolscap, thin, or any other cheaper paper, will do, are made of Medium and Demy. The Executive Engineer of Nellore and the Superintending Engineers of II and VI Circles say that the expensive books are used because no others made of cheaper kinds of paper are supplied by the Stationery office and that there would be no objection to use the latter if they are supplied.

14. *Survey.*—The papers used for some of the registers in this department are still more valuable than those used in the other departments. They are Lithographic Double Royal, 80 lb., and Drawing Imperial. The former is used in I and III Parties for account registers of instruments, stationery and printed forms and for some others for which Badami Royal paper might be used with advantage, and the latter (Drawing Imperial) for some of the registers mentioned above and for progress registers of certain special works in No. V Party. These valuable descriptions of paper are intended for drawing purposes only and their use for registers is objectionable. I brought the subject to the notice of the Superintendent, Madras Survey, in view to put a stop to the practice at once, and he has agreed to do so. As in other departments, Royal, Medium and Demy are also used for such books as contingent bill registers, transfer bill registers, travelling allowance registers, fine and stoppage registers, leave registers. In No. I Party Demy alone is used. In No. V Party Royal and Demy are used, while in No. III Party all the three descriptions (Royal, Medium and Demy) are used, and the officers think that cheaper descriptions of paper might be utilised for these purposes and that the first two larger descriptions might altogether be discontinued.

15. *Military and Commissariat Departments.*—The only Commissariat offices visited are those at Wellington and Cannanore. In the former office, bound books of all sizes * are used, while in the latter none larger than Demy. These books are used for office copies of letters, pay bills, miscellaneous statements, &c., for which any cheaper description of Writing paper will do. Many of the books maintained in this department may be dispensed with, as in Jails, by preserving original drafts of letters and by using printed forms for office copies of returns, &c. The Commissariat officer at Wellington considers the system of keeping office copies of letters in bound books to be absolutely necessary, but says that books made of Foolscap, cream-wove, might be utilised instead of those made of Royal, Medium and Demy papers, while the officers at Cannanore considers that drafts written on Foolscap, cream-laid, 10 lb., might be filed and the use of costly

* Royal, Medium, Demy and Foolscap.

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bound books might be avoided, which, I think, would not only be economical but would save a great deal of labor and time. Both the officers are, however, of opinion that books made of Royal, Medium and Demy are unnecessary and that cheaper kinds of paper may be substituted for them.

16. *Registration Department.*—The registers kept in the several District and Sub-Registrars' offices in the Presidency are printed and supplied by the Inspector-General of Registration and some of them are composed of Royal, Medium and Foolscap, hand-made, papers. The Inspector-General says that the costly hand-made papers are absolutely necessary and that no other description of paper will do for them. No doubt the registers are important and form permanent records, but from the letter, No. 196, dated 14th April 1883, from the Assistant Secretary to the Government of India, embodied in Proceedings of Madras Government, dated 1st September 1886, No. 880, Financial, it will be observed, that 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; and 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.* In this connection I ascertained also from the Superintendent of Stationery, Bombay, that only a few quires of hand-made papers are issued by that officer to the Registration Department of that Presidency, while all the other papers issued are machine-made which are far cheaper. It is therefore a matter for consideration why the practice should not be followed in this Presidency also. The Registration Department is the only department in this Presidency which uses hand-made paper of larger sizes than Foolscap and the consumption of the larger sizes in that department is considerable. The substitution of machine-made paper would result in a saving of about Rs. 2,600 annually. While on this subject, I may mention that I asked the Inspector-General if the paper recommended by me in my letter, No. 629, dated 25th April 1890, for voucher forms in the Public Works Department could not be substituted for hand-made Foolscap, but that officer informed me that the paper would not do for the purposes for which hand-made is now used.

17. Almost all the sizes and descriptions of Writing papers are used in the other Head-quarter offices visited, and the officers think that the larger papers, Royal and Medium, may altogether be dispensed with, by using paper of Double Foolscap size, wherever the smaller sizes cannot conveniently be utilised and that other cheaper descriptions of paper, viz., Printing and Badami, may be used for certain ordinary registers for which costly Writing papers are now made use of. In the office of the Superintendent, Madras Survey, the number of registers maintained seems excessive and most of them are in Lithographic Double Royal, 80 lb., paper. With reference to the former, the Superintendent says that he is trying to reduce the number; and with reference to the latter, it has to be said that many of the registers were opened years ago and will not have to be opened afresh before the completion of the survey, and that the Superintendent will avoid the use of that description of paper in future for any registers which may require to be opened.

18. From the foregoing remarks it will appear that registers of the same description are kept in different departments in different kinds of paper, cheaper or dear, irrespective of their importance and in different sizes. Bearing the importance of registers in mind, it is considered that cream-wove machine-made and Badami or half-bleached papers might be used for them in the Judicial, Registration and other departments, respectively.

19. If the several suggestions as made by officers for substituting cheaper or smaller papers for dearer or larger papers are carried out, the net saving in the departments visited may be estimated at Rs. 1,700 a year.

20. (*b*) The number of the different kinds of printed forms used in the different departments ranges from 24 to 2,060 as shown below, and lists of those of the 1st and 2nd, *i.e.*, Revenue and Judicial Departments, where the largest number of forms are used, are herewith forwarded for information :—

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Revenue (Collectors' including Taluk Cutcherry)	2,060
Judicial (District Courts, Sub-Courts and Munsifs' Courts)	322
Police (District)	134
Jail (District and Central)	215
Public Works Department (Executive and Superintending Engineers).	63
Survey (Party offices)	285
Revenue Board's office, Land Revenue	155
Do. do. Salt and Abkári (including those supplied to out-stations)	386
Inspector-General of Police	53
Commissioner of Police	148
Inspector-General of Jails	40
Public Works Secretariat	28
Chief Engineer for Irrigation	37
Tank Restoration Scheme	24
Survey Central Office	234
Adjutant-General's Office	179
Quartermaster-General's Office	109

The forms supplied by the Head-quarter offices at Madras are uniform, while those printed in the districts vary both in size and in the quality of paper. Although the descriptions of paper used in the Revenue Department are, with a few exceptions, "Printing" and "Badami," yet large savings would accrue by making them uniform in respect to both of the size and quality of the paper used for them, as the same form is printed in some districts on thin paper, and in others on thick paper and in some on $\frac{1}{4}$ Foolscap size and in others on $\frac{1}{2}$ Foolscap size; for instance "Form of demand No. 3" is printed on thick paper in the districts of Trichinopoly and Chingleput, while it is on thin paper in the other districts; again the size of the same in Coimbatore and Nílgiris is double that in the other districts, the former districts using $\frac{1}{4}$ Double Foolscap size, $\frac{1}{8}$ Double Double Pott and $\frac{1}{8}$ French Foolscap sheets, while the others use $\frac{1}{8}$ Double Foolscap, $\frac{1}{16}$ Double Double Pott, and $\frac{1}{4}$ French Foolscap sheets. For "Summons to the accused," Trichinopoly and Madura Collectors use Double Foolscap, thick, while the others use thin paper, and the Collectors of South Canara, Coimbatore and Nílgiris use $\frac{1}{2}$ Foolscap sized paper, while quarto size is found sufficient in the other districts; and "Account particulars of hire for conveying records, &c.," is on thick paper in Trichinopoly, Coimbatore, Malabar and Salem, while in the other districts it is printed on thin paper; and in the districts noted in the margin it is on $\frac{1}{4}$ Double Foolscap and $\frac{1}{8}$ Double Double Pott, while in the others $\frac{1}{8}$ Double Foolscap and $\frac{1}{16}$ Double Double Pott are used for the same. To avoid such variations and to secure uniformity and economy, the Collector of Coimbatore suggests that all such forms as are similar in nature in all the districts might be printed and supplied from Madras, while, to check the increase of the number of descriptions and to avoid unnecessary forms being printed, the Collector of North Arcot proposes that a limited number of forms be prescribed uniformly for all the districts instead of allowing each officer to print forms at his own fancy and convenience, which might sometimes become waste, when there is a change of officers.

Coimbatore.	Godávari.
South Canara.	North Arcot.
Nellore.	Salem.
Kistna.	Bellary.

21. *District Courts.*—About half the number of forms used in the Judicial Department are supplied from Madras by the High Court and the Stationery office. These are forms prescribed by the Civil Procedure Code and forms of periodical returns and are printed on the cheapest description of paper, *i.e.*, thin Printing paper, but many of them may be reduced in size as will be explained hereafter. The others are got printed by the Judges themselves and the descriptions of papers used are for the most part Writing papers which, as in the Revenue Department, vary in the different districts and which may, in several instances, be substituted by cheaper descriptions. Taking a couple of forms for example, say, "Process statement forms" and forms of "Order reversing sentence in criminal appeals," it will be observed that the former is printed in Madura on Demy, machine-made, in Tanjore, Tinnevelly, Godávari and Bellary, on Foolscap, hand-made, and in Malabar, Trichinopoly, Chingleput and Nellore,

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on Foolscap, machine-made; the only districts which use the cheaper descriptions of paper are Salem, Kistna, South Canara and Coimbatore, where Foolscap, cream-laid, French Foolscap and Double Double Pott, thin, are utilised. The District Judges of Bellary, Godávari, Nellore, Malabar, Trichinopoly, Tinnevelly and Tanjore suggest the use of Printing Double Foolscap, thick, for process statement forms which, I think, is sufficient for the purpose. The form for "Order reversing sentence in criminal appeals" is on hand-made Foolscap in Bellary, Godávari, Tinnevelly and Chingleput and on machine-made Foolscap in Kistna, Nellore, South Canara, Coimbatore and Tanjore, while cheaper descriptions such as Printing Double Foolscap, thick, French Foolscap, Foolscap, cream-laid, and Double Double Pott, thin, are used in Salem, North Arcot, Malabar and Madura and Trichinopoly, respectively. The District Judges of Salem, Bellary, North Arcot, Godávari, Kistna, Nellore and South Canara consider Printing Double Foolscap, thin, sufficient for the purpose.

22. The suggestion of the District Judge of Godávari, as also that of the Collector of Coimbatore, deserves consideration. He says that it would be more economical, and uniformity would be secured, if all criminal forms and such others as are alike in all the Courts are printed and supplied from Madras just as the Civil Procedure Code forms are done at present. With reference to the latter which are printed and supplied by the Stationery office under the instructions of the High Court, the District Judges of Bellary, North Arcot, Nellore, Malabar, Trichinopoly and Tinnevelly say that many of the forms as at present printed not only cause a great deal of inconvenience, but also contribute to a large waste of stationery. The forms are very much compressed owing to both English and the vernacular languages being printed on one and the same sheet of paper with insufficient space for writing the names and description of the parties. The vernacular portions only being the most useful in the districts, the English portions become waste in most cases, and it is needless to have duplicate copies of forms of processes, &c., which are served on parties, on $\frac{1}{4}$ Double Foolscap, as $\frac{1}{8}$ would answer the purpose quite as well. Under these circumstances, the officers suggest that only one language should be printed on each sheet of paper, and that about $\frac{4}{5}$ of the whole quantity of forms might be struck off on quarto sized paper for duplicate copies to be served on the parties, which are on an average about 4 to every original copy; a very limited number of forms then need be printed in English. This method will save about $\frac{1}{5}$ of the quantity of stationery now spent on account of these forms, resulting in a saving of about Rs. 2,200 annually.

23. *Police, Jails and Public Works Departments.*—The forms used in the Police, Jail and Public Works Departments are for the most part printed and supplied by the Inspectors-General of Police and Jails and the Examiner of Public Works Accounts, and only a few descriptions required for correspondence and miscellaneous routine work of the offices are printed in the districts. The forms supplied by the Inspectors-General of Police and Jails do not call for remarks. Almost all of them are printed on Printing and Badami papers; only in a very few cases are Writing papers used and then only in small quantities. With reference to those issued by the Examiner of Public Works Accounts, I have asked that officer to furnish me with a list and specimens of the forms and to state whether any of them could be struck off on any cheaper descriptions of paper than those on which they are at present printed. He has not yet furnished the information, but in his letter, No. 406 X., dated 15th July 1880, he states that he would show a saving of about Rs. 1,500 a year in the forms of his department. The forms printed in the districts by these departments are on both Writing and Printing papers indiscriminately and most of them might be struck off on less expensive papers.

24. *Survey Department.*—The forms used in the Party offices are supplied by the Central Office at Madras, and the Superintendent is particularly careful now regarding them. Whenever any form is required to be printed, the quality and quantity of paper to be used are determined by himself. Although no large and expensive Writing papers such as Royal, Medium and Demy are used for any of them, yet many of them may be struck off on still cheaper descriptions of paper than those now used for them. "Certificate regarding upkeep of service books," "Office copies of salary

bills," "Travelling allowance rolls," "List of casualties and promotions," "Last-pay certificate," "Certificate of transfer of charge" and the like, which might very advantageously be printed on Printing and Badami papers which are generally used for similar forms in the other departments, are on Foolscap, hand-made, machine-made and cream-wove papers. Some of the registers and forms which are printed and issued by the Commissioner of Salt and Abkári Revenue admit of reduction. They are all, except in a few cases, printed on Printing papers, thik and thin, only, but some of them which are on thick paper might be on thin, such as quarterly business statements, statements of fines and stoppages, check register forms, forms of summons to the accused, summons to witnesses, recognizance forms, &c. Tickets for admission F C 2 and D 11 passes are on Foolscap, hand-made, and Imperial, machine-made, while any other cheaper paper such as Badami, Royal or Bally Brown Cartridge would do as well. Revenue lock ticket books of quarto size are in Lithographic Double Royal, 80 lb., paper, while similar books of octavo size are made of Printing Double Foolscap, thick, which, I think, would do for the former also. The Secretary to the Commissioner says that Europe White Cartridge Royal, 40 lb., would do for this.

25. There is ample room for economy in the forms used in the other individual offices also. Large quantities of Foolscap, hand-made, and Foolscap, cream-wove, papers are used for square docket forms, &c., in the Revenue Board office, the former description in the Land Revenue branch and the latter in the Salt and Abkári (Separate Revenue branch), while other cheaper descriptions, such as Bally Brown Cartridge and Printing Double Foolscap, thick and thin, are used in the Collectorates. Dr. Maclean, the Collector of Nellore, uses the former (Bally Brown Cartridge) and says that he would be glad to use any paper to the correct size of Foolscap which the Stationery office may furnish. The form of docket in question being merely intended to protect the letter it covers and to show the disposals thereon, it is thought that Bally Brown Cartridge, 40 lb., or any other cheaper description of country paper would suit the purpose. The forms used in the Quartermaster-General's and the Adjutant-General's offices are mostly printed on hand-made and Foolscap, cream-wove, papers. The Deputy Quartermaster-General thinks that many of those that are on the hand-made paper might be struck off on cream-wove paper and those that are on the latter might be struck off on a still cheaper description, *e.g.*, Foolscap, cream-laid, 10 lb., while the Deputy Adjutant-General says that no paper inferior to Foolscap, cream-wove, 14 lb., could be used for the forms of his department, as they are all of an important nature addressed to higher authorities and despatched to distant places. The forms of the Central Survey office admit of change in many cases. Foolscap, hand-made and machine-made, and Lithographic Double Royal, 80 lb., papers are used for many of them for which Printing and Badami papers might be used with advantage. The forms in the other offices also can be printed on cheaper paper, but do not call for general remarks.

26. *Periodicals, Pamphlets, &c.*—such as District Gazettes of the Revenue Department, Judgments of the Sessions Courts and weekly circulars of the Police call for remarks. The Collectors of Godávari, Ootacamund and Madura use Printing Double Foolscap, thick, 28 lb., for District Gazettes, while the other Collectors utilise Double Double Pott, thin, 28 lb., and Double Foolscap, thin, 16 lb., except the Collector of Bellary who uses Badami Double Foolscap, thin, 16 lb., the cheapest description of paper, but the officers who use thick Printing paper see no objection to using thin paper, and the saving would be about Rs. 1,400 a year by the substitution.

27. The descriptions of paper used for printing Sessions judgments are Foolscap, hand-made, Foolscap, machine-made, cream-wove, 14 lb., and Printing Double Foolscap, 28 lb. The first is used in the District Courts of Bellary and Madura; both the first and the second are used in the courts of Nellore and South Canara; while the second alone is used in all the other districts, except Tanjore which uses the third, the cheapest of the three descriptions. The officers who use the first, or the dearest description, agree to use the second, but I think that the third description which is used for the printing of all important Government and Board's Proceedings which are constantly handled and kept permanently on record in all offices would sufficiently answer the purpose. The kind of paper used for Police weekly circulars is Printing

Double Foolscap, thick, 28 lb. The Acting Assistant Inspector-General of Police thinks that lighter and cheaper descriptions, viz., 21 and 16 lb. papers, might be utlised, the former for English and the latter for vernacular copies.

28. Considering the nature and importance of the several registers and forms required in the different departments and the descriptions of paper used for them, those in the Revenue Department (Collectors' offices) are the cheapest with a few exceptions, and the practice of the Revenue Department of using Printing and Badami papers more largely for ordinary registers and forms should, I consider, be followed in other departments.

29. There is a vast difference in the use of paper for forms and registers between one department and another, as well as between one office and another of one and the same department. Cheapness as regards paper and uniformity as to size would result in large savings. I have tabulated the forms used in all the offices visited, of which those referred to in paragraph 20 are only submitted as specimens. The probable saving which would result by combining the cheapst paper and the most convenient forms is estimated at about Rs. 12,500 a year.

30. Wastage in books and forms is an item requiring notice. In almost all offices where bound books are used, a few sheets are wasted, but when appreciably large portions are left unwritten at the end of the year, the books continue to be kept up for the following year or until they are completely written up. Subjoined is a statement showing the quantities of paper wasted in some of the offices in the books used in the year preceding that in which the inspection took place. The wastage in a few cases is stated to have occurred owing to carelessness on the part of the clerks who kept the books, and in others to the fact that fresh books had to be opened for the following year according to the practice of the office. The officers concerned say that books might be kept up until they are exhausted and that they will take steps to avoid such waste in future :—

Name of office.	Name of register.	Quality of paper used.	Quantity contained in the book.	Quantity wasted.
			Quires.	Quires.
Superintending Engineer's office, I Circle.	Divisional Receipt index ..	Medium, machine-made .	5½	1½
	Periodical Receipt index ..	Demy, machine-made ..	4	2
	Miscellaneous index	Medium, machine-made .	5	1
	General number books	Demy, machine-made ..	7	4½
	Despatch number book	Do. do. ..	3	1
	Periodical Despatch register ..	Foolscap, machine-made.	4	1½
District Court, Nellore ..	Appeal Register	Demy, machine-made ..	4	2
Executive Engineer's office, Calicut.	Register of estimates and plans.	Do. do. ..	1	½
Public Works Secretariat ..	Budget Register	Do. do. ..	1	½
District Police office, Calicut ..	Register of warrants	Do. do. ..	4	1
Office of the Inspector-General of Police, Madras.	Hutting and Building Register.	Imperial, machine-made.	1½	½
Survey office No. V, Calicut ..	Receipt register	Foolscap, cream-wove ..	1	½
	Issue register	Do. do. ..		
Survey Central office, Madras .	Register of Great Trigonometrical Survey records.	Medium, machine-made .	4	3
	Register of expenditure ..	Demy, machine-made ..	1	½
Revenue Board office (Land Revenue Branch)	Despatch books	Printing Doble Foolscap, thick, 28 lb.	8	4

31. It is noticeable that in some * of the registers kept in the Survey office, No. III Party, large portions are wasted. These registers contain office copies of returns furnished to the Central office at Madras, monthly, half-yearly, &c. Most of them are *nil* returns and in copying them in the books a page or half is utilised for each statement with the word *nil* on it, while a single line is enough for each copy of a statement with a common heading at the top of the page. In some Collectorates large quantities of forms sufficient to last for 3 or 4 years, and sometimes still longer, are printed on each occasion. This course is always a source of loss, as

* Register of men discharged.
List of officers for examination.
Register of certificates regarding the upkeep of service books.
Copy of supplemental rules issued.

some of the forms either become obsolete before the whole stock is exhausted or the paper becomes unfit for use. In the Collectorates of Trichinopoly, Coimbatore and Nellore, there is a large accumulation of old and obsolete forms; some of them are used for covers, while others which are unfit for anything are destroyed. There seems to be a large stock of obsolete forms in Cuddapah which are being largely used for covers. In South Arcot there is a large stock of Acts and Irrigation registers for which no use is found in the district; about half-a-dozen copies of the former and a dozen of the latter are considered enough. In some of the District Courts also a large stock of forms is printed at a time. For instance, in South Canara, two or three years' supply is printed on each occaion, in Godávari 5 or 6 years' supply, while in Salem some forms are struck off to last one year and others to last 4 or 5 years.

32. In Tanjore and Nellore large numbers of spare copies of District Gazettes are printed, viz., 50 and 100, respectively, every month, with a view to meet unexpected demands, while in the other districts a dozen or half-a-dozen copies are found enough, and these are sold as waste paper after a time. In Tanjore there were about 800 copies in store at the time of inspection, while in Nellore about 3,245 copies including supplements, &c., were kept in store at the end of 1888, according to the last statement furnished by the Collector to the Board.

33. From a consideration of the foregoing remarks, it seems to me—and the Collector of Coimbatore and the District Judges of Godávari and Kistna concur with me—that it would prevent wastage, secure economy and uniformity in the use of registers and forms if the English forms and registers required, such as those referred to in paragraphs 7, 10, 11, 13, 20, 21, 24 and 25, for the following departments are supplied from a Central office in Madras:—

The Collectors' Departments.	The Jail.
The High Court, the District, Sub and Munsifs' Courts.	The Engineers.
The Police.	The Survey.
The Forest.	The Settlement.
	Salt and Abkári.

34. A committee consisting of the Superintendent of Stationery, the Superintendent, Government Press, and the head of the department concerned, or such officer as Government may decide for each department, can always determine the size and the quality of paper required.

35. Arrangements might be made to have the required forms printed and stored at some convenient place near the Stationery office and supplied to officers on indents as in the case of estimates and indents for stationery.

36. If Government approve of this, the system can be worked from the beginning of 1893. Meanwhile the committee can settle the forms, &c., required and get them printed and stored. A suitable store will be required and a small establishment to look after it, as Government is aware that stamp and stationery accommodation is insufficient for present purposes.

37. In Bengal printed forms are supplied by the Stationery office—*vide* Rules (I) of the Calcutta Stationery office herewith submitted and the system may be followed in Madras also.

38. (*c*) *Correspondence.*—The different kinds of paper used for this purpose are—

(1) Printing Double Double Pott, thin.	(9) Badami Royal, 25 lb.
(2) „ Double Foolscap, thin.	(10) Foolscap, cream-laid, 10 lb.
(3) „ „ „ thick.	(11) Bally Mills Foolscap, 14 lb.
(4) Badami „ „ thin.	(12) „ „ „ 15 lb.
(5) „ „ „ thick.	(13) Foolscap, machine-made, cream-wove, 14 lb.
(6) Superior Badami, 15 lb.	
(7) „ „ 18 lb.	(14) Foolscap, hand-made, 15 lb.
(8) Badami Royal, 20 lb.	

39. The first 10 descriptions are generally used for drafting purposes, while the others are made use of for fair copies. In the offices noted in the margin, the papers entered against them are utilised for drafts; but they are too good and costly for this purpose. All officers except the Executive Engineer, Calicut, Deputy Adjutant-General, Deputy Quartermaster-General, and the Secretary, Public Works Department, think that Printing Double Foolscap or Foolscap, cream-laid, 10 lb., might be used for drafts, while the latter description has already been introduced in the Survey Department. The Executive Engineer, Calicut, says that *he* cannot use any paper which is thinner than Foolscap, cream-wove, 14 lb., while he agrees that Printing Double Foolscap, thin, 16 lb., might be used for all ordinary drafts written by his clerks. The Deputy Adjutant-General and the Deputy Quartermaster-General maintain that Foolscap, cream-wove, 14 lb., should continue to be used, as the records of their departments are permanent and that no other paper inferior to it will do for the purpose. So also in the Public Works Secretariat, Foolscap, hand-made, is utilised for fair drafts or office copies for similar reasons. All original orders have to be constantly handled and kept permanently on record. It is stated that Foolscap, cream-wove, 14 lb., has been tried and found unfit for the purpose. The necessity for a stronger paper than Printing paper for vouchers in the Public Works Department was brought before Government, and the matter has been disposed of in G.O., dated 23rd July 1890, No. 504, Financial. The paper sanctioned for adoption in this connection is much cheaper than Foolscap, hand-made, and if it is introduced, it may also be used for office copies of letters, &c., which should be permanently on record. In the Central Jail at Salem all the descriptions of paper used for fair copies are used for drafts also, and no distinction is observed. In the Collector's office, Godávari, and in the District Court, Bellary, Foolscap, cream-wove, 14 lb., is mistaken for Goa paper and used for the purpose. All the Collectors, District Judges, and other officers are of opinion that Printing Double Foolscap, thin 16 lb., and Foolscap, cream-laid, 10 lb.. are quite good and may be used for drafting, and many make use of them already for the purpose. The Collectors of Nellore, Salem, North Arcot, South Canara, Malabar, Ootacamund, Coimbatore and Madura, all District Judges, except the District Judge of Bellary and several other officers of the other different departments, make use of Double Foolscap, thin, or Double Double Pott, thin, and Foolscap, cream-laid, 10 lb., only and no other description of paper. I would suggest that only Double Foolscap Printing, white, 16 lb., and cream-laid, 10 lb., should generally be used for drafts and obtained in equal quantities from the Stationery office, the Adjutant-General's department being allowed to use the paper referred to by me in connection with voucher forms for the Public Works Department.

Collector's office, Godávari,	Foolscap, cream-wove, 14lb.
District Court, Bellary,	
Executive Engineer's office, Calicut,	
„ „ „ St. Thomas' Mount.	
Superintending Engineer's office, IV Circle,	
Irrigation Chief Engineer's office,	
Office of the Inspector-General of Jails,	
Survey Party offices, Nos. I, III and V,	
Survey office, Madras,	
Adjutant-General's office,	
Quartermaster-General's office,	
Executive Engineer's office, Tanjore,	Yellow-wove Foolscap, 14lb. and 15lb.
Public Works Secretariat.	Foolscap, hand-made.

40. With reference to the papers used for fair copies, it may be remarked that, in the offices of the Collectors of Bellary, Trichinopoly, Madura, Tinnevelly and Chingleput, in the District Courts of South Canara, Trichinopoly, Madura, Tinnevelly and Tanjore and in several other offices, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb., the former of which is about twice as valuable as the latter and which is intended for documents of a permanent character, are used without distinction, while the Collectors of Salem, Nellore, Malabar and South Arcot, the District Judges of North Arcot, Nellore, and Malabar, and some others do not use Foolscap, hand-made, paper at all. Almost all the officers are of opinion that the supply of Foolscap, hand-made, may either be discontinued or reduced considerably. I propose that for fair copies, cream-wove, 14 lb., Printing Double Foolscap, 28 lb., and cream-laid, 10 lb., may be ordered in the porportions of $\frac{1}{4}$, $\frac{3}{8}$, and $\frac{3}{8}$; hand-made paper and the special paper proposed for important drafts being supplied only on special requisitions with explanations for their need.

41. It may be noted here that the Collector of Nellore uses very few Writing papers, those used by him largely being Printing Double Foolscap, thin, 16 lb., and thick, 28 lb., the former for takeeds, &c., sent to subordinate officers and the latter for letters, &c., addressed to equal as well as higher authorities; the practice is most economical and the attention of officers might with advantage be drawn to it. As all letters of any importance addressed to the Board of Revenue and Government are printed in Proceedings and several copies struck off, the necessity of superior papers for such correspondence is not apparent.

42. *Octavo Post for demi-official correspondence.*—The subject of note paper for demi-official correspondence has already been settled—*vide* G.O., dated 8th November 1889, No. 783, Financial. Messrs. Morgan and Co.'s Crown Vellum, 4¼ lb., at 3*s.* 6*d.* per ream, has been indented for, in place of the thick octavo Post now supplied, and the saving effected thereby will be about Rs. 1,500 a year.

43. *Paper for writing Judgments.*—It will not be out of place to offer a few remarks here on the descriptions of paper used for writing judgments and decrees, for which large quantities of Writing papers are consumed in the Judicial Department. The statement given below shows the different descriptions of paper used for this purpose in the several District Courts visited :—

District Courts.	Description of paper.
Salem, Godávari, South Canara, Malabar, Trichinopoly, Tinnevelly, South Arcot	Demy, machine-made.
Nellore	Demy, machine-made, and Foolscap, cream-wove, 14 lb.
Bellary	Demy, machine-made, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb.
Kistna, Coimbatore, Chingleput	Foolscap, hand-made.
Madura	Foolscap, hand-made, and Foolscap, cream-wove.
North Arcot, Tanjore	Foolscap, cream-wove.

From this it will be observed that the only Courts which use the cheaper descriptions are those of North Arcot and Tanjore. Some of the officers who use Demy are of opinion that Foolscap, hand-made, might be used instead. The substitution would introduce uniformity in the records, but does not otherwise appear to be very advantageous, considering the prices and sizes of the papers; but if all the Courts were to follow the example of the District Court of North Arcot in using Foolscap, cream-wove, 14 lb., there would be an appreciably large saving. It is remarkable that in the District Court of Coimbatore, judgments are written on only one side of the paper while in all the other District Courts they are written on both sides.

44. *Covers and Packing.*—A list of the different kinds of papers used for making covers and envelopes and for packing purposes is given below, from which it will be observed that almost all descriptions of country-made paper, as well as all English Writing papers, are utilised for the purposes. The former are used for ordinary official covers and the latter for demi-official envelopes and strong confidential covers; the larger kinds, viz., Royal, Medium and Demy, are more largely used in the offices of the Adjutant-General, Quartermaster-General, His Excellency the Commander-in-Chief, and of the Revenue Board, Salt and Abkári and Land Revenue branches, and Foolscap, hand-made, is used generally by all offices. The use of these latter descriptions for this purpose, however small, is very expensive. In the District Court of Tinnevelly, Demy, machine-made, and Foolscap, hand-made, are not only used for making covers but also for packing up records to the High Court, exclusive of all

other kinds of paper and in the District Court of Chingleput and the Collector's office Salem, they are utilized for outer or covering sheets for registers :—

1.	Bally Brown Cartridge	46
2.	Do. do.	40
3.	Do. do.	30
4.	Do. wrapper	40
5.	Superior Badami	20
6	Do. do.	19
7.	Do. do.	18
8.	Do. do.	15
9.	Badami Royal	25
10.	Do. do.	20
11.	Country, Demy	..
12.	Do. Foolscap	..
13.	Do. Chellam Medium	..
14.	Do. Chellan Demy	..
15.	Do. do. Foolscap	..
16.	Do. Cartridge	..
17.	Do. Brown packing	..
18.	Foolscap, cream-laid	10
19.	Do. cream-wove	14
20.	Foolscap, hand-made	..
21.	Do. Yellow-wove	15
22.	Quarto Post, hand-made	..
23.	Demy, machine-made	..
24.	Medium do.	..
25.	Do. yellow-wove	34
26.	Royal, machine-made	..
27.	Royal, yellow-wove	44
28.	Printing Double Double Pott, thin	28
29.	Do. Double Foolscap, thick	28
30.	Europe Cartridge	40

45. In some offices, such as Collector's office, Kistna, and the District Court, Madura, although the papers used are country-made only, double sheets are utilised for making strong covers, while in all Survey offices cloth-lining is used. Almost all officers consulted agree in thinking that Bally Brown Cartridge, 40 and 30 lb., papers may be used for all ordinary official covers and Foolscap, cream-laid, 10 lb., and Foolscap, cream-wove, 14 lb., for demi-official envelopes; while those who make use of Writing Royal, Medium, Demy and Foolscap, hand-made, papers for strong and confidential covers consider that Bally Brown Cartridge, 46 lb., and Europe White Cartridge, 40 lb., will do for such covers and that no expensive Writing papers should be cut up into covers or used for packing or other similar purposes.

46. Much of the Bally Brown Cartridge papers now supplied by the Stationery office being cut up and wasted in making covers owing to their inconvenient size, officers suggest that they may be supplied in Demy and Foolscap sizes, which, I think, may be done.

47. On considering these various suggestions, it seems to me it would be economical to supply officers generally with Bally Cartridge of the qualities of 40 and 46 lb. and country paper in equal quantities for covers and packing, and with cream-wove, 14 lb., for demi-official envelopes, Europe Cartridge being supplied on special requisitions only to the Secretariat and the Military Head-quarter offices.

48. It is worth while in this connection to draw the attention of all officers to the economical practice in almost all Collectors' offices of using old and obsolete printed forms for these purposes, as also to the practice in some offices of opening carefully and turning and making fresh covers out of covers received from other offices.

49. In the District Courts of Tinnevelly and Nellore, a large number of covers is used for enclosing papers for perusal and for record. In the former Court, papers received are put in covers, each case in a separate cover made of Printing Double Foolscap, 28 lb., and sent to the Judge for his perusal and notes, while, in the latter, papers connected with each case, when sent for record, are enclosed in big covers made of

Badami Royal and not tied up into bundles. These are expensive practices and should be put a stop to. The District Judge of Nellore says that, if these covers are discontinued, more tape would be required to tie up the papers into bundles, but this is the least expensive method and is what is followed in all other offices.

50. *Miscellaneous Articles, Quills and Steel Pens.*—The supply of quills may be reduced to a certain extent by increasing that of steel pens. In all offices other than those of the Revenue and Judicial Departments, these articles are issued according to the prescribed allotment of 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant, &c., but in the offices of the Revenue Department (*i.e.*, Collectors', Sub-Collectors' and Taluk cutcherries), no steel pens are issued to vernacular clerks and accountants. Quills only are issued to them at 6 and 5 to each, respectively, per month. It is a matter of fact, however, that these officials do not require so many a month, assuming that they use only quills. A smaller number will do, which can be further reduced by substituting steel nibs for a portion, steel pens being cheaper than quills and better liked by nearly all officials. Almost all the Collectors agree in thinking that the former may be substituted for a portion of the latter, but they differ in opinion as to the proportion in which they are to be supplied. The Collectors of Kistna, Trichinopoly, Tinnevely, Tanjore and South Arcot suggest that 4 quills and 2 steel nibs may be issued to each vernacular clerk in place of the 6 quills now supplied; the Collectors of North Arcot, Godávari and Madura, 3 quills and 3 nibs; and those of Bellary, Salem and Coimbatore, 2 quills and 4 nibs; while all of these agree that 3 quills and 2 nibs may be allowed to each vernacular accountant in place of the 5 quills now supplied to him. Vernacular clerks and vernacular accountants are only nominally styled such, their work for the most part being in English. I think the proportion allowed to English clerks and English accountants should do for them also, viz., 2 quills and 4 steel pens, to each clerk and 3 quills and 2 steel pens to each accountant. The Collectors of Bellary, Salem and Coimbatore are of my opinion. The number of quills, viz., 12, allowed to some of the officials of higher grades, such as Treasury Deputy Collectors, Huzur Sheristadars and Head clerks, are also considered too many, and the Collectors noted in the margin propose the substitution of the quantities noted against them, respectively. The proposal of the Collector of Godávari, viz., 4 quills and 6 steel nibs, is moderate, and may be adopted. In the Judicial Department quills are more extravagantly used than in the Revenue Department. In the District Courts of Chingleput, Tinnevelly, Coimbatore, Malabar and Kistna, 10 quills are issued per month to each clerk, while in the districts noted in the margin quills are issued as shown against each. In Bellary they are not issued according to any fixed allotment, but by twos and threes whenever required. The only districts in which the general allotment fixed for each clerk, viz., 2 quills and 4 steel pens per month, is adhered to are South Canara and Nellore. Steel pens are not entirely out of use in the other districts. They are utilised in some of them to a very limited extent. The above remarks apply not only to the District Courts, but more or less to the Sub and Munsifs' Courts also. All the Judges, except the District Judge of Kistna, agree in the view that steel pens may be used more largely than at present and the supply of quills reduced to a certain extent. The District Judges of Malabar, Coimbatore and Tinnevelly propose 6 quills and 4 steel pens in place of the 10 quills now supplied; and the District Judge of Chingleput 6 quills and 2 nibs; while the District Judge of Madura suggests 6 quills and 4 nibs, and 6 quills and 2 nibs; in lieu of 8 quills and 7 quills, respectively; the District

Collector of—	Quills.	Steel pens.
Bellary	8	..
Godávari	4	6
Kistna	6	4
Coimbatore	6	6
Trichinopoly	8	4
Madura	6	3

(1) Salem	10 to some and 6 to some.
(2) Madura	8 to some and 7 to some.
(3) Trichinopoly ..	8 to some, 4 to some and 2 to some.
(4) South Arcot ..	6 to some and 4 to some.
(5) Tanjore	6 to some and 3 to some.
(6) North Arcot ..	5 to some, 4 to some and 2 to some.

Judge of Salem 4 quills and 4 nibs and 3 quills and 2 nibs instead of 10 and 6 quills, respectively; and the District Judge of South Arcot 4 quills and 4 steel nibs and 2 quills and 3 steel pens in place of 6 and 4 quills, respectively. It will be observed that the above suggestions vary very much.

51. It seems to me that the practice in South Canara and Nellore should be followed by others; this would put the Judicial Department on the same footing as the Revenue and the result would be uniformity of practice and economy. The disuse, or the limited use of steel pens, is, it appears, partly owing to the inferior quality of some of the pens hitherto supplied and partly owing to the fixed proportion in which they are supplied by this office. Hinkswell's steel nibs (fine point) were discontinued under G.O., dated 25th August 1884, Nos. 1960-61, as unsuitable for vernacular writing, and pens known as "616 M. Gillot's" were substituted; these write freely at the beginning, but do not stand more than one or two days' use; while those marked "R. Mitchell's" are found too broad. The General Superintendent, Public Works Stores, remarks in his letter, No. 263 W., dated 9th May 1890, "that it will be very hard for fair copyists in Government offices to write with medium pens" and the Collectors of Salem, North Arcot and Godávari recommend the supply of pens like those herewith sent. These are, no doubt, good pens. I propose, however, that samples of pens of the following descriptions be got out from England from different manufacturers and sent to heads of departments for opinion:—

(1) Broad (J).
(2) Medium (such as Gillot's broad).
(3) Pointed (each as Gillot's medium).
(4) Extra fine pointed.

I should then be able to regulate my stock to suit all parties, the proportion between quill pens and steel pens decided on being still adhered to. There are steel pens and steel pens, and it is unreasonable to compel an officer or clerk to use a kind that he cannot possibly write with. To have enough kinds for choice will make little difference pecuniarily.

52. *Blotting Paper.*—Complaints are now and then received against the quality of this article. It has been obtained from the Bally Mills Company, Calcutta, in Demy reams of 32 and 34 lb., white and pink, respectively, almost the best manufactured in India. In view to decide whether an improved kind is desirable at an extra cost, I consulted the officers mentioned in the margin.

The Inspector-General of Registration.
The Secretary to the Commissioners of Land Revenue.
The Secretary to Government, Public Works Department.
Superintendent, Government Press.
Examiner of Public Works Accounts.
Secretary to the Surgeon-General with the Govenement of Madras.

53. The Inspector-General of Registration and the Accountant-General condemn the article at present used *in toto*. The Secretary to the Commissioner of Land Revenue, the Secretary to Government, Public Works Department, and the Secretary to the Surgeon-General with the Government of Madras, say that it will do for all ordinary purposes. The Secretary to the Surgeon-General with the Government of Madras thinks that heads of offices may be supplied with better paper. My own opinion is that it will do for all ordinary purposes, but a small quantity, say, a $\frac{1}{4}$ may be ordered from England for the use of heads of departments.

54. There is no scale regulating the supply of this paper to officers. It is issued in different scales in different offices and in some, such as the Tahsildars' offices, it is not used at all.

55. From experience I consider the following a fair scale:—

Heads of departments	4 sheets a month.
Chief Assistants, managers and head clerks	3 "
Copying and drafting clerks	1 "
Accountants, other clerks, muchees and attenders ..	$\frac{1}{2}$ "

56. *Sundry Articles.*—The supply of some of the sundry articles, such as wafers, parchment, long cloth, tape, &c., may be very much reduced. In some offices some of them are not used at all, while in some others some are misused.

57. *Wafers.*—In many offices, it is observed that a large stock of wafers is kept in store and never used, and almost all officers consulted recommend the discontinuance of the supply of this article, and I am of the same opinion.

58. *Parchment.*—This article is only used for documents of great value intended to last for a considerable number of years and has been supplied on that account. In the District Courts of Tinnevelly, Trichinopoly and Salem parchment is cut into small bits and used as corner pieces in stitching judgment papers together. The practice does not appear to be in force in the other courts, some thick paper or thin pasteboard is found to answer the purpose, and is used in stead. The District Judge of Tinnevelly thinks that good calico or vegetable parchment would be the proper thing to use, that any kind of paper would in time fray away, while calico would stand for a long time and vegetable parchment (or parchment paper) would practically be as good as real parchment and is far cheaper. It would seem that some time ago in almost all courts parchment was used for this purpose, but of late it has been discontinued, as it was found that rats took to eating it on account of the grease, and it was feared that the documents stitched with it might also be eaten up. In the Commissariat Department it is used for making labels for samples of contractors approved of. I think parchment paper will make a very good substitute for parchment, the latter being employed only for writing important deeds upon and specially indented for, for this purpose.

59. *Long Cloth.*—This article is intended for mounting plans and maps and should not be used for other purposes. The Executive Engineer, Nellore, uses it for packing up records sent to the Examiner's office at Madras, the Collector of Bellary for binding purposes, while the Superintending Engineer, I Circle, and the Commissioner of Salt and Abkári, utilize it for towels, dufters and pen-wipers, &c., while wax-cloth is supplied for packing and salampore cloth for dufters, towels and pen-wipers.

60. *Tape.*—In many offices country tape, white and colored (red), is used without any distinction whatever, and the Collectors of Kistna, Nellore, Madura and Chingleput think that the supply of the colored tape, which is more costly than the white, is unnecessary, while some other officers are of opinion that the supply of European tape also is unnecessary. In the District Court of Tinnevelly tape is used in place of twine, and the District Judge recommends that a fourth of the quantity of the former now supplied to his court may be substituted by the latter article. It seems to me that country red tape can be discontinued and English tape supplied only to the head-quarter offices of departments and the Secretariat offices.

61. *Twine and Thread.*—The Collectors of Bellary and North Arcot, the District Judge of Kistna, the Superintending Engineer, I Circle, and the Executive Engineer, Nellore, consider that the supply of "twine hemp, fine," which is costlier than either ordinary European twine or country twine, is unnecessary. Some officers consider that European cotton thread in balls may be dispensed with by using country cotton thread instead. I do not advise any change in the practice of supply of these articles.

62. Some officers make local purchases: for instance, the Inspector-General of Jails purchases Stephens' blue-black ink, the Adjutant-General red ink, and the Collectors of Salem, Madura, and Godávari sealing-wax, twine, thread, &c., although this is not allowed under the existing rules. In the office of the Inspector-General of Jails the black ink powder supplied by this office is not used at all, but the blue-black ink purchased locally is used instead.

63. The inferior quality of some of the articles supplied by this office, such as sealing-wax, wax-cloth, black ink powder, &c., is complained of, and it is remarked that a large waste might be avoided by issuing superior articles. I am not of this opinion however. The quality of these articles is sufficiently good for all ordinary purposes. Two kinds of sealing-wax, country and European, are supplied in proportion of $\frac{7}{8}$ and $\frac{1}{8}$, and the latter is very superior in quality and can be used for important purposes.

64. Wax-cloth is intended for covering small parcels sent by banghy post containing stamps, important documents, &c., but if it is used as is very often done for making up heavy packets, such as ought to go into tin-lined cases, it tears from the

rough usage it gets. The black ink powder at present supplied is of a very superior quality, the ink produced being almost equal to blue-black ink, and does not require improvement.

65. Acting on the suggestion of the treasury officers of Madura and Salem, I have this year, as a trial measure, arranged to supply a small quantity of sealing-wax of the kind purchased locally and used by them. This costs less than the sealing-wax now in use. If it is favorably reported on after a few months' use, I shall take the orders of Government regarding its introduction into all public offices in a certain proportion. The Treasury Deputy Collector of Chingleput and the Superintendent, No. III Revenue Survey Party, suggest the use of oiled cloth or red tarpaulin in place of wax-cloth, but it is neither cheaper nor procurable in the local market in sufficient quantities.

66. *Special Stores.*—The officers who mostly use the special stores, viz., drawing papers and materials, are those of the Public Works and Survey Departments. These officers including the Chief Engineer, Public Works Department, and the Superintendent, Madras Survey, having been consulted, I annex two lists marked A and B, one showing the articles which should continue to be supplied and the other, those which may be discontinued.

67. *Drawing Paper.*—"Imperial," being the size prescribed for all drawings and plans (*vide* paragraph 946 of Public Works Code corrected up to 31st March 1886), the officers think that papers of smaller sizes, such as Super Royal, Royal, Medium and Demy which are very seldom used, may be discontinued, and that Double Elephant and Antiquarian may be issued for larger plans.

68. Paper continuous mounted on Holland of smaller widths than 60", Tracing paper of smaller sizes than 60" × 40", and Single Elephant paper are also considered unnecessary, the smaller sizes being cut from the larger whenever necessary. The only descriptions used in the Survey Department are Drawing Double Elephant, Lithographic Double Elephant, and Lithographic Double Royal.

69. *Section Paper.*—The Public Works Code prescribes the following scales for use in the Public Works Department: $\frac{1}{10}$, $\frac{1}{20}$, $\frac{1}{30}$, $\frac{1}{40}$, $\frac{1}{60}$, and $\frac{1}{80}$—*vide* paragraph 942; but the officers do not seem to use all of them. They use only $\frac{1}{5}$, $\frac{1}{10}$, and $\frac{1}{20}$ inch scales and $\frac{1}{500}$, $\frac{1}{1000}$, and $\frac{1}{2000}$ decimal foot scales and recommend these to be supplied. In doing so they also think that such scales need not be drawn on different sizes of paper, but on imperial paper only, which is the standard size for all drawings. The Superintending Engineer, I Circle, uses paper of $\frac{1}{12}$ inch scale for special drawings of iron works, and this is also recommended to be supplied.

70. *Drawing Pencils and Pens.*—The Chief Engineer, Public Works Department, and the Superintendent, Madras Survey, recommend the issue of the marginally noted pencils and pens, which are generally used in those * departments and the discontinuance of the other descriptions mentioned in Proceedings of Government, dated 12th November 1888, No. 831, which are seldom or never used. Pencils marked HH., being also used by almost all officers and recommended by most of the Superintending and Executive Engineers consulted, are also added to the list of articles to be supplied. "Steel Pens, Magnum Bonum" are used in the Survey Department for no special purposes but for writing and for drawing thick lines, in place of the other steel-pens generally issued to all offices, and the Superintendent is of opinion that the issue of these to that department may be discontinued, as pens marked J and 808 B are now supplied.

Pencils marked H, HB and B.
" for bow-compasses.
" for pentagraph.

Pens.

1. Crow quills.
2. Hachuring.
3. Mitchell's Imperial Lithograph, No. 0570.
4. Gillot's Mapping and Printing.
5. Etching.
6. Perry's Lithographic.

* { 1, 2 and 3, Public Works Department.
{ 1, 4, 5 and 6, Survey.

71. *Colors.*—The spare colors mentioned in the list marked B, being kept in store in many Public Works offices without being much required, their supply is

recommended to be discontinued. The Chief Engineer and the Superintendent, Madras Survey, also consider them unnecessary.

72. *Mill Boards*, 40″ × 28″.—The Superintendent, Madras Survey, who uses the largest number of these boards suggests the substitution of straw boards 1 lb. and 2 lb., the latter being cheaper than the former, and the saving effected thereby would be about Rs. 127 a year.

73. *Brushes.*—The Superintending Engineer, I Circle, complains that camel-hair brushes are quite useless, and suggests the discontinuance of their supply and the continuance of the sable hair ones alone. The substitution, if effected, would result in a loss of Rs. 358 a year; but, considering the convenience of the change, it is recommended.

74. *Tracing Cloth.*—The Superintending Engineers of I, II and IV Circles say that the tracing cloth supplied to them is greasy and does not take ink properly, and recommend the supply of dull-back cloth. The supply now received from England is of this sort. The Superintending Engineer, II Circle, also says that cloth of 36″ width is a waste and that 24″ will do, as all plans are required to be of Imperial size, viz., 30″ × 22″. I agree with him.

75. *Accounts and control of expenditure*—(1) *Printed Forms.*—The Police and Registration are the only departments in which there are unexceptionally satisfactory accounts showing the receipts and expenditure of printed forms. In the Revenue Department, the Collectors of Bellary, North Arcot, Kistna, South Canara, Malabar, South Arcot, Tinnevelly, Tanjore and Chingleput have accounts, but those in the last three districts are not systematically kept up. The others have no accounts at all. In the districts noted in the margin, the charge of the forms devolves on the treasurer, an accountant, or a clerk, while in others it is divided among the managers of the different branches of each office and issues to Taluk and Divisional offices are made generally on annual indents, except in Malabar and Madura where they are made on mere memoranda or arzis without any statements of expenditure being obtained for comparison or check. It may be noted here that in Trichinopoly monthly statements of expenditure are obtained from the taluk and sub-divisional offices. In the Judicial department a few officers only maintain accounts and these are the District Judges of Rajahmundry, South Canara, Madura, Tinnevelly and Bellary. The others have no accounts, nor are the forms entrusted to any particular responsible officers in their respective courts. They are distributed among the several officials who make use of them. In the Forest and Survey departments there are accounts, but they are not systematically kept up in the offices noted in the margin,* while in the other departments such as "Jails," "Commissariat," "Public Works" and "Military," there are no accounts at all except in the few marginally-noted † offices. On the whole the absence of accounts in many offices, the distribution of forms among the officials who make use of them without their being entrusted to any responsible officers, and the issue of the same to sub-offices without proper indents and statements of expenditure being obtained, show that there is not at present a sufficient check exercised over the expenditure and waste of printed forms. The rules obtaining in the Collector's office, South Canara, for the printing, storage and issue of forms (a copy ‡ of which is enclosed) are exemplary and modified, if necessary, according to the requirements of each office, may be adopted in all offices.

Bellary	Trichinopoly.
North Arcot.	Tinnevelly.
Godávari.	Tanjore.
Kistna.	South Arcot.
Malabar.	Chingleput.
Nilgiris.	

* District Forest-office, Nellore.
Do. do. Cuddalore.
And Survey Party No. III.

† Executive Engineer's office, Nellore.
Do. do. Vellore.
Do. do. Coimbatore.
Superintending Engineer's office, II Circle.
Tank Restoration Scheme office, Chepauk.

‡ II.

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76. (2) *Stationery Stores.*—In almost all offices visited, there are accounts showing the receipts and expenditure of stationery, the Central Jail at Salem being the only exception, but they are not systematically kept up and the expenditure not sufficiently checked in some offices. In Collectors' offices, the charge of the stores devolves invariably on the Treasurer and the accounts are brought up and balances struck every month. Agreeably to the instructions contained in paragraph 17 of the Stationery Committee's report embodied in Proceedings of Government, Financial No. 143, dated 23rd January 1883, the accounts in Salem, North Arcot, Tanjore and Tinnevelly alone are attested by the Treasury Deputy Collectors every month and sometimes oftener. The accounts in Kistna, Malabar, Trichinopoly and South Arcot are attested only occasionally, while those in the other districts are not attested for about a year or so. In Kistna and Malabar issues to Taluk and Divisional offices are not made on annual indents as is done in all other districts, but according to some estimated proportion, without any statements of expenditure being obtained, and when such supplies are complained of as insufficient, further supplies are given. In addition to the annual indents, monthly statements of expenditure are obtained from taluks in the districts of Salem, North Arcot and Trichinopoly, and half-yearly statements in South Canara, while in the other districts this practice is not observed.

77. In District Courts although the custody of the stores is entrusted to responsible officers such as Head clerks, Sheristadars and Record-keepers, yet the accounts are not properly checked and brought up to date in some courts. In Trichinopoly and Tanjore alone the accounts are attested by the District Judges. In Bellary and Coimbatore they are attested by the head clerk and in North Arcot, South Canara and Tinnevelly by the Sheristadar, while in the other district courts they are not attested by anybody, and in Madura, Salem and Nellore they are neither kept current nor balanced for months together. In the Public Works Department the accounts of the Superintending Engineers, IV and VI Circles, and of the Tank Restoration Scheme office at Madras are very unsatisfactorily kept, the postings being in most cases incorrect and not checked or attested by any officer. The only officers who keep their accounts duly checked and attested are the Chief Engineer for Irrigation and the Executive Engineers, Nellore and Saint Thomas' Mount. In the Jail department also where the stock of stationery is very small and where the accounts might very easily be balanced every month and checked and attested, they are in some jails balanced only half-yearly and in some not attested by any responsible officer. The Central Jail at Salem has no accounts at all. The accounts of the Inspector-General of Jails were opened only in October 1888, they are balanced once in six months and not checked or attested by anybody. The system in which the stationery accounts are kept in the Survey and Police departments and the check exercised there are exemplary. In the former department the accounts are balanced and closed regularly every month and checked and attested by the Manager or the Deputy Superintendent, while in the latter they are checked every day by the Head-quarter Inspector of each office and attested every month by the Superintendent and besides this, the stock is examined quarterly by a committee formed of two Divisional Inspectors and its correctness certified; but in the office of the Inspector-General of Police, Madras, the accounts are neither complete nor attested by anybody. The accounts of the Adjutant-General's office, Ootacamund, and the Revenue Board office, Land Revenue branch, Madras, are also irregularly kept, being neither balanced monthly nor attested by anybody. No accounts seem to have been in existence in the latter office prior to July 1888.

78. There are many and large differences in the marginally-noted offices between the balance shown in their accounts and the actual stock of stores found with them which shows want of check. There are also in many offices several superfluous articles which are never or rarely required and I have in many cases made arrangements to dispose of them by getting them back into the Central stores or by transferring them to other officers.

Collector's office, Ootacamund.
District Court, Madura.
Executive Engineer's office, Calicut.
Do. do. Tanjore.
Superintending Engineer's office, IV Circle.
Tank Restoration Scheme, Madras.
Revenue Board office, Land Revenue Branch.
District Forest office, Nellore.
Executive and Commissariat office, Cannanore.

79. *Stock-taking.*—While on the subject of accounts, I would mention that the stock-taking statement referred to in paragraph 3 of G.O., dated 3rd August 1888, No. 591, Financial, useful as it would be, if it could be prepared without inconvenience in all offices and checked by this office, is found on trial to be too elaborate both for preparation and for check. Some officers, including the Collector of Nellore, complain about the difficulty, and I would suggest its being submitted to me once in three years instead of yearly.

80. To summarise the conclusions or recommendations in the foregoing paragraphs :—

(1) *Registers.*—The larger and costlier descriptions of paper used for this purpose may be discontinued and smaller and cheaper paper substituted.

(2) *Forms.*—It is considered it would conduce to uniformity and economy to print and supply forms from a central depôt in Madras for all the important departments as is done in Calcutta.

(3) *Correspondence.*—The discontinuance of the larger descriptions of machine and hand-made papers, the limited use of cream-wove papers and a more extended use of cream laid and printing papers are recommended.

(4) *Packing and Covers.*—Instead of using, as at present, every description of paper for this purpose, it is proposed that only Bally cartridge country paper and cream wove 14 lb. alone should be used according to circumstances.

(5) *Quills and Steel-pens.*—The proportions obtaining at present in the issue of these being various, and the quality of the steel-pens supplied being complained of, it is proposed to fix the proportion for different grades of officers and to provide better steel-pens so as to suit the convenience of all officers.

(6) *Blotting Paper.*—There being no rules to regulate the supply of this article, a fixed proportion for different grades of officers and a superior paper for heads of offices are recommended.

(7) *Miscellaneous Articles.*—The discontinuance of wafers and red tape, the limited supply of parchment and introduction of parchment paper and various other minor suggestions are made under this head.

(8) *Special Stores.*—The discontinuance of a large number of items under special stores as unnecessary both in view to strengthen the stock of the central depot and to bring about uniformity and a few other changes which will not increase expenditure to any appreciable extent are recommended. If the suggestions under the heads 1 and 2 are adopted, the savings as estimated in paragraphs 16, 19, 22, 26, 29, 42 and 72 will be Rs. 22,000 annually, and if all are adopted and extended to other departments such as those named in the margin which use and supply to their sub-offices large numbers of printed forms and to the district offices of Ganjam, Vizagapatam, Cuddapah, Kurnool and Anantapur, which have not been visited by the store-keeper for the reasons stated in paragraph 2 *supra*, the savings would be very considerable indeed.

High Court.
Accountant-General's office.
Offices of the Conservators of Forests, North and South Circles.
Examiner of Forest Accounts.
Commissary-General's office.
Controller of Military Accounts office.
Ordnance and Magazines.
Examiner of Public Works Accounts.

81. On receipt of the orders of Government on the suggestions in this report, I shall compile and submit for approval a set of rules based upon them, for the guidance of the several officers who obtain supplies from this office, regarding the preparation and submission of estimates and indents, the different purposes for which the different descriptions of paper and other articles should be made use of, and the system of accounts to be kept and the check to be exercised over the expenditure of both stationery and forms in each office.

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ENCLOSURES

A.

LIST of Special Stores recommended to be supplied.

Drawing Papers.

Continuous mounted on Holland, 60″.	Imperial.
Antiquarian.	Tracing paper, 60″ × 40″
Double Elephant.	

Section Papers.

$\frac{1}{5}$, $\frac{1}{10}$, $\frac{1}{12}$, and $\frac{1}{20}$, ordinary inch scales.	and $\frac{1}{200}$, for rise and fall of rivers.
$\frac{1}{50}$, $\frac{1}{100}$, and $\frac{1}{200}$, of a foot decimal scales.	All to be ruled on *Imperial* sized paper.

Drawing Pencils.

Pencils marked F,H,HH,HB and B.	Pencils for pentagraph.
Pencils for bow-compasses.	

Steel Pens.

Crow quills.	Etching.
Gillot's mapping and printing.	Mitchell's Imperial Lithographic, 0570.
Hachuring.	Perry's Lithographic.

Colors.

Gamboge.	Burnt sienna.	Indian ink.
Emerald green.	Burnt umber.	Carmine.
Lake.	Sepia.	Chinese white.
Light red.	Sepia warm.	Crimson lake.
Cobalt.	Nutral tint.	Vermillion.
Prussian blue.	Indigo.	Raw sienna

B

LIST of Special Stores recommended to be discontinued.

Drawing Papers.

Continuous mounted on Holland 54.″	Super Royal.
,, ,, 48.″	Royal.
,, ,, 36.″	Medium.
,, ,, 30.″	Demy.
Single Elephant.	

Tracing paper of sizes.

Imperial $\frac{1}{5}$, $\frac{1}{50}$, half sheets.	Medium $\frac{1}{10}$″ scale.
,, $\frac{1}{10}$, $\frac{1}{100}$, ,,	,, $\frac{1}{20}$,,
,, $\frac{1}{500}$	,, $\frac{1}{50}$
,, half sheets for rise and fall of rivers.	,, $\frac{1}{100}$
Royal $\frac{1}{20}$″ do. do.	,, $\frac{1}{200}$
,, $\frac{1}{10}$″ half sheets.	Demy $\frac{1}{2}$″ for rise and fall of rivers.
,, $\frac{1}{2}$″ scale.	,, $\frac{1}{10}$″ do. do.
,, $\frac{1}{4}$″ ,,	,, $\frac{1}{20}$″ do. do.
,, $\frac{1}{5}$″ ,,	,, $\frac{1}{5}$″ Scale.
,, $\frac{1}{10}$″ ,,	,, $\frac{1}{10}$″ ,,
,, $\frac{1}{12}$″ ,,	,, $\frac{1}{20}$″ ,,
,, $\frac{1}{10}$″ ,,	,, $\frac{1}{50}$
,, $\frac{1}{20}$″ ,,	,, $\frac{1}{100}$
,, $\frac{1}{20}$″ half sheets.	,, $\frac{1}{1000}$
,, $\frac{1}{50}$	,, $\frac{1}{2000}$
,, $\frac{1}{100}$	Foolscap $\frac{1}{5}$″
,, $\frac{1}{2000}$	,, $\frac{1}{10}$″
Medium $\frac{1}{10}$″ for rise and fall of rivers.	,, $\frac{1}{20}$″
,, $\frac{1}{20}$″ do. do.	Paper, Lithographed $\frac{1}{24}$″.
,, $\frac{1}{5}$″ scale.	,, section, assorted.

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Drawing Pencils.

Pencils marked BB, BBB, HHH, HHHH, HHHHH, and EHB.	Pencils, metallic. Bone handled.

Steel Pens.

Perry's No. 7042.	Metallic pens.
Mitchell's school pens No. 351, fine.	Drawing.
Steels pens of sorts.	Gillot's steel No. 304.
Swan quills.	

Colors.

Chrome yellow.	Indian red.	Brown madder.
Yellow ochre.	Venetian red.	Payen's grey.
Orange.	French blue.	Zinc white.
Prussian green.	Ultramarine blue.	Flake white.
Dark green.	Marine.	
Sap green.	Vandyke brown.	

I.

STATIONERY RULES.

RULES for the supply of Stores from the Government Stationery Department (in supersession of those published in the Supplement to the "Calcutta Gazette" of the 7th December 1864).

I.—The indents from Public officers upon the Stationery office are to be drawn out by Indenting officers, and supplied by the Superintendent, according to the scale approved by Government, and in conformity with the following rules:—

Rules for Public Officers indenting upon the Superintendent of Stationery.

II.—The following officers are authorized to indent upon the Government Stationery office:—

All officers in charge of independent offices whose appointments are published in the *Government Gazette*. Also the following officers:—

Administrator-General.	Coroner.
Master and Registrar.	Taxing Officers.
Clerk of the Crown and Prothonotary.	Chief Clerk of Insolvent Court.
Sworn Clerk.	Sheriff of Calcutta.
Receiver.	Commanders of Government Vessels.
Chief Interpreter.	Officers specially authorized to draw supplies of stationery from this store.
Clerks to the Judges.	
Crier.	

Note.—All Public officers not authorized to indent on the Stationery office, may be supplied with stationery by the Superintendent at a charge of 10 per cent. above the cost of the articles supplied.

III.—It will be the duty of the Superintendent to scrutinize all indents and to disallow whatever items may appear to be unnecessary or extravagant. He will, therefore, check the kinds and qualities, as well as the quantities of stationery indented for:—

1*st*.—By comparison of the stock consumed in each office with the consumption in previous years, and with the expenditure in kindred offices.

2*nd*.—By comparison with the number of clerks using stationery.

IV.—In cases of markedly unequal expenditure of stationery by two offices of the same kind and nearly equal strength, the Superintendent will call for special returns from those officers for the ensuing year, showing the amount of business done by them respectively, whether in judgments, letters, accounts or other returns.

V.—Indents for stationery are to be made only in the printed forms to be supplied by the Superintendent, and which have been approved by Government. Presidency and Mofussil offices will be supplied with separate forms of indent with reference to their respective requirements.

VI.—Offices which are supplied with stationery are divided into twelve classes. Each officer will send his annual indent *so as to reach the Superintendent by the first day of the month named in the subjoined list.* The supplies will then be despatched in the course of the month named, and should be calculated to come into use *on the 1st of the next month but one*, by which time they will have reached their destinations.

January.—Panjab provinces, divisions beyond the Sutlej and Umballa.
February.—Delhi and Jhansi divisions, and Rajpootna.
March.—Rohilcund, Agra and Meerut divisions.
April.—Allahabad division and Mirzapore.
May.—Benares division, except Mirzapore and Oude.
June.—Patna, Bhagulpore and Rajshahye divisions, except the *District* of Rajshahye.
July.—Dacca and Assam divisions.
August.—Calcutta offices, *viz.*, those belonging to the Judicial, Revenue, Financial, Public Works, Telegraph and Post Office departments.
September.—Calcutta offices, *viz.*, the Secretariat offices, and those belonging to the Military, Ecclesiastical and Marine departments, and all not included in the foregoing.
October.—Burmah, Straits' Settlements, Tenassarim, Arracan and the Chittagong divisions.
November.—Nuddea and Burdwan divisions and Rajshahye district (Rampore Beauleah).
December.—Chota-Nagpore, Cuttack and Hydrabad.

All officers are expected to pay special attention to this rule, and to bear in mind that extra or emergent indents can never be complied with, unless accompanied by most satisfactory explanations.

VII.—To Mofussil offices no English paper of a longer or more expensive kind than machine-made foolscap will ordinarily be supplied. The use of this, moreover, is to be restricted to the record of judgments, by the heads of offices, and the fair copies of letters and reports. For drafting purposes, for bills and for the record of depositions, &c., German paper of two sizes will be issued. The accounts and figured statements for which the larger and more expensive kinds of paper have heretofore been used, will, where possible, be reduced to foolscap size, and in other cases they will be prepared in printed forms of double foolscap printing paper. For books, however, and registers forming permanent records, officers may indent for more durable paper when they deem such to be essentially necessary. All officers whether in the Presidency or the Mofussil, indenting for the larger kinds of English paper, will at the same time specify the proposes for which it is required.

VIII.—For all vernacular work in Mofussil offices only country paper is to be used, and each office will provide itself with this out of the fixed contract allowance sanctioned by Government. This fixed allowance is also to cover the cost of the undermentioned items of expenditure:—

Country ink,	Lac for sealing,	Sand pots,
Stamping ink,	Talc for Native colors,	Country envelopes,
Stamping inkstand,	Vinegar,	Repairing scissors, &c.,
Twine,	Glue,	Pins,
Thread,	Paste,	Oil for lights,
Country pens,	Pounce,	
Book-binding,	Sand,	

and generally all petty stores which are not obtained from the Stationery office.

It is to be borne in mind that no bills will, on any pretext whatever, be admitted or passed by the Superintendent of Stationery.

IX.—*Miscellaneous Stores.*—Indents for packing and colored paper, with other articles of occasional use, will be complied with, only under special circumstances to be fully explained. Blotting paper will be allowed at the rate of twelve sheets per man per annum.

Indents for marble paper, paste-boards and mill-boards for binding, must contain statements of the number of books to be bound each year. Pens, pencils, penknives and hones will be allowed on the scale entered in the form of indent.

X.—Indents for English-bound books must each be accompanied by a specification of the purpose for which each book is required; and it will be in the discretion of the Superintendent of Stationery to comply with, or modify the demands, with reference to the necessity of the case. When it appears that printed forms will answer the purpose as well as a book, the former will be supplied in lieu of the latter.

XI.—*Form Indents.*—Indents for forms are in all cases to be submitted to the Superintendent of Stationery through the head of the department to which the indenting officer belongs.

These indents are to be made only in the forms supplied by the Superintendent of Stationery. They will be *separate* from the Stationery indents, but they should be submitted at the same time—*vide* rule VI.

XII.—Indents for forms will be subject to the same kind of check as stationery indents by the Superintendents; with reference to the amounts of business done in each office, the quantity expended and in balance, and the annual consumption in cognate offices.

XIII.—All new forms will require the sanction of the various central offices in the different seats of Government and Administration, each form to bear a distinguishing number, and patterns of all forms to be lodged with the Superintendent of Stationery.

XIV.—The Superintendent of Stationery will, in communication with the heads of central offices, determine the qualities and sizes of paper adapted to the several kinds of forms.

XV.—The printing of forms will, as a general rule, be executed at one central Press on the requisition of the Superintendent of Stationery, who will, with each requisition, forward the proper supply of paper.

This rule, however, will not interfere with rule XVI.

XVI.—In the North-Western Provinces, the Panjab, Oude, and British Burmah, the heads of offices are allowed the option of drawing their supplies of printed forms from local Presses, if they can be had cheaper than from Calcutta.

XVII.—The Superintendent of Stationery will have the sole custody of all printed forms, regulating from time to time the quantities of the several kinds of forms to be kept in store.

Instructions to Officers receiving supplies.

XVIII.—The Superintendent of Stationery will advise the indenting officer when and how his supply of stationery is despatched, noting particularly the address (which will be copied from the label on the indent) to which it is consigned. Should there be any error in the address so notified, or should the despatch not reach its destination in due course, the indenting officer must take such steps as may be necessary for the correction of the error in the address, and for securing the receipt of the supply despatched, communicating at the same time with Superintendent of Stationery, if he considers it necessary.

XIX.—On arrival of the supply, the indenting officer should have the packages placed in a dry and properly protected place, prior to their being opened and counted out as soon as can conveniently be done.

XX.—The packages must be carefully opened, and their contents counted out in the presence of the head of the indenting officer, who is required to watch the process, certifying the same at the foot of the receipt. The receipt must then be signed and immediately transmitted to the Superintendent with a detail of such articles as ought to be in the case according to the list received from the Superintendent, but which are not found in it. The transmission of the receipt must not be delayed pending the reference to the Stationery office regarding such short receipts, which will form the subject of a separate correspondence.

XXI.—Officers who have Covenanted Assistants may employ those Assistants to supervise the unpacking and counting of the supply, and in the Government Secretariats, Boards, and High Courts, this duty may be performed by the Registrars or Head Assistants. In all other Offices, in case of the absence on duty of the head of the office, or other sufficient cause the packages may be opened by the Head clerk or principal Uncovenanted Assistant. In all these cases the certificate must be signed by the person who opens the packages, and countersigned by the head of the office.

Complaints.

XXII.—Complaints as to quality of supplies received should be accompanied by one average sample of the article complained of, duly attested by complaining officer, as being part of the supply furnished by the Stationery office on such a date, and the marks on the articles or covering of the packages should be carefully ascertained and reported. To prevent fraudulent substitution of other than the Government supplies these complaints can only be admitted when preferred within seven days of the opening of the cases. Complaints of good articles being damaged in transit, should be accompanied by the officer's opinion, and the grounds of it as to whether the damage was caused by bad soldering, careless packing, or from maltreatment of the package in the Post office, steamer, or other mode of conveyance.

XXIII.—On receiving an indent from an office at the Presidency, the Superintendent will fix a day for the delivery of the stationery,—Tuesdays and Fridays being expressly set aside for the delivery of stationery to Presidency offices. At the time fixed, an Assistant from the Indenting office will attend at the Stationery office to take charge of the supplies. Objections must be made before the supplies leave the Office, and bottles, baskets, &c., belonging to the Stationery office must be returned.

Adjustment of short receipts.

XXIV.—The liabilities for short receipts will be adjusted as follows:—

The Superintendent of Stationery will submit to the Board annually a statement of short receipts classed under three heads, A, B, and C.

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The value of trifling deficiencies contingent upon excusable accident will be included in A and passed by the Board to be written off to profit and loss in the accounts of the Superintendent.

The liability for short receipts where supplies are certified to have been opened and duly examined in the presence of the head of the office will come under head B, and will rest with the Superintendent of Stationery and his employés.

For the value of short receipts where the provisions of these rules shall not have been strictly observed, which will be shown under head C, the receiving officer will be held responsible.

XXV.—The above statement, with the Board's orders on them, will then be sent to the Accountant's office for adjustment.

In cases where the Stationery office is held responsible, the amount will stand at the personal debit of the Superintendent, until received by him from the party responsible to him.

When the indenting officer is held liable, as under head C, an extract from the statement will be sent to the Military Auditor-General's or Accountant's offices, as the case may be, with a view to the necessary steps being taken for the recovery of the amount under the general rules in force in those offices for the recovery of other dues to Government.

XXVI.—Whenever the receiving officer may have reason to consider that the packing or transport of the cases has been improperly or carelessly performed, he is required to intimate the same, whether actual injury has resulted or not, to the Superintendent of Stationery, mentioning the reasons for his opinion with suggestions for future prevention. The Superintendent will take steps to obviate a recurrence of the neglect pointed out.

Prevention of abuses.

XXVII.—Care must be taken by the head of every office to prevent the use of the Government stationery in any other than the Public service. The stores of stationery should be placed in charge (under lock and key) of a responsible writer or assistant in the office. A book (which is to be sent, when required for inspection, to the Superintendent) is to be kept by him of all issues of stationery in the form prescribed and supplied by the Stationery office; and such issues are to be acknowledged in it by the signature (in initials) of the officer or assistant who takes the articles. Any abuse apparent to the assistant in charge of the stationery is to be brought to the immediate notice of the head of the office.

XXVIII.—Packing cases received from the Stationery office are to be sold, and the proceeds credited to the Superintendent of Stationery in the cash accounts of the office, the amount so credited being communicated to the Superintendent.

XXIX.—It will be the duty of the Superintendent of Stationery to bring to the notice of the Board of Revenue, for the orders of Government, any serious instance of neglect or breach of these rules.

(Signed) L. R. TOTTENHAM.

II.

PRINTED FORMS.

RULES FOR THE PRINTING, STORAGE AND ISSUE OF

The following rules for the printing, storage and issue of printed forms in the South Canara Collector's office will be brought into operation from the 1st November 1885.

1. For the purposes of these rules the forms in use in the different departments and offices under the Collector and District Magistrate will be divided into the following five classes:—

I.—All English forms in use in the Collector's and Divisional offices.
II.—All Vernacular do. do. do.
III.—All forms required for use in the taluks.
IV.—Forms of the Sea Customs Department.
V.—Local Fund forms.

2. The above forms will be kept under the charge and in the custody of the following officials:—

Class I.—English Record-keeper.
" II.—Vernacular Record-keeper.
" III.—Huzur Cash-keeper.
" IV —Sea Customs Superintendent of Mangalore.
" V.—Local Fund Manager.

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3. *Registers.*—Each of the above-named officials will open and maintain a register* in Form A (printed copies of which bound up into books will be supplied by the English Record-keeper), in which all printed forms delivered over to his custody from time to time will be entered as received (one or two pages being assigned to each form), and the issues of the forms will also be similarly noted. Each time an indent is complied with, or a fresh supply of forms is struck off or received from higher authorities, an entry of the issue or receipt of the forms into stock should immediately be made in the register and a balance struck then and there, so that the quantity in stock of any particular form on any given date may be ascertained at a glance by reference to the register.

*The pages of this register shall be numbered, and an index (alphabetically arranged, if possible, as shown in the specimen), put up at the commencement to facilitate reference to the contents.

4. *Stock.*—Each of the officers entrusted with the custody and supply of forms will moreover be held strictly responsible for having the stock of any form or forms under his charge replenished from time to time as it is exhausted. It will be the duty of this official, therefore, to see that a sufficient stock of all forms in his charge is always maintained, so that no inconvenience may result from its exhaustion or the absence of any particular form. To enable him to do this, the head of each department in the Collector's office should furnish him at once with a list showing the average number of each form required for a year's use. This number will be entered at the top of each page of the Stock-book which will be periodically examined, and any form the stock of which is low or has run short, caused to be reprinted after ascertaining from the head of the department or the particular officer responsible for the work connected therewith, that the form has not been superseded or modified, and that it is necessary to keep up a supply of it in order to meet indents.

5. *Printing of Forms.*—In future no form of any kind shall be printed unless the same shall have been prescribed by higher authority, or in the case of locally prescribed forms, unless the same is approved by the Collector or District Magistrate, as the case may be. When a form has been once so approved and printed, no alterations of any kind shall afterwards be made in it except with the permission of the Collector. Lest, however, any alterations or modifications already ordered or which it may be found desirable to make in a form before its stock is renewed, should escape attention, the official in charge of the form shall invariably submit a copy of the original form for the inspection of the head of the department or official who is ordinarily responsible for the work connected therewith, and the form shall not be given to the press unless initialled by such head of the department or official concerned in token of its correctness having been verified by him.

6. To avoid throwing unnecessary work on the press by printing forms of the same kind several times in a year, and to enable the Huzur office always to maintain a sufficient stock of all such forms, the Divisional officers and Tahsildars and Deputy Tahsildars will submit annually in September an indent for all forms required for use during the ensuing calendar year, and the printing of such forms will be regulated by the respective officers mentioned in paragraph 2 after examining the above indents and with reference to the probable requirements of all officers in the district.

7. Every form printed in the District Press shall bear (in small type) in a corner of it a "Press number" and the year in which it was printed, a separate series of numbers being given to each class of forms. Thus, a form appertaining to Class I will be numbered "Cl. I—Press No. 1—85," or for the sake of greater brevity "I.—P. No. 1—85," and in entering this form in the register, or in indenting for a supply of it, this number will be invariably quoted. To facilitate work, a printed form of indent for each class of forms will be supplied by the official in charge.

8. Except in very exceptional cases, no forms shall be given to the press to be printed unless at least 50 copies of it are required for use, and to prevent unnecessary waste a limited number of forms sufficient for about a year's use only should be printed where the forms are likely to be altered or revised; in other cases a larger stock may be secured.

9. *Custody and Storage of Forms.*—The forms in charge of each official will, if possible, be kept in a separate room, or in shelves properly arranged, each description of forms being kept apart by itself or in a separate bundle, which should be labelled with the name and number assigned to the form in the register, so that the bundle in question may be easily identifiable. Care should be taken to prevent damage to the forms while in store.

10. *Indents for Forms.*—Forms will be supplied by the respective officers entrusted with their custody upon indents, which shall be drawn up in Form B, a separate indent being submitted for each class of forms as described in paragraph 1 *supra*. These indents will be addressed to the Treasury Deputy Collector by whom they will be passed on for compliance to the officer responsible for the supply of the forms. When complied with, the indents shall be signed by the Treasury Deputy Collector and returned to the indenting officer either along with the forms or under a separate cover for the purpose of being retransmitted by him with the acknowledgment at foot duly signed in token of the receipt of the forms.

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11. To reduce the work of supplying forms to Divisional officers and taluks as much as possible, indents for forms required for use should be submitted at fixed and stated periods. Accordingly, indents for all forms except those connected with the Jamabandi and village accounts should be submitted once a year and should reach the Huzur office on, or before the 15th September. For the Jamabandi and village account forms triennial indents will suffice, but the quantity of forms required for use for a period of three years should be carefully estimated and entered in the indents.

12. Forms required by the Heads of Departments in the Collector's office will also be obtained on indents not oftener than once a month.

13. *Supply of Forms.*—It will be the duty of each officer responsible for supply of forms to comply with the indents received promptly by despatching the supply indented for with as little delay as practicable. Light packets, if urgently required, may be sent by Packet Post, but when taluk and other peons escorting remittances, &c., to the Huzur are available, the forms should be sent by them. In the case of heavy packets special arrangements should be made for the prompt despatch of the packets to their destination by coolies. As the supply of an unnecessarily large number of forms at once is apt to cause a waste from their neglect in the taluk or subordinate offices, care should be taken to send no more than a year's supply on each occasion with the exceptions referred to in paragraph 11.

14. *Sea Customs Forms.*—Forms relating to the Sea Customs Department will, as hitherto, be deposited in the Sea Customs office at Mangalore, and all indents addressed to, and complied with, under the orders of the Mangalore Port and Customs officer.

15. *Correspondence.*—All correspondence connected with printed forms will be attended to by the official entrusted with their charge under the orders of the Treasury Deputy Collector.

6th October 1885.

Number required for a year

A.

REGISTER of Printed Forms issued from the Office of the Collector and Magistrate of South Canara.

Description of Form, its Class and Press Number.	Date.	From whom received or to whom issued.	Receipts.	Issues.	Balance.	Remarks.
			NO.	NO.	NO.	

B.

INDENT for Printed Forms (Class) required for the use of for the year or month

Press No.	Description of form.	Number used during the past 12 months.	Number on hand on date of this Indent.	Number required.	Number supplied.	Remarks (as to date of supply and how despatched, &c.).

Dated 18 .

Signature of Indenting Officer.

Date 18 .
Exd.

Passed for supply.

Deputy Collecter.

ACKNOWLEDGMENT.

The above forms have been duly received.

Date 18 .
Exd.

Signature of Indenting Officer.

INDEX.

Serial Number.	Description of Form.	Page.	Serial Number.	Description of Form.	Page.
	A.			I.	
1	Abkári Muchilka	1			
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	B.			K.	
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			16	Nelaterige Account	
7	Demand, Collection and Balance Statement	6		O.	
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	H.		22	Remittance Lists (Irsálnámáhs).	
10	Hossagame Kulwar Account ..	9			
11	Hakkal Sàgwalli Account ..	10			

From J. E. O'CONOR, Esq., Assistant Secretary to the Government of India, Finance and Commerce Department, to the Chief Secretary to the Government of Madras, dated Simla, the 9th September 1890, No. 4312.

I am directed to forward copy of a despatch from the Secretary of State, No. 20, Financial (Stores), dated the 14th August 1890, commenting on the large demands for goose quills in the stationery indents for the three Presidencies, and suggesting the general substitution of steel pens.

2. I am to request that the Government of India may be furnished with a report stating—

(1) Whether the use of quills might not be abandoned altogether, at least for clerks, if not also for officers.

(2) If officers are still to be allowed to use quills, whether the proportion of quills might not be materially reduced by substituting for the present scale one under which quills shall be issued in the ratio of not more than 1 to 2 or 3 steel pens.

(3) Whether the quills to be issued need be of the larger and more expensive kind except for high officials.

ENCLOSURES.

Despatch from the Right Honorable Lord CROSS, Her Majesty's Secretary of State for India, to His Excellency the Most Honorable the Governor-General of India in Council, dated India Office, London, 14th August 1890, No. 20, Financial (Stores).

I desire to invite the attention of your Government to the extent of recent demands, in the stationery indents of the three Presidencies, for goose quills. In 1887, 1,805,800 quills were purchased for £2,124-2-11; in 1888, the demands amounted to 1,988,788, costing £2,562-4-1; in 1889, 2,575,348 were supplied at a cost of £3,426-18-7; and in 1890, up to the present time, 768,350 quills have been demanded for Bengal and Bombay (of which 550,000 have not yet been purchased), and the Madras demand has not yet arrived. A statement of these demands, and the prices, is annexed.

2. The quills supplied to the Bengal and Madras Stationery Departments weigh 3 lb. 11 oz. per thousand, and are consequently more expensive than those weighing only 3 lb. 8½ oz., which are found sufficient, and are apparently approved, by Bombay. It will be seen from the statement that the latest respective prices, for these weights, are 28*s.* 6*d.* and 18*s.* 6*d.* per thousand quills.

3. I would suggest to your Excellency that there is no sufficient reason why the expenditure of your Government on this class of stores should not be largely reduced. The use of quills in the Government offices in this country, and the consequent cost of stationery, has been greatly diminished by the general substitution of steel pens; and I shall be glad if your Excellency will take measures to effect a similar economy in India.

4. Assuming, however, that a certain number of quill-pens must continue to be supplied, it is clearly unnecessary that the most expensive quills should be provided for every office, as appears to be the case in the Madras Presidency, while a cheaper quality is exclusively used in Bombay. A small proportion of the superior quills, weighing 3 lb. 11 oz. per thousand, might be supplied for use in special cases; but the general supply should be of the less expensive qualities, weighing 3 lb. 6 oz. or 3 lb. 8½ oz per thousand.

5. Pending your action, as above suggested, the demand for 550,000 goose quills for the Bengal Stationery Department, in indent No. 1 of 1889, will be suspended.

CONTRACTS for Goose Quills, 1887 to 1890.

Number and date of contract.	Weight per 1,000.	Quantity required.	Presidency.	Price per 1,000, and value.		
	LB. OZ.	NO.		*s.* *d.*	£ *s.* *d.*	
13—115, 16th March 1887	3 4½	289,800	Bombay ..	16 3	235 9 3	
15—194, 23rd May ,, ...	3 11	1,200,000	Bengal ..	24 11	1,495 0 0	
19—218, 27th Sept. ,, ...	3 11	316,000	Madras ..	24 11	393 13 8	
26—236, 25th Apr. 1888	3 4½	272,788	Bombay ..	12 9	173 18 1	
28—106, 11th June ,, ...	3 13	800,000	Bengal ..	28 6 less 5 per cent.	1,083 0 0	
32— 19, 3rd Oct. ,, ...	3 11	916,000	Madras ..	28 6	1,305 6 0	
37—242, 18th Mar. 1889	3 8½	264,222	Bombay ..	16 3	214 13 7	
38—119, 18th Apr. ,, ...	3 11	695,126	Bengal ..	26 2	909 9 0	
44— 5, 1st Oct. ,, ...	3 11	1,616,000	Madras ..	28 6	2,302 16 0	
49—214, 18th Mar. 1890	3 8½	218,350	Bombay ..	18 6	201 19 6	

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ORDER—dated 4th December 1890, No. 908, Financial.

The first of the papers read above is the report of the Superintendent of Stationery on the inspection by his Storekeeper of the different offices in the Presidency in connection with the inquiry into the consumption of stationery ordered in paragraph 3 of G.O., dated 3rd August 1888, No. 591 Financial.

2. The Superintendent explains that it has not been possible for the officer deputed for this purpose to visit, as was at first intended, all the offices in the Presidency, and that the inspection has been confined to all the Southern and Western and certain of the Northern districts and to some of the Presidency offices typical of their respective departments. The scope of the inquiry has been confined to the following particulars:—(*a*) whether cheaper articles can be substituted for any expensive ones at present in use; (*b*) whether any curtailment of quantities now used can be effected; and (*c*) the extent to which the number of description of stores can be curtailed in view to the more universal use of the same kind of article. The Government is of opinion that the inquiry, although not embracing the entire Presidency, has proved that great savings can be effected in the consumption of stationery, and now proceeds to pass orders on the very careful and exhaustive report of the Superintendent of Stationery, taking the different subjects as far as possible in the order with which they have been dealt with by that officer.

3. *Paper.*—This, the chief article of stationery among general stores, is used for (1) books and registers, (2) printed forms, (3) correspondence, and (4) covers. The first two subjects are dealt with in paragraphs 4 to 32 of the report, and a perusal of the remarks there made has convinced the Government that a great lack of uniformity exists in the size and quality of paper used for the same descriptions of registers and of forms used in different offices. To prevent wastage and secure uniformity under these heads the Superintendent of Stationery suggests in paragraph 33 *et seq.* that the English registers and forms required for certain offices should be supplied from a central office in Madras, and that a committee consisting of himself, the Superintendent of the Government Press, and the head of the department concerned, or such officer as Government may depute for each department, should settle the forms required, and have them printed and stored at some convenient place near the Stationery Office in view to the institution of a system of supply from a central office on indents from heads of departments from the beginning of 1893. This system is in vogue in Bengal, and the Superintendent proposes its adoption in this Presidency. In paragraph 80 (8) of his report he estimates the savings that would accrue in the offices inspected by the adoption of his suggestions in regard to forms and registers alone at Rs. 22,000 per annum.

4. The Government approves of the above proposal generally, but is of opinion that the storage and issue as well as the printing of forms might be undertaken by the Superintendent of the Government Press. An arrangement such as this would save a great deal of time as well as expense in the carriage of forms and obviate correspondence between the Stationery Office and the Government Press. The scheme proposed by the Superintendent of Stationery would moreover entail a double system of accounts, as it would be necessary for the Superintendent of the Government Press to maintain a check on the numerous forms printed and issued by him to the Superintendent of Stationery and for the latter officer to keep a second set of books showing receipts and issues; this double work would be saved by the plan now indicated. Extra accommodation would be required in either case, but in regard to establishment the Government is of opinion that the increase of expenditure involved would be much less under the scheme as amended. Indents from Heads of Departments should be submitted through the Superintendent of Stationery, as being the best judge of the requirements of the different offices in the matter, and all supplies would have to be sanctioned by that officer. The Superintendent of Stationery will be requested to consult the Superintendent of the Government Press on the point, and to report at an early date which plan is likely to work the best and most economically.

5. Meanwhile, as a preliminary step, and in view to the introduction of the general scheme of supply from a central office and to facilitate the work of the

committees mentioned above, the Honorable the Judges of the High Court will be requested to depute one of their officers to examine, in consultation with such District Judges as it may be thought advisable to consult, the question of the registers and forms required in District Courts. The Board of Revenue will similarly, in consultation with selected officers of judgment and experience, deal with the subject in regard to Collectorate offices, the Forest Department, the Salt and Abkári Department, and the Settlement Department. The Public Works Department, the Inspector-General of Police, the Inspector-General of Jails and the Superintendent of Survey will be requested to consider the subject in regard to their respective departments. The main object to be aimed at is, as pointed out by the Superintendent of Stationery, uniformity in the size and quality of paper used for the same descriptions of registers and of printed forms in the various subordinate offices, economy in the description of stationery used for these, and the abolition of unnecessary forms and registers. After having considered these points the officers deputed by the High Court and the Board of Revenue, and such officers as may be deputed by the heads of departments noted above, will place themselves in communication with the Superintendent of Stationery. His Excellency the Governor in Council trusts that the matter will receive immediate attention and that the heads of departments concerned will give the Superintendent of Stationery every assistance. The scheme just noticed is not intended, however, to interfere with such reforms as can be introduced immediately, and the economies in regard to registers and printed forms which will shortly be noticed should, as far as possible, be carried out without delay. The observations of the Superintendent of Stationery in paragraphs 4 to 32 of his report and the orders passed on them should form a guide in the inquiry which is now instituted.

6. Turning to the suggestions of the Superintendent of Stationery in the earlier paragraphs of his report, the following points appear to call for orders.

7. *Registers*—(*a*) *Collectors' Offices.*—The use of Writing Royal and Medium papers for this purpose should be discontinued in all Collectors' offices and in offices subordinate to them and the practice obtaining in the districts of Nellore, Salem and Coimbatore, where Printing Double Foolscap, thin, is used for the majority of registers, should be followed in all other Collectorate offices.

(*b*) *District Courts.*—The suggestions made by the Superintendent, that Badami or country papers should be used for attendance, stationery stores, and copyists' registers; Foolscap, cream-wove and cream-laid, or Printing papers, for receipt and despatch registers; Foolscap, cream-wove 14 lb., for petition, execution, and similar registers; and that the use of Royal and Medium papers and books made of them should be discontinued, are approved. The question of superfluous registers in the District Court of South Canara requires early attention.

(*c*) *Police and Jail Departments.*—The Government is pleased to note the economy practised by the Inspector-General of Police in the description of paper used for registers supplied by him to District offices. The substitution of Printing paper, thick, for the paper at present in use for registers of under-trial prisoners and of releases, and the general abstract of convicts; of Demy paper for that at present employed for D. Ledger and F. Ledger in the Jail Department; and of the cheaper descriptions of paper, such as Printing and Badami, in place of Royal, Medium and Demy, for receipt, despatch, minute and similar registers in the Police and Jail offices, are approved.

(*d*) *Public Works.*—The use of expensive descriptions of paper for receipt, issue, stationery stores and similar registers in the offices of Superintending and Executive Engineers does not appear to be called for, and Printing and Badami papers will in future be utilized for these purposes.

(*e*) *Survey.*—The Government observes that the Superintendent, Madras Survey, has taken steps to discontinue the practice of issuing valuable descriptions of Drawing paper for registers. The substitution of Demy paper for Royal and Medium papers in the case of contingent bill and other registers, alluded to in paragraph 14 of the Superintendent's report, is approved.

(*f*) *Commissariat Offices.*—The use of books made of cheaper kinds of paper than Royal, Medium, and Demy should be carried out in these offices. The attention of the Military Department will be drawn to the remarks of the Superintendent regarding the maintenance of superfluous registers.

(*g*) *Registration.*—The Inspector-General of Registration will be requested to report at an early date on the remarks regarding the use of hand-made papers in his department in paragraph 16 of the Superintendent's report.

8. The Government agrees with the opinion expressed by the Superintendent in paragraph 15 of his report that the system of maintaining office copies of letters in bound books is productive of loss of both labor and time. The practice should be entirely discontinued wherever it prevails, the filing of original drafts being the essence of a complete record system. In this connection the attention of all Heads of Departments will be drawn to the footnote on page 89 of Vol. I of the "Manual of Administration" entitled "Sketch Account of the Disposal number system of records and reference." The Government is of opinion that if the "Disposal number system" which is there described were introduced in all offices much saving of labor, time, and stationery would be effected.

9. *Printed Forms, &c.*—The second head under which a large consumption of paper takes place is for printed forms, periodicals, pamphlets, &c., and this subject is dealt with in paragraphs 20 to 32 of the report under review. The majority of the defects noticed in those paragraphs will be rectified by the scheme alluded to in paragraphs 3 to 5 *supra*; the following general points should however receive early attention.

10. The use of Foolscap, hand-made, and cream-wove papers for disposal docket forms in the Revenue Board and other offices should be discontinued. Bally Brown Cartridge 40 lb. has been used in the Chief and Revenue Secretariats for some time and besides answering the purpose fully has the additional advantage of not showing dust and finger-marks. The Government is also of opinion that the description of paper used for forms in the offices of the Adjutant-General and Quartermaster-General and in the Central Survey office admit of change, and the attention of the Military Department and the Superintendent of Survey will be drawn to the remarks in paragraph 25 of the present report.

11. As suggested by the Superintendent in paragraphs 26 and 27 of his report thin paper will in future be used for District Gazettes, Printing Double Foolscap, 28 lb., for printing Sessions judgments, and Printing Double Foolscap, 21 lb. and 16 lb., for Police Weekly Circulars.

12. The wastage in the matter of books and forms alluded to in paragraphs 30 and 31 of the report is unsatisfactory, and the Government takes this opportunity of impressing on all heads of departments the necessity for careful supervision in this particular. While in some offices it is impracticable to continue certain registers beyond the end of each year, the number of pages required for a particular register is a mere matter of calculation on the experience of previous years and should never result in the wastage now brought to light.

13. The lavish expenditure of stationery as regards blank returns is a subject to which the attention of heads of departments has already been drawn by Government; there can be no necessity for using a whole page of a register for what may be written in a few lines—a practice alluded to in para. 31 of the Superintendent's letter.

14. The stock of any particular printed form should never exceed more than what is ordinarily required for a year's consumption, and old and obsolete forms should be utilized, wherever possible, for covers and packing purposes.

15. The large number of spare copies of District Gazettes printed in Tanjore and Nellore is unnecessary and must be discontinued.

16. *Correspondence.*—In paragraphs 38 to 40 of his report the Superintendent of Stationery deals with the question of the paper in use for office drafts and fair copies

of correspondence. The use of hand-made and cream-wove papers for the first purpose is undoubtedly unnecessary and must be discontinued, a cheaper kind of paper for the drafts themselves being substituted and the brown cartridge "disposal docket" being added as a covering in more important cases. This docket is in use in the Chief and Revenue Secretariats and, as pointed out in paragraph 10 *supra*, combines several advantages. It is not understood, moreover, how Foolscap, cream-wove, 14 lb., which has been found unsuitable in the Public Works Department, is advocated by the Deputy Adjutant-General and Deputy Quartermaster-General. It is believed that this paper after some time is apt to crack along the folding and, if so, its adoption for record purposes as an outside sheet is not advisable. In general, the suggestion of the Superintendent of Stationery that Double Foolscap Printing White, 16 lb., and cream-laid, 10 lb., should be supplied and used for office drafts is approved, the Secretariats and important Head-quarter offices being supplied with Double Double Pott, thin, in place of either or both of the above descriptions of paper.

17. As regards the quality of paper used for fair copies, the Government approves of the proposals of the Superintendent of Stationery in the concluding portion of paragraph 40 of his report, viz., that for this purpose cream-wove, 14 lb., Printing Double Foolscap, 28 lb., and cream-laid, 10 lb., may be supplied in the proportions of $\frac{1}{4}$, $\frac{3}{8}$ and $\frac{3}{8}$; hand-made paper and special paper for important drafts being supplied only on special requisitions with explanations for their need. The attention of all heads of departments will be drawn to the exemplary economy of the Collector of Nellore noticed in the next paragraph of the Superintendent's report. There seems no reason why the practice adopted by that officer should not be followed in all other Collectorates, and the attention of the Board of Revenue will be directed to the matter.

18. *Demi-official correspondence.*—The Superintendent of Stationery reports that the description of note paper sanctioned for demi-official correspondence in G.O., dated 8th November 1889, No. 783, Financial, has been indented for, and that the saving accruing from its substitution for the paper at present in use will be about Rs. 1,500 per annum.

19. In paragraph 43 the various and expensive descriptions of paper used for writing judgments in District Courts is dwelt on. The paper suggested by the Superintendent, viz., Foolscap creame-wove, 14 lb., is suitable and should be invariably used. The writing of judgments on only one side of the paper is wasteful and must be discontinued.

20. *Covers and Packing.*—The expenditure of expensive writing papers under this head, noticed in paragraphs 44, 45 and 49 of the Superintendent's report, is unsatisfactory and should receive immediate attention. The stationery used for these purposes will in future be entirely confined to Bally brown cartridge, 40 and 46 lb., and country paper for covers and packing, and cream-wove, 14 lb., for demi-official envelopes. Europe cartridge will be supplied, on special requisitions, only to Secretariat and Military Head-quarter offices, and to the Board of Revenue. For confidential covers in other offices the thicker description of brown cartridge should suffice. The supply of Bally brown cartridge in Demy and Foolscap sizes is approved. The cloth lining for covers used in the Survey office is doubtless necessary in some cases and the practice will not be interfered with. The Superintendent of Survey will, however, be requested to restrict its use as far as possible. The use of double sheets for covers in other offices and the practice in the District Courts of Tinnevelly and Nellore of enclosing papers for perusal in covers must be discontinued. The attention of all heads of departments will be drawn to the remarks in paragraph 48 of the Superintendent of Stationery's report; the practice of utilizing old and obsolete forms for making covers for ordinary use should, as directed in paragraph 14 *supra*, be carried out wherever practicable.

21. *Quills and Steel Pens.*—The question of the large demand for goose quills in the stationery indents from this and other Presidencies has attracted the attention of the Right Honorable the Secretary of State for India, and in the second of the papers read above, which came to hand after the receipt of the Superintendent of Stationery's report,

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this Government has been requested by the Government of India to report on the subject. It is there suggested that the use of quills might be abandoned altogether, at least for clerks, that the ratio of issue of quills to steel pens might be reduced to 1 to 2 or 3, and that the large and more expensive kinds of quills should only be issued to high officials. Turning to the Superintendent's report, it will be seen from paragraph 50 that the recent inquiry has elicited the facts that in all offices, other than those of the Revenue and Judicial Departments, quills and steel pens are issued according to the prescribed allotment of 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant, &c.; that in Revenue Department offices, *i.e.*, Collectors', Sub-Collectors', and Taluk cutcherries, no steel pens are issued to vernacular clerks and accountants, quills alone being supplied to these officers at the rate of 6 and 5 per mensem, respectively; and that in the Judicial Department quills are more extravagantly used than in the Revenue Department, so many as 10 per mensem being issued to each clerk in some districts, and in one district, Bellary, no fixed allotment being observed. The number of quills allowed to higher officials, such as Treasury Deputy Collectors, Huzur Sheristadars and head clerks, is 12 and this the Superintendent considers too high. The Superintendent further on attributes the disuse or the limited use of steel pens partly to the inferior quality of some of the pens hitherto furnished and partly to the fixed proportion in which they are supplied by his office. He proposes, therefore, that samples of pens of certain descriptions be procured from different manufacturers in England and sent to heads of departments for opinion. The Government considers that this will only result in a collection of divergent opinions. The selection of suitable pens will be left in the hands of the Superintendent of Stationery, who may, if he wishes, arrange for an informal Committee of officers at head-quarters to assist him in arriving at a decision. The surmise of the Superintendent as to the cause of the limited use of steel pens is doubtless correct, and the Government is of opinion that, were a variety of steel pens kept in stock and made available, the use of quills would be greatly diminished. Meanwhile the lavish use of quills should be stopped, and in regard to this the suggestions in paragraphs 50 and 51 of the report appear to be proper. The issue of quills and steel pens to vernacular clerks and accountants will accordingly in future be regulated by the scale of supply to English clerks and accountants, *i.e.*, 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant. The supply of these articles to officials of higher grades will be limited to 4 quills and 6 steel pens, and that to clerks in Judicial offices will be regulated on the scale generally sanctioned, viz., 2 quills and 4 steel pens per mensem. Whilst these reductions will tend to decrease the expenditure of quills, the Government is of opinion that a more extended use of steel pens is possible. It is a fact that numbers of clerks do not use quills at all and that numbers who do use quills only do so on account of the inferior and, in some cases, unsuitable quality of the steel pens supplied. The first of these cases can only be met by close supervision on the parts of heads of departments in checking unnecessary supplies, and the second will in a great measure be met by the present proposals in regard to greater variety in the description of steel pens supplied. The attention of all heads of departments will be directed to this point and they will be requested to use their best endeavours to minimize the consumption of quills. The Superintendent of Stationery will also be requested to report, at an early date, whether greater economy than that now existing cannot be effected in the matter of consumption of this article. He will report the approximate saving under this head owing to his proposals being carried out, what further measures he would propose in regard to the three points noticed by the Government of India, and what reductions can be carried out in the indent now before the Right Honorable the Secretary of State for India. On receipt of information on the last point, the Secretary of State will be addressed by telegram.

22. *Blotting Paper.*—In view of the fact that the majority of officers consulted have declared in favor of the description of this article at present in use, its supply will be continued and as suggested a small supply of a superior quality will be obtained for the use of heads of departments alone. The scale of supply proposed by the Superintendent seems generally equitable and is approved. It is not understood, however, what muchis and attenders require with blotting paper, their work in most

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offices being of such a nature as not to require the use of ink. The supply to these servants will accordingly be limited to those who absolutely require it.

23. *Sundry Articles.*—The proposal to supply parchment paper in lieu of parchment for corner pieces in stitching District Courts' judgments and for contractors' sample labels in the Commissariat Department is accepted. Parchment should be used only for the purposes indicated by the Superintendent of Stationery in paragraph 58 of his report. The supply of wafers may be discontinued.

24. As suggested by the Superintendent of Stationery, country red tape will be disused and English tape alone furnished to Head-quarter offices of departments and to the Secretariats.

25. The attention of the officers concerned will be drawn to the improper use of longcloth noticed in paragraph 59, and to the practice of making local purchases of stationery articles noticed in paragraph 62 of the Superintendent's report. The latter practice in particular is highly irregular, and the Inspector-General of Jails and the Adjutant-General are requested to discontinue the use of expensive writing inks in their offices. The country sealing-wax at present supplied is very bad, and the Superintendent will report the result of the experiment alluded to in paragraph 65 of his report. As regards the wax cloth and black ink powder at present in use, the Government is of opinion that they answer the purposes for which they are intended. The former article should not be used for making up heavy packets.

26. *Special Stores.*—Paragraphs 66 to 74 of the report deal with the question of special stores used in the Public Works and Survey Departments. The two lists submitted by the Superintendent, showing articles the supply of which may be continued and those which may be discontinued, have been drawn up in consultation with the Chief Engineer, Public Works Department, and the Superintendent of Survey, and are approved.

27. *Accounts and Control of Expenditure.*—The question of accounts and control of expenditure of printed forms and stationery stores is dealt with in paragraphs 75 to 78 of the Superintendent of Stationery's report, and the state of affairs which the present inquiry has revealed is, in the opinion of Government, one which calls for immediate and serious notice by all heads of departments. The attention of the officers concerned will be drawn to the grave irregularities brought to light in the portions of the report quoted above. The rules obtaining in the Collector's office, South Canara, regarding the printing, storage, and issue of forms (a copy of which has been submitted by the Superintendent of Stationery), will, with the necessary modifications, be adopted in all offices. As regards stationery stores, it is essential that a regular check should be exercised, and to effect this the accounts should be balanced and closed monthly, being checked and attested by the Head or Manager of each office. Where there are Divisional offices under the head of a department, some such check as is reported to be practised in the Police Department should be carried out once a quarter. In every case Heads of Departments will in future be held responsible for a regular and systematic check on printed forms and stationery stores being exercised in their offices and in all offices subordinate to them, and any repetition of the irregularities now brought to notice will be seriously viewed by Government.

28. All Heads of Departments should communicate with the Superintendent of Stationery in view to the disposal of superfluous articles in stock.

29. The Government sanctions the proposal of the Superintendent of Stationery that the stock-taking statement referred to in paragraph 3 of G.O., dated 3rd August 1888, No. 591, Financial, should be submitted to him once in three years, instead of yearly.

30. The set of rules alluded to in paragraph 81 of the Superintendent's report should be submitted as early as possible, and that officer will be requested to consider whether these, and such other regulations in regard to stationery as he may think suitable, could not be issued in pamphlet form.

31. In conclusion, His Excellency the Governor in Council trusts that the questions dealt with above will receive the serious attention and co-operation of all officers, and that the heads of such offices as it has not been possible to include in the scope of the late inquiry will carefully peruse the remarks of the Superintendent of Stationery, and endeavour to further the object in view by immediately carrying out such reforms as lie in their power.

(True Extract.)

(Signed) J. F. PRICE,
Chief Secretary.

To the Superintendent of Stationery.
" the Superintendent of the Government Press.
" the Revenue Department.
" the Public Works Department.
" the Local and Municipal Department.
" the Military Department.
" the Honorable the Judges of the High Court (with C.L.).
" all Heads of Departments under the Chief Secretary.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following papers:—

From G. McWATTERS, Esq., C.S., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 11th August 1890, No. 1264.

I have the honor to submit my report on the subject of economising the expenditure of stationery in the several public offices in the Madras Presidency.

2. When the Storekeeper of this office was deputed to visit the districts in view to collate materials for suggesting the means of economising stationery, it was hoped that he would be able to visit all the public offices in the Presidency; but it was found, in the course of the progress of the work, that this would involve enormous labor and time and that it would not be possible to complete the inspection in the time prescribed in the Proceedings of Government (Financial), dated 10th October 1888, 20th April 1889, and 29th October 1889, Nos. 773, 244, and 747, respectively, and he was directed, in consequence, to confine his inspections to all the Southern districts, and Malabar, South Canara, Bellary, North Arcot, Nellore, Kistna and Godávari, and to some of the Chief Presidency offices typical of their respective departments.

3. According to the instructions issued to the Storekeeper, embodied in G.O., Financial Department, No. 831, dated 12th November 1888, inquiries were made to ascertain whether any expensive articles are used for purposes for which cheaper articles would suffice; whether the quantities now used cannot conveniently be curtailed; and to what extent the number of descriptions of stores can be curtailed in view to the same descriptions of articles being generally used in all offices; the result of these inquiries is set forth below.

4. *Paper—Writing, Printing and Cartridge.*—Considering, first, the chief article of stationery among general stores, viz., paper, the different purposes for which the various descriptions are used are (*a*) books and registers, (*b*) printed forms, (*c*) correspondence, (*d*) covers.

5. (*a*) There are on an average—

160 registers kept in each Collector's office;
15 in the Revenue Board's office, Land Revenue Department;
153 in the Revenue Board's office, Salt, Abkári and Separate Revenue;
84 in each District Court;
73 in each District Police Superintendent's office;
59 in the Police Commissioner's office;
66 in the Police Inspector-General's office;
40 in each Jail—Central and District;
57 in the Jails' Inspector-General's office;
29 in each Executive Engineer's office;
30 in each Superintending Engineer's office;
55 in Tank Restoration Scheme office;
20 in the Irrigation Chief Engineer's office;
42 in the Public Works Secretariat;
111 in each Survey Party office;
258 in the Central Office, Madras Survey;
29 in each Commissariat office;
111 in the Adjutant-General's office;
40 in the Quartermaster-General's office;
24 in the Registration Department.

6. It is needless to trouble Government with a detailed description of the several registers. The descriptions of paper used for them generally are Writing Royal, Medium, Demy and Foolscap, hand-made, cream-wove and cream-laid, Printing Double Foolscap, thick, 28 lb., and thin, 16 lb., and Double Double Pott, thin, 28 lb., and Badami and country papers.

7. *Collectors.*—Almost all the registers kept in the Collectors' offices are made of Printing Double Foolscap, thick or thin, or Double Double Pott, thin; those for which the more valuable Writing papers are used are only a few. The Collector of Bellary uses Writing Royal, Medium and Demy for receive and despatch registers. The Collectors of South Arcot and Nílgiris, Medium and Demy, and the Collector of Kistna, Demy, machine-made, and Foolscap, hand-made, papers, while all the other Collectors use Foolscap, cream-wove, 14 lb., and Printing Double Foolscap, thick or thin. In Trichinopoly, South Canara, Nellore and North Arcot, Medium and Demy papers are used for some of the Military pension registers and in South Arcot, Tanjore, Madura, Malabar, Kistna, Nílgiris and North Arcot, these papers are used for store registers of stamps, &c., while Foolscap, cream-wove, and Printing Double Foolscap, thick, are made use of for similar registers in other districts. Again, the stationery store registers are kept in Tanjore, South Arcot and North Arcot in Royal and Demy, Medium and Foolscap, hand-made, respectively, while other districts use Printing paper, thick, for them.

8. The Collector of Godávari, mistaking Foolscap, cream-wove, 14 lb., for Goa or French Foolscap, first sort, uses it for almost all ordinary registers for which Printing Double Foolscap, thick or thin, will do. All the Collectors consulted are of opinion that Writing Royal and Medium papers are not necessary for registers. The Collectorates of Nellore, Salem and Coimbatore are exemplary in using Printing Double Foolscap, thin, the cheapest description of paper, most largely.

9. *District Courts.*—Unlike Collectors' offices, Writing papers are more largely used than any other description in all District Courts.

10. Most of the registers are kept in bound books made of Royal, Medium, Demy and Foolscap papers supplied by the Stationery office. Attendance registers, stationery store registers, receive and despatch registers and copyists' registers A, C, D and E, which, according to the rulings of the High Court, are not required to be preserved for more than three years, are kept in Royal, Medium and Demy in the Courts noted below, while in others, Foolscap, cream-wove, 14 lb., Foolscap, cream-laid, 10 lb., Printing Double Double Pott, thin, and Badami and country papers are used for the same descriptions of registers:—

Attendance registers.		Stationery Store registers.		Receive and Despatch registers.		Copyists' registers.	
Tanjore ..	Medium.	Godávari ..	Royal.	Godávari ..	Demy.	A.	
Madura ..	Medium and Demy.	Nellore ..		South Canara.		South Arcot ..	Royal.
		Coimbatore ..		Coimbatore ..			
Salem ..	Demy.			Chingleput ..		Salem ..	Demy.
Godávari ..						Godávari ..	
Trichinopoly ..						Kistna ..	
D.		Madura ..	Medium.			South Canara.	
Tanjore ..	Medium.	Tanjore ..		C.		Malabar ..	
		Chingleput ..				Coimbatore ..	
Salem ..	Demy.			Godávari ..	Demy.	Trichinopoly.	
Kistna ..				South Canara.		Madura ..	
South Canara ..				Malabar ..			
Malabar ..				South Arcot ..			
Coimbatore ..		Salem ..	Demy.				
Trichinopoly ..		Malabar ..					
South Arcot ..		Trichinopoly.					
E.							
Godávari ..	Demy.						
Coimbatore ..							
Trichinopoly. .		North Arcot.	Foolscap, hand-made.	Kistna ..	Foolscap, hand-made.		

I think these latter papers should suffice in all the Courts for such registers—Badami or country papers for the first, second and fourth sets of registers, and Foolscap, cream-wove and cream-laid, or Printing papers, thick and thin, for the third set. In South Arcot, Royal books, leather bound, are used for cash and ledger books, while in the other districts Demy and Foolscap books are utilised for them. Petition registers, execution registers and the like are written in the districts other than Salem, Kistna, Godávari, Tinnevelly, Coimbatore and South Arcot, on Foolscap, cream-wove, and Foolscap, cream-laid, and Double Double Pott, thin, while in the districts abovementioned they are written on Demy, machine-made, and Foolscap, hand-made (the latter description being used in South Arcot alone). The District Judge of Salem says that these registers are important and that they should be written on fairly thick durable paper; Foolscap, cream-wove, 14 lb., is, I think, sufficiently good for the purpose. In South Canara, about 14 books may be discontinued. Most of these contain merely drafts or office copies of letters and returns sent out. The districts which use the cheaper descriptions of paper more largely are Nellore and Madura, the former using Double Double Pott, thin, and the latter Foolscap, cream-laid, 10 lb. All the District Judges are of opinion, generally, that Royal and Medium papers and books made of them may be discontinued. The suggestions of the Godávari and Kistna District Judges are important. They are of opinion that cheaper descriptions of paper, such as Printing and Badami, may be bound and supplied in books in place of the expensive books now supplied by the Stationery office, and that it would be more economical and convenient for use, if all such registers, as are kept in certain prescribed forms uniformly in all the Courts, are printed and supplied from Madras, just as process and suit registers are supplied by the High Court at present.

11. *District Police and Jails.*—Many of the registers kept in the District Police and Jail Departments are supplied by the Inspectors-General of those departments. All the registers supplied by the Inspector-General of Police are made of Printing and Badami and English Foolscap papers, and no large and expensive Writing papers are used for any of them; while some of those supplied by the Inspector-General of Jails are composed of Royal, Medium and Demy, as noted in the margin. Nos. 3, 4 and 6, which are made of Medium and Demy, may be made of Printing paper, thick, and Nos. 9 and 10, Medium and Royal, may be reduced to Demy. All the other registers are in Printing paper. Of the blank books used in these departments, none is larger than Demy, except in Cannanore and Salem Central Jails, where Royal and Medium books are used for one or two registers.

1. Convict register, Central Jail, Demy, machine-made.
2. No. 1, General register of convicts, Demy, I. Royal.
3. No. 2, Register of under-trial prisoners, Midium.
4. No. 2, Register of releases, Demy.
5. Prison officer appointment and history books, Demy.
6. General abstract of convicts, Demy.
7. A and B stock books, Demy.
8. C Ledger, Demy.
9. D Ledger, Medium.
10. F Ledger, Royal.

12. In the Police offices of Calicut and Tinnevelly, Demy books are used for receive and despatch and minute books, while in the other cognate offices visited, Foolscap, cream-laid, Foolscap, cream-wove, Badami and country papers are used for similar registers, and in Tanjore, Trichinopoly and Salem Jails, letter books are kept in Medium and Demy papers. On the Storekeeper's representing to the Inspector-General that the system of keeping letter books is a source of waste of stationery, he immediately ordered that such book should be discontinued and that original drafts should be preserved for record. Both the Police and Jail officers consulted think that cheaper descriptions of paper, such as Printing and Badami, may be used in place of Royal, Medium and Demy, and the Superintendents of Jails at Vellore and Cannanore suggest that they might be bound and supplied.

13. *Public Works Department, Executive and Superintending Engineers.*—The use of Printing and Badami papers is very rare in this department, while that of the more expensive Writing papers, viz., Royal, Medium and Demy, is common. A statement, showing the descriptions used in the several offices visited for receive and issue registers and stationery store accounts, for which Printing and Badami papers will answer as in

the Collectors' offices, is appended below, from which it will be observed that in the Executive Engineers' offices Medium and Demy are used for receive registers, while in the Superintending Engineers' offices all the three kinds, viz., Royal, Medium and Demy, are used for them, the only exception being the Executive Engineer's office at St. Thomas' Mount, where yellow-wove Foolscap, 15 lb., is used :—

—	Receive registers.	Issue registers.	Stationery store registers.
Executive Engineers' offices—			
Nellore	Medium	Demy	Demy.
Vellore	Do.	Do.	Do.
Calicut	Demy	Foolscap, cream-wove. ..	Foolscap, cream-wove.
Coimbatore	Do.	Demy	Demy.
Tanjore	Do.	Do.	Foolscap, cream-wove.
Saint Thomas' Mount ..	Foolscap, yellow-wove, 15 lb.	Double Double Pott, thin..	Demy.
Superintending Engineers' offices—			
I Circle	Medium and Demy	Medium	Foolscap, cream-wove.
II ,, ...	Royal and Demy	Royal and Demy	Do. do.
IV ,, ...	Do. do.	Foolscap, machine-made ..	Demy.
VI ,, ...	Demy	Medium and Demy ..	Do.

The issue registers in the Executive Engineers' offices are, with a few exceptions, made of Demy, while those in the Superintending Engineers' offices are of Royal, Medium and Demy, and the stationery store registers are in Demy and Foolscap. In the Superintending Engineer's office, I Circle, "Numbering books," for which Printing Double Foolscap, thin, or any other cheaper paper, will do, are made of Medium and Demy. The Executive Engineer of Nellore and the Superintending Engineers of II and VI Circles say that the expensive books are used because no others made of cheaper kinds of paper are supplied by the Stationery office and that there would be no objection to use the latter if they are supplied.

14. *Survey.*—The papers used for some of the registers in this department are still more valuable than those used in the other departments. They are Lithographic Double Royal, 80 lb., and Drawing Imperial. The former is used in I and III Parties for account registers of instruments, stationery and printed forms and for some others for which Badami Royal paper might be used with advantage, and the latter (Drawing Imperial) for some of the registers mentioned above and for progress registers of certain special works in No. V Party. These valuable descriptions of paper are intended for drawing purposes only and their use for registers is objectionable. I brought the subject to the notice of the Superintendent, Madras Survey, in view to put a stop to the practice at once, and he has agreed to do so. As in other departments, Royal, Medium and Demy are also used for such books as contingent bill registers, transfer bill registers, travelling allowance registers, fine and stoppage registers, leave registers. In No. I Party Demy alone is used. In No. V Party Royal and Demy are used, while in No. III Party all the three descriptions (Royal, Medium and Demy) are used, and the officers think that cheaper descriptions of paper might be utilised for these purposes and that the first two larger descriptions might altogether be discontinued.

15. *Military and Commissariat Departments.*—The only Commissariat offices visited are those at Wellington and Cannanore. In the former office, bound books of all sizes * are used, while in the latter none larger than Demy. These books are used for office copies of letters, pay bills, miscellaneous statements, &c., for which any cheaper description of Writing paper will do. Many of the books maintained in this department may be dispensed with, as in Jails, by preserving original drafts of letters and by using printed forms for office copies of returns, &c. The Commissariat officer at Wellington considers the system of keeping office copies of letters in bound books to be absolutely necessary, but says that books made of Foolscap, cream-wove, might be utilised instead of those made of Royal, Medium and Demy papers, while the officers at Cannanore considers that drafts written on Foolscap, cream-laid, 10 lb., might be filed and the use of costly

* Royal, Medium, Demy and Foolscap.

bound books might be avoided, which, I think, would not only be economical but would save a great deal of labor and time. Both the officers are, however, of opinion that books made of Royal, Medium and Demy are unnecessary and that cheaper kinds of paper may be substituted for them.

16. *Registration Department.*—The registers kept in the several District and Sub-Registrars' offices in the Presidency are printed and supplied by the Inspector-General of Registration and some of them are composed of Royal, Medium and Foolscap, hand-made, papers. The Inspector-General says that the costly hand-made papers are absolutely necessary and that no other description of paper will do for them. No doubt the registers are important and form permanent records, but from the letter, No. 196, dated 14th April 1883, from the Assistant Secretary to the Government of India, embodied in Proceedings of Madras Government, dated 1st September 1886, No. 880, Financial, it will be observed, that 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; and 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.* In this connection I ascertained also from the Superintendent of Stationery, Bombay, that only a few quires of hand-made papers are issued by that officer to the Registration Department of that Presidency, while all the other papers issued are machine-made which are far cheaper. It is therefore a matter for consideration why the practice should not be followed in this Presidency also. The Registration Department is the only department in this Presidency which uses hand-made paper of larger sizes than Foolscap and the consumption of the larger sizes in that department is considerable. The substitution of machine-made paper would result in a saving of about Rs. 2,600 annually. While on this subject, I may mention that I asked the Inspector-General if the paper recommended by me in my letter, No. 629, dated 25th April 1890, for voucher forms in the Public Works Department could not be substituted for hand-made Foolscap, but that officer informed me that the paper would not do for the purposes for which hand-made is now used.

17. Almost all the sizes and descriptions of Writing papers are used in the other Head-quarter offices visited, and the officers think that the larger papers, Royal and Medium, may altogether be dispensed with, by using paper of Double Foolscap size, wherever the smaller sizes cannot conveniently be utilised and that other cheaper descriptions of paper, viz., Printing and Badami, may be used for certain ordinary registers for which costly Writing papers are now made use of. In the office of the Superintendent, Madras Survey, the number of registers maintained seems excessive and most of them are in Lithographic Double Royal, 80 lb., paper. With reference to the former, the Superintendent says that he is trying to reduce the number; and with reference to the latter, it has to be said that many of the registers were opened years ago and will not have to be opened afresh before the completion of the survey, and that the Superintendent will avoid the use of that description of paper in future for any registers which may require to be opened.

18. From the foregoing remarks it will appear that registers of the same description are kept in different departments in different kinds of paper, cheaper or dear, irrespective of their importance and in different sizes. Bearing the importance of registers in mind, it is considered that cream-wove machine-made and Badami or half-bleached papers might be used for them in the Judicial, Registration and other departments, respectively.

19. If the several suggestions as made by officers for substituting cheaper or smaller papers for dearer or larger papers are carried out, the net saving in the departments visited may be estimated at Rs. 1,700 a year.

20. (*b*) The number of the different kinds of printed forms used in the different departments ranges from 24 to 2,060 as shown below, and lists of those of the 1st and 2nd, *i.e.*, Revenue and Judicial Departments, where the largest number of forms are used, are herewith forwarded for information :—

Revenue (Collectors' including Taluk Cutcherry)	2,060
Judicial (District Courts, Sub-Courts and Munsifs' Courts)	322
Police (District)	134
Jail (District and Central)	215
Public Works Department (Executive and Superintending Engineers)	63
Survey (Party offices)	285
Revenue Board's office, Land Revenue	155
Do. do. Salt and Abkári (including those supplied to out-stations)	386
Inspector-General of Police	53
Commissioner of Police	148
Inspector-General of Jails	40
Public Works Secretariat	28
Chief Engineer for Irrigation	37
Tank Restoration Scheme	24
Survey Central Office	234
Adjutant-General's Office	179
Quartermaster-General's Office	109

The forms supplied by the Head-quarter offices at Madras are uniform, while those printed in the districts vary both in size and in the quality of paper. Although the descriptions of paper used in the Revenue Department are, with a few exceptions, "Printing" and "Badami," yet large savings would accrue by making them uniform in respect to both of the size and quality of the paper used for them, as the same form is printed in some districts on thin paper, and in others on thick paper and in some on $\frac{1}{4}$ Foolscap size and in others on $\frac{1}{2}$ Foolscap size; for instance "Form of demand No. 3" is printed on thick paper in the districts of Trichinopoly and Chingleput, while it is on thin paper in the other districts; again the size of the same in Coimbatore and Nílgiris is double that in the other districts, the former districts using $\frac{1}{4}$ Double Foolscap size, $\frac{1}{8}$ Double Double Pott and $\frac{1}{2}$ French Foolscap sheets, while the others use $\frac{1}{8}$ Double Foolscap, $\frac{1}{16}$ Double Double Pott, and $\frac{1}{4}$ French Foolscap sheets. For "Summons to the accused," Trichinopoly and Madura Collectors use Double Foolscap, thick, while the others use thin paper, and the Collectors of South Canara, Coimbatore and Nílgiris use $\frac{1}{2}$ Foolscap sized paper, while quarto size is found sufficient in the other districts; and "Account particulars of hire for conveying records, &c.," is on thick paper in Trichinopoly, Coimbatore, Malabar and Salem, while in the other districts it is printed on thin paper; and in the districts noted in the margin it is on $\frac{1}{4}$ Double Foolscap and $\frac{1}{8}$ Double Double Pott, while in the others $\frac{1}{8}$ Double Foolscap and $\frac{1}{16}$ Double Double Pott are used for the same. To avoid such variations and to secure uniformity and economy, the Collector of Coimbatore suggests that all such forms as are similar in nature in all the districts might be printed and supplied from Madras, while, to check the increase of the number of descriptions and to avoid unnecessary forms being printed, the Collector of North Arcot proposes that a limited number of forms be prescribed uniformly for all the districts instead of allowing each officer to print forms at his own fancy and convenience, which might sometimes become waste, when there is a change of officers.

Coimbatore.	Godávari.
South Canara.	North Arcot.
Nellore.	Salem.
Kistna.	Bellary.

21. *District Courts.*—About half the number of forms used in the Judicial Department are supplied from Madras by the High Court and the Stationery office. These are forms prescribed by the Civil Procedure Code and forms of periodical returns and are printed on the cheapest description of paper, *i.e.*, thin Printing paper, but many of them may be reduced in size as will be explained hereafter. The others are got printed by the Judges themselves and the descriptions of papers used are for the most part Writing papers which, as in the Revenue Department, vary in the different districts and which may, in several instances, be substituted by cheaper descriptions. Taking a couple of forms for example, say, "Process statement forms" and forms of "Order reversing sentence in criminal appeals," it will be observed that the former is printed in Madura on Demy, machine-made, in Tanjore, Tinnevelly, Godávari and Bellary, on Foolscap, hand-made, and in Malabar, Trichinopoly, Chingleput and Nellore, on Foolscap, machine-made; the only districts which use the cheaper descriptions of paper are Salem, Kistna, South Canara and Coimbatore, where Foolscap, cream-laid, French Foolscap and Double Double Pott, thin, are utilised. The District Judges of Bellary, Godávari, Nellore, Malabar, Trichinopoly, Tinnevelly and Tanjore suggest the use of Printing Double Foolscap, thick, for process statement forms which, I think, is sufficient for the purpose. The form for "Order reversing sentence in criminal appeals" is on hand-made Foolscap in Bellary, Godávari, Tinnevelly and Chingleput and on machine-made Foolscap in Kistna, Nellore, South Canara, Coimbatore and Tanjore, while cheaper descriptions such as Printing Double Foolscap, thick, French Foolscap, Foolscap, cream-laid, and Double Double Pott, thin, are used in Salem, North Arcot, Malabar and Madura and Trichinopoly, respectively. The District Judges of Salem, Bellary, North Arcot, Godávari, Kistna, Nellore and South Canara consider Printing Double Foolscap, thin, sufficient for the purpose.

22. The suggestion of the District Judge of Godávari, as also that of the Collector of Coimbatore, deserves consideration. He says that it would be more economical, and uniformity would be secured, if all criminal forms and such others as are alike in all the Courts are printed and supplied from Madras just as the Civil Procedure Code forms are done at present. With reference to the latter which are printed and supplied by the Stationery office under the instructions of the High Court, the District Judges of Bellary, North Arcot, Nellore, Malabar, Trichinopoly and Tinnevelly say that many of the forms as at present printed not only cause a great deal of inconvenience, but also contribute to a large waste of stationery. The forms are very much compressed owing to both English and the vernacular languages being printed on one and the same sheet of paper with insufficient space for writing the names and description of the parties. The vernacular portions only being the most useful in the districts, the English portions become waste in most cases, and it is needless to have duplicate copies of forms of processes, &c., which are served on parties, on $\frac{1}{4}$ Double Foolscap, as $\frac{1}{8}$ would answer the purpose quite as well. Under these circumstances, the officers suggest that only one language should be printed on each sheet of paper, and that about $\frac{4}{5}$ of the whole quantity of forms might be struck off on quarto sized paper for duplicate copies to be served on the parties, which are on an average about 4 to every original copy; a very limited number of forms then need be printed in English. This method will save about $\frac{1}{5}$ of the quantity of stationery now spent on account of these forms, resulting in a saving of about Rs. 2,200 annually.

23. *Police, Jails and Public Works Departments.*—The forms used in the Police, Jail and Public Works Departments are for the most part printed and supplied by the Inspectors-General of Police and Jails and the Examiner of Public Works Accounts, and only a few descriptions required for correspondence and miscellaneous routine work of the offices are printed in the districts. The forms supplied by the Inspectors-General of Police and Jails do not call for remarks. Almost all of them are printed on Printing and Badami papers; only in a very few cases are Writing papers used and then only in small quantities. With reference to those issued by the Examiner of Public Works Accounts, I have asked that officer to furnish me with a list and specimens of the forms and to state whether any of them could be struck off on any cheaper descriptions of paper than those on which they are at present printed. He has not yet furnished the information, but in his letter, No. 406 X., dated 15th July 1889, he states that he would show a saving of about Rs. 1,500 a year in the forms of his department. The forms printed in the districts by these departments are on both Writing and Printing papers indiscriminately and most of them might be struck off on less expensive papers.

24. *Survey Department.*—The forms used in the Party offices are supplied by the Central Office at Madras, and the Superintendent is particularly careful how regarding them. Whenever any form is required to be printed, the quality and quantity of paper to be used are determined by himself. Although no large and expensive Writing papers such as Royal, Medium and Demy are used for any of them, yet many of them may be struck off on still cheaper descriptions of paper than those now used for them. "Certificate regarding upkeep of service books," "Office copies of salary

bills," "Travelling allowance rolls," "List of casualties and promotions," "Last-pay certificate," "Certificate of transfer of charge," and the like, which might very advantageously be printed on Printing and Badami papers which are generally used for similar forms in the other departments, are on Foolscap, hand-made, machine-made and cream-wove papers. Some of the registers and forms which are printed and issued by the Commissioner of Salt and Abkári Revenue admit of reduction. They are all; except in a few cases, printed on Printing papers, thik and thin, only, but some of them which are on thick paper might be on thin, such as quarterly business statements, statements of fines and stoppages, check register forms, forms of summons to the accused, summons to witnesses, recognizance forms, &c. Tickets for admission F C 2 and D 11 passes are on Foolscap, hand-made, and Imperial, machine-made, while any other cheaper paper such as Badami, Royal or Bally Brown Cartridge would do as well. Revenue lock ticket books of quarto size are in Lithographic Double Royal, 80 lb., paper, while similar books of octavo size are made of Printing Double Foolscap, thick, which, I think, would do for the former also. The Secretary to the Commissioner says that Europe White Cartridge Royal, 40 lb., would do for this.

25. There is ample room for economy in the forms used in the other individual offices also. Large quantities of Foolscap, hand-made, and Foolscap, cream-wove, papers are used for square docket forms, &c., in the Revenue Board office, the former description in the Land Revenue branch and the latter in the Salt and Abkári (Separate Revenue branch), while other cheaper descriptions, such as Bally Brown Cartridge and Printing Double Foolscap, thick and thin, are used in the Collectorates. Dr. Maclean, the Collector of Nellore, uses the former (Bally Brown Cartridge) and says that he would be glad to use any paper to the correct size of Foolscap which the Stationery office may furnish. The form of docket in question being merely intended to protect the letter it covers and to show the disposals thereon, it is thought that Bally Brown Cartridge, 40 lb., or any other cheaper description of country paper would suit the purpose. The forms used in the Quartermaster-General's and the Adjutant-General's offices are mostly printed on hand-made and Foolscap, cream-wove, papers. The Deputy Quartermaster-General thinks that many of those that are on the hand-made paper might be struck off on cream-wove paper and those that are on the latter might be struck off on a still cheaper description, *e.g.*, Foolscap, cream-laid, 10 lb., while the Deputy Adjutant-General says that no paper inferior to Foolscap, cream-wove, 14 lb., could be used for the forms of his department, as they are all of an important nature addressed to higher authorities and despatched to distant places. The forms of the Central Survey office admit of change in many cases. Foolscap, hand-made and machine-made, and Lithographic Double Royal, 80 lb., papers are used for many of them for which Printing and Badami papers might be used with advantage. The forms in the other offices also can be printed on cheaper paper, but do not call for general remarks.

26. *Periodicals, Pamphlets, &c.*—such as District Gazettes of the Revenue Department, Judgments of the Sessions Courts and weekly circulars of the Police call for remarks. The Collectors of Godávari, Ootacamund and Madura use Printing Double Foolscap, thick, 28 lb., for District Gazettes, while the other Collectors utilise Double Double Pott, thin, 28 lb., and Double Foolscap, thin, 16 lb., except the Collector of Bellary who uses Badami Double Foolscap, thin, 16 lb., the cheapest description of paper, but the officers who use thick Printing paper see no objection to using thin paper, and the saving would be about Rs. 1,400 a year by the substitution.

27. The descriptions of paper used for printing Sessions judgments are Foolscap, hand-made, Foolscap, machine-made, cream-wove, 14 lb., and Printing Double Foolscap, 28 lb. The first is used in the District Courts of Bellary and Madura; both the first and the second are used in the courts of Nellore and South Canara; while the second alone is used in all the other districts, except Tanjore which uses the third, the cheapest of the three descriptions. The officers who use the first, or the dearest description, agree to use the second, but I think that the third description which is used for the printing of all important Government and Board's Proceedings which are constantly handled and kept permanently on record in all offices would sufficiently answer the purpose. The kind of paper used for Police weekly circulars is Printing

Double Foolscap, thick, 28 lb. The Acting Assistant Inspector-General of Police thinks that lighter and cheaper descriptions, viz., 21 and 16 lb. papers, might be utlised, the former for English and the latter for vernacular copies.

28. Considering the nature and importance of the several registers and forms required in the different departments and the descriptions of paper used for them, those in the Revenue Department (Collectors' offices) are the cheapest with a few exceptions, and the practice of the Revenue Department of using Printing and Badami papers more largely for ordinary registers and forms should, I consider, be followed in other departments.

29. There is a vast difference in the use of paper for forms and registers between one department and another, as well as between one office and another of one and the same department. Cheapness as regards paper and uniformity as to size would result in large savings. I have tabulated the forms used in all the offices visited, of which those referred to in paragraph 20 are only submitted as specimens. The probable saving which would result by combining the cheapst paper and the most convenient forms is estimated at about Rs. 12,500 a year.

30. Wastage in books and forms is an item requiring notice. In almost all offices where bound books are used, a few sheets are wasted, but when appreciably large portions are left unwritten at the end of the year, the books continue to be kept up for the following year or until they are completely written up. Subjoined is a statement showing the quantities of paper wasted in some of the offices in the books used in the year preceding that in which the inspection took place. The wastage in a few cases is stated to have occurred owing to carelessness on the part of the clerks who kept the books, and in others to the fact that fresh books had to be opened for the following year according to the practice of the office. The officers concerned say that books might be kept up until they are exhausted and that they will take steps to avoid such waste in future :—

Name of office.	Name of register.	Quality of paper used.	Quantity contained in the book.	Quantity wasted.
			Quires.	Quires.
Superintending Engineer's office, I Circle.	Divisional Receipt index ..	Medium, machine-made .	5¼	1¼
	Periodical Receipt index ..	Demy, machine-made ..	¼	2
	Miscellaneous index	Medium, machine-made .	5	1
	General number books	Demy, machine-made ..	7	4½
	Despatch number book	Do. do. ..	3	1
	Periodical Despatch register ..	Foolscap, machine-made.	4	1½
	Appeal Register	Demy, machine-made ..	4	2
District Court, Nellore ..	Register of estimates and plans.	Do. do. ..	1	½
Executive Engineer's office, Calicut.	Budget Register	Do. do. ..	1	½
Public Works Secretariat ..	Register of warrants	Do. do. ..	4	1
District Police office, Calicut ..	Hutting and Building Register.	Imperial, machine-made.	1½	½
Office of the Inspector-General of Police, Madras.	Receipt register	Foolscap, cream-wove ..	1	½
Survey office No. V, Calicut ..	Issue register	Do. do. ..	4	3
Survey Central office, Madras .	Register of Great Trigonometrical Survey records.	Medium, machine-made .	1	¼
	Register of expenditure ..	Demy, machine-made ..	8	¼
Revenue Board office (Land Revenue Branch)	Despatch books	Printing Doble Foolscap, thick, 28 lb.		

31. It is noticeable that in some * of the registers kept in the Survey office, No. III Party, large portions are wasted. These registers contain office copies of returns furnished to the Central office at Madras, monthly, half-yearly, &c. Most of them are *nil* returns and in copying them in the books a page or half is utilised for each statement with the word *nil* on it, while a single line is enough for each copy of a statement with a common heading at the top of the page. In some Collectorates large quantities of forms sufficient to last for 3 or 4 years, and sometimes still longer, are printed on each occasion. This course is always a source of loss, as

* Register of men discharged.
List of officers for examination.
Register of certificates regarding the upkeep of service books.
Copy of supplemental rules issued.

some of the forms either become obsolete before the whole stock is exhausted or the paper becomes unfit for use. In the Collectorates of Trichinopoly, Coimbatore and Nellore, there is a large accumulation of old and obsolete forms; some of them are used for covers, while others which are unfit for anything are destroyed. There seems to be a large stock of obsolete forms in Cuddapah which are being largely used for covers. In South Arcot there is a large stock of Acts and Irrigation registers for which no use is found in the district; about half-a-dozen copies of the former and a dozen of the latter are considered enough. In some of the District Courts also a large stock of forms is printed at a time. For instance, in South Canara, two or three years' supply is printed on each occaion, in Godávari 5 or 6 years' supply, while in Salem some forms are struck off to last one year and others to last 4 or 5 years.

32. In Tanjore and Nellore large numbers of spare copies of District Gazettes are printed, viz., 50 and 100, respectively, every month, with a view to meet unexpected demands, while in the other districts a dozen or half-a-dozen copies are found enough, and these are sold as waste paper after a time. In Tanjore there were about 800 copies in store at the time of inspection, while in Nellore about 3,245 copies including supplements, &c., were kept in store at the end of 1888, according to the last statement furnished by the Collector to the Board.

33. From a consideration of the foregoing remarks, it seems to me—and the Collector of Coimbatore and the District Judges of Godávari and Kistna concur with me—that it would prevent wastage, secure economy and uniformity in the use of registers and forms if the English forms and registers required, such as those referred to in paragraphs 7, 10, 11, 13, 20, 21, 24 and 25, for the following departments are supplied from a Central office in Madras:—

The Collectors' Departments.
The High Court, the District, Sub and Munsifs' Courts.
The Police.
The Forest.
The Jail.
The Engineers.
The Survey.
The Settlement.
Salt and Abkári.

34. A committee consisting of the Superintendent of Stationery, the Superintendent, Government Press, and the head of the department concerned, or such officer as Government may decide for each department, can always determine the size and the quality of paper required.

35. Arrangements might be made to have the required forms printed and stored at some convenient place near the Stationery office and supplied to officers on indents as in the case of estimates and indents for stationery.

36. If Government approve of this, the system can be worked from the beginning of 1893. Meanwhile the committee can settle the forms, &c., required and get them printed and stored. A suitable store will be required and a small establishment to look after it, as Government is aware that stamp and stationery accommodation is insufficient for present purposes.

37. In Bengal printed forms are supplied by the Stationery office—*vide* Rules (I) of the Calcutta Stationery office herewith submitted and the system may be followed in Madras also.

38. (*c*) *Correspondence.*—The different kinds of paper used for this purpose are—

(1) Printing Double Double Pott, thin.
(2) " Double Foolscap, thin.
(3) " " " thick.
(4) Badami " " thin.
(5) " " " thick.
(6) Superior Badami, 15 lb.
(7) " " 18 lb.
(8) Badami Royal, 20 lb.
(9) Badami Royal, 25 lb.
(10) Foolscap, cream-laid, 10 lb.
(11) Bally Mills Foolscap, 14 lb.
(12) " " " 15 lb.
(13) Foolscap, machine-made, cream-wove, 14 lb.
(14) Foolscap, hand-made, 15 lb.

39. The first 10 descriptions are generally used for drafting purposes, while the others are made use of for fair copies. In the offices noted in the margin, the papers entered against them are utilised for drafts; but they are too good and costly for this purpose. All officers except the Executive Engineer, Calicut, Deputy Adjutant-General, Deputy Quartermaster-General, and the Secretary, Public Works Department, think that Printing Double Foolscap or Foolscap, cream-laid, 10 lb., might be used for drafts, while the latter description has already been introduced in the Survey Department. The Executive Engineer, Calicut, says that *he* cannot use any paper which is thinner than Foolscap, cream-wove, 14 lb., while he agrees that Printing Double Foolscap, thin, 16 lb., might be used for all ordinary drafts written by his clerks. The Deputy Adjutant-General and the Deputy Quartermaster-General maintain that Foolscap, cream-wove, 14 lb., should continue to be used, as the records of their departments are permanent and that no other paper inferior to it will do for the purpose. So also in the Public Works Secretariat, Foolscap, hand-made, is utilised for fair drafts or office copies for similar reasons. All original orders have to be constantly handled and kept permanently on record. It is stated that Foolscap, cream-wove, 14 lb., has been tried and found unfit for the purpose. The necessity for a stronger paper than Printing paper for vouchers in the Public Works Department was brought before Government, and the matter has been disposed of in G.O., dated 23rd July 1890, No. 504, Financial. The paper sanctioned for adoption in this connection is much cheaper than Foolscap, hand-made, and if it is introduced, it may also be used for office copies of letters, &c., which should be permanently on record. In the Central Jail at Salem all the descriptions of paper used for fair copies are used for drafts also, and no distinction is observed. In the Collector's office, Godávari, and in the District Court, Bellary, Foolscap, cream-wove, 14 lb., is mistaken for Goa paper and used for the purpose. All the Collectors, District Judges, and other officers are of opinion that Printing Double Foolscap, thin 16 lb., and Foolscap, cream-laid, 10 lb., are quite good and may be used for drafting, and many make use of them already for the purpose. The Collectors of Nellore, Salem, North Arcot, South Canara, Malabar, Ootacamund, Coimbatore and Madura, all District Judges, except the District Judge of Bellary and several other officers of the other different departments, make use of Double Foolscap, thin, or Double Double Pott, thin, and Foolscap, cream-laid, 10 lb., only and no other description of paper. I would suggest that only Double Foolscap Printing, white, 16 lb., and cream-laid, 10 lb., should generally be used for drafts and obtained in equal quantities from the Stationery office, the Adjutant-General's department being allowed to use the paper referred to by me in connection with voucher forms for the Public Works Department.

Collector's office, Godávari, District Court, Bellary, Executive Engineer's office, Calicut, " " " St. Thomas' Mount. Superintending Engineer's office, IV Circle, Irrigation Chief Engineer's office, Office of the Inspector-General of Jails, Survey Party offices, Nos. I, III and V, Survey office, Madras, Adjutant-General's office, Quartermaster-General's office,	Foolscap, cream-wove, 14lb.
Executive Engineer's office, Tanjore,	Yellow-wove Foolscap, 14lb. and 15lb.
Public Works Secretariat.	Foolscap, hand-made.

40. With reference to the papers used for fair copies, it may be remarked that, in the offices of the Collectors of Bellary, Trichinopoly, Madura, Tinnevelly and Chingleput, in the District Courts of South Canara, Trichinopoly, Madura, Tinnevelly and Tanjore and in several other offices, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb., the former of which is about twice as valuable as the latter and which is intended for documents of a permanent character, are used without distinction, while the Collectors of Salem, Nellore, Malabar and South Arcot, the District Judges of North Arcot, Nellore, and Malabar, and some others do not use Foolscap, hand-made, paper at all. Almost all the officers are of opinion that the supply of Foolscap, hand-made, may either be discontinued or reduced considerably. I propose that for fair copies, cream-wove, 14 lb., Printing Double Foolscap, 28 lb., and cream-laid, 10 lb., may be ordered in the porportions of $\frac{1}{4}$, $\frac{3}{8}$, and $\frac{3}{8}$; hand-made paper and the special paper proposed for important drafts being supplied only on special requisitions with explanations for their need.

41. It may be noted here that the Collector of Nellore uses very few Writing papers, those used by him largely being Printing Double Foolscap, thin, 16 lb., and thick, 28 lb., the former for takeeds, &c., sent to subordinate officers and the latter for letters, &c., addressed to equal as well as higher authorities; the practice is most economical and the attention of officers might with advantage be drawn to it. As all letters of any importance addressed to the Board of Revenue and Government are printed in Proceedings and several copies struck off, the necessity of superior papers for such correspondence is not apparent.

42. *Octavo Post for demi-official correspondence.*—The subject of note paper for demi-official correspondence has already been settled—*vide* G.O., dated 8th November 1889, No. 783, Financial. Messrs. Morgan and Co.'s Crown Vellum, 4¼ lb., at 3*s.* 6*d.* per ream, has been indented for, in place of the thick octavo Post now supplied, and the saving effected thereby will be about Rs. 1,500 a year.

43. *Paper for writing Judgments.*—It will not be out of place to offer a few remarks here on the descriptions of paper used for writing judgments and decreds, for which large quantities of Writing papers are consumed in the Judicial Department. The statement given below shows the different descriptions of paper used for this purpose in the several District Courts visited:—

District Courts.	Description of paper.
Salem, Godávari, South Canara, Malabar, Trichinopoly, Tinnevelly, South Arcot, Nellore	Demy, machine-made.
Bellary	Demy, machine-made, and Foolscap, cream-wove, 14 lb.
Kistna	Demy, machine-made, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb.
Coimbatore, Chingleput, Madura, North Arcot	Foolscap, hand-made, and Foolscap, cream-wove.
Tanjore	Foolscap, cream-wove.

From this it will be observed that the only Courts which use the cheaper descriptions are those of North Arcot and Tanjore. Some of the officers who use Demy are of opinion that Foolscap, hand-made, might be used instead. The substitution would introduce uniformity in the records, but does not otherwise appear to be very advantageous, considering the prices and sizes of the papers; but if all the Courts were to follow the example of the District Court of North Arcot in using Foolscap, cream-wove, 14 lb., there would be an appreciably large saving. It is remarkable that in the District Court of Coimbatore, judgments are written on only one side of the paper while in all the other District Courts they are written on both sides.

44. *Covers and Packing.*—A list of the different kinds of papers used for making covers and envelopes and for packing purposes is given below, from which it will be observed that almost all descriptions of country-made paper, as well as all English Writing papers, are utilised for the purposes. The former are used for ordinary official covers and the latter for demi-official envelopes and strong confidential covers; the larger kinds, viz., Royal, Medium and Demy, are more largely used in the offices of the Adjutant-General, Quartermaster-General, His Excellency the Commander-in-Chief, and of the Revenue Board, Salt and Abkári and Land Revenue branches, and Foolscap, hand-made, is used generally by all offices. The use of these latter descriptions for this purpose, however small, is very expensive. In the District Court of Tinnevelly, Demy, machine-made, and Foolscap, hand-made, are not only used for making covers but also for packing up records to the High Court, exclusive of all

Double Foolscap, thick, 28 lb. The Acting Assistant Inspector-General of Police thinks that lighter and cheaper descriptions, viz., 21 and 16 lb. papers, might be utlised, the former for English and the latter for vernacular copies.

28. Considering the nature and importance of the several registers and forms required in the different departments and the descriptions of paper used for them, those in the Revenue Department (Collectors' offices) are the cheapest with a few exceptions, and the practice of the Revenue Department of using Printing and Badami papers more largely for ordinary registers and forms should, I consider, be followed in other departments.

29. There is a vast difference in the use of paper for forms and registers between one department and another, as well as between one office and another of one and the same department. Cheapness as regards paper and uniformity as to size would result in large savings. I have tabulated the forms used in all the offices visited, of which those referred to in paragraph 20 are only submitted as specimens. The probable saving which would result by combining the cheapst paper and the most convenient forms is estimated at about Rs. 12,500 a year.

30. Wastage in books and forms is an item requiring notice. In almost all offices where bound books are used, a few sheets are wasted, but when appreciably large portions are left unwritten at the end of the year, the books continue to be kept up for the following year or until they are completely written up. Subjoined is a statement showing the quantities of paper wasted in some of the offices in the books used in the year preceding that in which the inspection took place. The wastage in a few cases is stated to have occurred owing to carelessness on the part of the clerks who kept the books, and in others to the fact that fresh books had to be opened for the following year according to the practice of the office. The officers concerned say that books might be kept up until they are exhausted and that they will take steps to avoid such waste in future :—

Name of office.	Name of register.	Quality of paper used.	Quantity contained in the book.	Quantity wasted.
			Quires.	Quires.
Superintending Engineer's office, I Circle.	Divisional Receipt index	Medium, machine-made	5½	1½
	Periodical Receipt index	Demy, machine-made	4	2
	Miscellaneous index	Medium, machine-made	5	1
	General number books	Demy, machine-made	7	4½
	Despatch number book	Do. do.	3	1
	Periodical Despatch register	Foolscap, machine-made.	4	1½
District Court, Nellore	Appeal Register	Demy, machine-made	4	2
Executive Engineer's office, Calicut.	Register of estimates and plans.	Do. do.	1	½
Public Works Secretariat	Budget Register	Do. do.	1	½
District Police office, Calicut	Register of warrants	Do. do.	4	1
Office of the Inspector-General of Police, Madras.	Hutting and Building Register.	Imperial, machine-made.	1½	½
Survey office No. V, Calicut	Receipt register	Foolscap, cream-wove	1	½
	Issue register	Do. do.		
Survey Central office, Madras	Register of Great Trigonometrical Survey records.	Medium, machine-made	4	3
	Register of expenditure	Demy, machine-made	1	½
Revenue Board office (Land Revenue Branch)	Despatch books	Printing Doble Foolscap, thick, 28 lb.	8	¼

31. It is noticeable that in some * of the registers kept in the Survey office, No. III Party, large portions are wasted. These registers contain office copies of returns furnished to the Central office at Madras, monthly, half-yearly, &c. Most of them are *nil* returns and in copying them in the books a page or half is utilised for each statement with the word *nil* on it, while a single line is enough for each copy of a statement with a common heading at the top of the page. In some Collectorates large quantities of forms sufficient to last for 3 or 4 years, and sometimes still longer, are printed on each occasion. This course is always a source of loss, as

* Register of men discharged.
List of officers for examination.
Register of certificates regarding the upkeep of service books.
Copy of supplemental rules issued.

some of the forms either become obsolete before the whole stock is exhausted or the paper becomes unfit for use. In the Collectorates of Trichinopoly, Coimbatore and Nellore, there is a large accumulation of old and obsolete forms; some of them are used for covers, while others which are unfit for anything are destroyed. There seems to be a large stock of obsolete forms in Cuddapah which are being largely used for covers. In South Arcot there is a large stock of Acts and Irrigation registers for which no use is found in the district; about half-a-dozen copies of the former and a dozen of the latter are considered enough. In some of the District Courts also a large stock of forms is printed at a time. For instance, in South Canara, two or three years' supply is printed on each occaion, in Godávari 5 or 6 years' supply, while in Salem some forms are struck off to last one year and others to last 4 or 5 years.

32. In Tanjore and Nellore large numbers of spare copies of District Gazettes are printed, viz., 50 and 100, respectively, every month, with a view to meet unexpected demands, while in the other districts a dozen or half-a-dozen copies are found enough, and these are sold as waste paper after a time. In Tanjore there were about 800 copies in store at the time of inspection, while in Nellore about 3,245 copies including supplements, &c., were kept in store at the end of 1888, according to the last statement furnished by the Collector to the Board.

33. From a consideration of the foregoing remarks, it seems to me—and the Collector of Coimbatore and the District Judges of Godávari and Kistna concur with me—that it would prevent wastage, secure economy and uniformity in the use of registers and forms if the English forms and registers required, such as those referred to in paragraphs 7, 10, 11, 13, 20, 21, 24 and 25, for the following departments are supplied from a Central office in Madras:—

The Collectors' Departments.	The Jail.
The High Court, the District, Sub and Munsifs' Courts.	The Engineers.
The Police.	The Survey.
The Forest.	The Settlement.
	Salt and Abkári.

34. A committee consisting of the Superintendent of Stationery, the Superintendent, Government Press, and the head of the department concerned, or such officer as Government may decide for each department, can always determine the size and the quality of paper required.

35. Arrangements might be made to have the required forms printed and stored at some convenient place near the Stationery office and supplied to officers on indents as in the case of estimates and indents for stationery.

36. If Government approve of this, the system can be worked from the beginning of 1893. Meanwhile the committee can settle the forms, &c., required and get them printed and stored. A suitable store will be required and a small establishment to look after it, as Government is aware that stamp and stationery accommodation is insufficient for present purposes.

37. In Bengal printed forms are supplied by the Stationery office—*vide* Rules (I) of the Calcutta Stationery office herewith submitted and the system may be followed in Madras also.

38. (*c*) *Correspondence.*—The different kinds of paper used for this purpose are—

(1) Printing Double Double Pott, thin.	(9) Badami Royal, 25 lb.
(2) " Double Foolscap, thin.	(10) Foolscap, cream-laid, 10 lb.
(3) " " " thick.	(11) Bally Mills Foolscap, 14 lb.
(4) Badami " " thin.	(12) " " " 15 lb.
(5) " " " thick.	(13) Foolscap, machine-made, cream-wove, 14 lb.
(6) Superior Badami, 15 lb.	(14) Foolscap, hand-made, 15 lb.
(7) " " 18 lb.	
(8) Badami Royal, 20 lb.	

39. The first 10 descriptions are generally used for drafting purposes, while the others are made use of for fair copies. In the offices noted in the margin, the papers entered against them are utilised for drafts; but they are too good and costly for this purpose. All officers except the Executive Engineer, Calicut, Deputy Adjutant-General, Deputy Quartermaster-General, and the Secretary, Public Works Department, think that Printing Double Foolscap or Foolscap, cream-laid, 10 lb., might be used for drafts, while the latter description has already been introduced in the Survey Department. The Executive Engineer, Calicut, says that *he* cannot use any paper which is thinner than Foolscap, cream-wove, 14 lb., while he agrees that Printing Double Foolscap, thin, 16 lb., might be used for all ordinary drafts written by his clerks. The Deputy Adjutant-General and the Deputy Quartermaster-General maintain that Foolscap, cream-wove, 14 lb., should continue to be used, as the records of their departments are permanent and that no other paper inferior to it will do for the purpose. So also in the Public Works Secretariat, Foolscap, hand-made, is utilised for fair drafts or office copies for similar reasons. All original orders have to be constantly handled and kept permanently on record. It is stated that Foolscap, cream-wove, 14 lb., has been tried and found unfit for the purpose. The necessity for a stronger paper than Printing paper for vouchers in the Public Works Department was brought before Government, and the matter has been disposed of in G.O., dated 23rd July 1890, No. 504, Financial. The paper sanctioned for adoption in this connection is much cheaper than Foolscap, hand-made, and if it is introduced, it may also be used for office copies of letters, &c., which should be permanently on record. In the Central Jail at Salem all the descriptions of paper used for fair copies are used for drafts also, and no distinction is observed. In the Collector's office, Godávari, and in the District Court, Bellary, Foolscap, cream-wove, 14 lb., is mistaken for Goa paper and used for the purpose. All the Collectors, District Judges, and other officers are of opinion that Printing Double Foolscap, thin 16 lb., and Foolscap, cream-laid, 10 lb., are quite good and may be used for drafting, and many make use of them already for the purpose. The Collectors of Nellore, Salem, North Arcot, South Canara, Malabar, Ootacamund, Coimbatore and Madura, all District Judges, except the District Judge of Bellary and several other officers of the other different departments, make use of Double Foolscap, thin, or Double Double Pott, thin, and Foolscap, cream-laid, 10 lb., only and no other description of paper. I would suggest that only Double Foolscap Printing, white, 16 lb., and cream-laid, 10 lb., should generally be used for drafts and obtained in equal quantities from the Stationery office, the Adjutant-General's department being allowed to use the paper referred to by me in connection with voucher forms for the Public Works Department.

Collector's office, Godávari,
District Court, Bellary,
Executive Engineer's office, Calicut,
" " " St. Thomas' Mount.
Superintending Engineer's office, IV Circle,
Irrigation Chief Engineer's office,
Office of the Inspector-General of Jails,
Survey Party offices, Nos. I, III and V,
Survey office, Madras,
Adjutant-General's office,
Quartermaster-General's office,
} Foolscap, cream-wove, 14lb.

Executive Engineer's office, Tanjore, } Yellow-wove Foolscap, 14lb. and 15lb.

Public Works Secretariat. } Foolscap, hand-made.

40. With reference to the papers used for fair copies, it may be remarked that, in the offices of the Collectors of Bellary, Trichinopoly, Madura, Tinnevelly and Chingleput, in the District Courts of South Canara, Trichinopoly, Madura, Tinnevelly and Tanjore and in several other offices, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb., the former of which is about twice as valuable as the latter and which is intended for documents of a permanent character, are used without distinction, while the Collectors of Salem, Nellore, Malabar and South Arcot, the District Judges of North Arcot, Nellore, and Malabar, and some others do not use Foolscap, hand-made, paper at all. Almost all the officers are of opinion that the supply of Foolscap, hand-made, may either be discontinued or reduced considerably. I propose that for fair copies, cream-wove, 14 lb., Printing Double Foolscap, 28 lb., and cream-laid, 10 lb., may be ordered in the porportions of $\frac{1}{4}$, $\frac{3}{8}$, and $\frac{3}{8}$; hand-made paper and the special paper proposed for important drafts being supplied only on special requisitions with explanations for their need.

41. It may be noted here that the Collector of Nellore uses very few Writing papers, those used by him largely being Printing Double Foolscap, thin, 16 lb., and thick, 28 lb., the former for takeeds, &c., sent to subordinate officers and the latter for letters, &c., addressed to equal as well as higher authorities; the practice is most economical and the attention of officers might with advantage be drawn to it. As all letters of any importance addressed to the Board of Revenue and Government are printed in Proceedings and several copies struck off, the necessity of superior papers for such correspondence is not apparent.

42. *Octavo Post for demi-official correspondence.*—The subject of note paper for demi-official correspondence has already been settled—*vide* G.O., dated 8th November 1889, No. 783, Financial. Messrs. Morgan and Co.'s Crown Vellum, $4\frac{1}{4}$ lb., at 3*s.* 6*d.* per ream, has been indented for, in place of the thick octavo Post now supplied, and the saving effected thereby will be about Rs. 1,500 a year.

43. *Paper for writing Judgments.*—It will not be out of place to offer a few remarks here on the descriptions of paper used for writing judgments and decrees, for which large quantities of Writing papers are consumed in the Judicial Department. The statement given below shows the different descriptions of paper used for this purpose in the several District Courts visited :—

District Courts.	Description of paper.
Salem, Godâvari, South Canara, Malabar, Trichinopoly, Tinnevelly, South Arcot	Demy, machine-made.
Nellore	Demy, machine-made, and Foolscap, cream-wove, 14 lb.
Bellary	Demy, machine-made, Foolscap, hand-made, and Foolscap, cream-wove, 14 lb.
Kistna, Coimbatore, Chingleput	Foolscap, hand-made.
Madura	Foolscap, hand-made, and Foolscap, cream-wove.
North Arcot, Tanjore	Foolscap, cream-wove.

From this it will be observed that the only Courts which use the cheaper descriptions are those of North Arcot and Tanjore. Some of the officers who use Demy are of opinion that Foolscap, hand-made, might be used instead. The substitution would introduce uniformity in the records, but does not otherwise appear to be very advantageous, considering the prices and sizes of the papers; but if all the Courts were to follow the example of the District Court of North Arcot in using Foolscap, cream-wove, 14 lb., there would be an appreciably large saving. It is remarkable that in the District Court of Coimbatore, judgments are written on only one side of the paper while in all the other District Courts they are written on both sides.

44. *Covers and Packing.*—A list of the different kinds of papers used for making covers and envelopes and for packing purposes is given below, from which it will be observed that almost all descriptions of country-made paper, as well as all English Writing papers, are utilised for the purposes. The former are used for ordinary official covers and the latter for demi-official envelopes and strong confidential covers; the larger kinds, viz., Royal, Medium and Demy, are more largely used in the offices of the Adjutant-General, Quartermaster-General, His Excellency the Commander-in-Chief, and of the Revenue Board, Salt and Abkâri and Land Revenue branches, and Foolscap, hand-made, is used generally by all offices. The use of these latter descriptions for this purpose, however small, is very expensive. In the District Court of Tinnevelly, Demy, machine-made, and Foolscap, hand-made, are not only used for making covers but also for packing up records to the High Court, exclusive of all

other kinds of paper and in the District Court of Chingleput and the Collector's office Salem, they are utilized for outer or covering sheets for registers :—

1.	Bally Brown Cartridge	46
2.	Do. do.	40
3.	Do. do.	30
4.	Do. wrapper	40
5.	Superior Badami	20
6	Do. do.	19
7.	Do. do.	18
8.	Do. do.	15
9.	Badami Royal	25
10.	Do. do.	20
11.	Country, Demy	..
12.	Do. Foolscap	..
13.	Do. Chellam Medium	..
14.	Do. Chellan Demy	..
15.	Do. do. Foolscap	..
16.	Do. Cartridge	..
17.	Do. Brown packing	..
18.	Foolscap, cream-laid	10
19.	Do. cream-wove	14
20.	Foolscap, hand-made	..
21.	Do. Yellow-wove	15
22.	Quarto Post, hand-made	..
23.	Demy, machine-made	..
24.	Medium do.	..
25.	Do yellow-wove	34
26.	Royal, machine-made	..
27.	Royal, yellow-wove	44
28.	Printing Double Double Pott, thin	28
29.	Do. Double Foolscap, thick	28
30.	Europe Cartridge	40

45. In some offices, such as Collector's office, Kistna, and the District Court, Madura, although the papers used are country-made only, double sheets are utilised for making strong covers, while in all Survey offices cloth-lining is used. Almost all officers consulted agree in thinking that Bally Brown Cartridge, 40 and 30 lb., papers may be used for all ordinary official covers and Foolscap, cream-laid, 10 lb., and Foolscap, cream-wove, 14 lb., for demi-official envelopes; while those who make use of Writing Royal, Medium, Demy and Foolscap, hand-made, papers for strong and confidential covers consider that Bally Brown Cartridge, 46 lb., and Europe White Cartridge, 40 lb., will do for such covers and that no expensive Writing papers should be cut up into covers or used for packing or other similar purposes.

46. Much of the Bally Brown Cartridge papers now supplied by the Stationery office being cut up and wasted in making covers owing to their inconvenient size, officers suggest that they may be supplied in Demy and Foolscap sizes, which, I think, may be done.

47. On considering these various suggestions, it seems to me it would be economical to supply officers generally with Bally Cartridge of the qualities of 40 and 46 lb. and country paper in equal quantities for covers and packing, and with cream-wove, 14 lb., for demi-official envelopes, Europe Cartridge being supplied on special requisitions only to the Secretariat and the Military Head-quarter offices.

48. It is worth while in this connection to draw the attention of all officers to the economical practice in almost all Collectors' offices of using old and obsolete printed forms for these purposes, as also to the practice in some offices of opening carefully and turning and making fresh covers out of covers received from other offices.

49. In the District Courts of Tinnevelly and Nellore, a large number of covers is used for enclosing papers for perusal and for record. In the former Court, papers received are put in covers, each case in a separate cover made of Printing Double Foolscap, 28 lb., and sent to the Judge for his perusal and notes, while, in the latter, papers connected with each case, when sent for record, are enclosed in big covers made of

Badami Royal and not tied up into bundles. These are expensive practices and should be put a stop to. The District Judge of Nellore says that, if these covers are discontinued, more tape would be required to tie up the papers into bundles, but this is the least expensive method and is what is followed in all other offices.

50. *Miscellaneous Articles, Quills and Steel Pens.*—The supply of quills may be reduced to a certain extent by increasing that of steel pens. In all offices other than those of the Revenue and Judicial Departments, these articles are issued according to the prescribed allotment of 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant, &c., but in the offices of the Revenue Department (*i.e.*, Collectors', Sub-Collectors' and Taluk cutcherries), no steel pens are issued to vernacular clerks and accountants. Quills only are issued to them at 6 and 5 to each, respectively, per month. It is a matter of fact, however, that these officials do not require so many a month, assuming that they use only quills. A smaller number will do, which can be further reduced by substituting steel nibs for a portion, steel pens being cheaper than quills and better liked by nearly all officials. Almost all the Collectors agree in thinking that the former may be substituted for a portion of the latter, but they differ in opinion as to the proportion in which they are to be supplied. The Collectors of Kistna, Trichinopoly, Tinnevely, Tanjore and South Arcot suggest that 4 quills and 2 steel nibs may be issued to each vernacular clerk in place of the 6 quills now supplied; the Collectors of North Arcot, Godávari and Madura, 3 quills and 3 nibs; and those of Bellary, Salem and Coimbatore, 2 quills and 4 nibs; while all of these agree that 3 quills and 2 nibs may be allowed to each vernacular accountant in place of the 5 quills now supplied to him. Vernacular clerks and vernacular accountants are only nominally styled such, their work for the most part being in English. I think the proportion allowed to English clerks and English accountants should do for them also, viz., 2 quills and 4 steel pens, to each clerk and 3 quills and 2 steel pens to each accountant. The Collectors of Bellary, Salem and Coimbatore are of my opinion. The number of quills, viz., 12, allowed to some of the officials of higher grades, such as Treasury Deputy Collectors, Huzur Sheristadars and Head clerks, are also considered too many, and the Collectors noted in the margin propose the substitution of the quantities noted against them, respectively. The proposal of the Collector of Godávari, viz., 4 quills and 6 steel nibs, is moderate, and may be adopted. In the Judicial Department quills are more extravagantly used than in the Revenue Department. In the District Courts of Chingleput, Tinnevelly, Coimbatore, Malabar and Kistna, 10 quills are issued per month to each clerk, while in the districts noted in the margin quills are issued as shown against each. In Bellary they are not issued according to any fixed allotment, but by twos and threes whenever required. The only districts in which the general allotment fixed for each clerk, viz., 2 quills and 4 steel pens per month, is adhered to are South Canara and Nellore. Steel pens are not entirely out of use in the other districts. They are utilised in some of them to a very limited extent. The above remarks apply not only to the District Courts, but more or less to the Sub and Munsifs' Courts also. All the Judges, except the District Judge of Kistna, agree in the view that steel pens may be used more largely than at present and the supply of quills reduced to a certain extent. The District Judges of Malabar, Coimbatore and Tinnevelly propose 6 quills and 4 steel pens in place of the 10 quills now supplied; and the District Judge of Chingleput 6 quills and 2 nibs; while the District Judge of Madura suggests 6 quills and 4 nibs, and 6 quills and 2 nibs; in lieu of 8 quills and 7 quills, respectively; the District

Collector of—	Quills.	Steel pens.
Bellary	8	..
Godávari	4	6
Kistna	6	4
Coimbatore	6	6
Trichinopoly	8	4
Madura	6	3

(1) Salem	10 to some and 6 to some.
(2) Madura	8 to some and 7 to some.
(3) Trichinopoly ..	8 to some, 4 to some and 2 to some.
(4) South Arcot ..	6 to some and 4 to some.
(5) Tanjore	6 to some and 3 to some.
(6) North Arcot ..	5 to some, 4 to some and 2 to some.

Judge of Salem 4 quills and 4 nibs and 3 quills and 2 nibs instead of 10 and 6 quills, respectively; and the District Judge of South Arcot 4 quills and 4 steel nibs and 2 quills and 3 steel pens in place of 6 and 4 quills, respectively. It will be observed that the above suggestions vary very much.

51. It seems to me that the practice in South Canara and Nellore should be followed by others; this would put the Judicial Department on the same footing as the Revenue and the result would be uniformity of practice and economy. The disuse, or the limited use of steel pens, is, it appears, partly owing to the inferior quality of some of the pens hitherto supplied and partly owing to the fixed proportion in which they are supplied by this office. Hinkswell's steel nibs (fine point) were discontinued under G.O., dated 25th August 1884, Nos. 1960-61, as unsuitable for vernacular writing, and pens known as "616 M. Gillot's" were substituted; these write freely at the beginning, but do not stand more than one or two days use; while those marked "R. Mitchell's" are found too broad. The General Superintendent, Public Works Stores, remarks in his letter, No. 263 W., dated 9th May 1890, "that it will be very hard for fair copyists in Government offices to write with medium pens" and the Collectors of Salem, North Arcot and Godávari recommend the supply of pens like those herewith sent. These are, no doubt, good pens. I propose, however, that samples of pens of the following descriptions be got out from England from different manufacturers and sent to heads of departments for opinion:—

(1) Broad (J).
(2) Medium (such as Gillot's broad).
(3) Pointed (each as Gillot's medium).
(4) Extra fine pointed.

I should then be able to regulate my stock to suit all parties, the proportion between quill pens and steel pens decided on being still adhered to. There are steel pens and steel pens, and it is unreasonable to compel an officer or clerk to use a kind that he cannot possibly write with. To have enough kinds for choice will make little difference pecuniarily.

52. *Blotting Paper.*—Complaints are now and then received against the quality of this article. It has been obtained from the Bally Mills Company, Calcutta, in Demy reams of 32 and 34 lb., white and pink, respectively, almost the best manufactured in India. In view to decide whether an improved kind is desirable at an extra cost, I consulted the officers mentioned in the margin.

The Inspector-General of Registration.
The Secretary to the Commissioners of Land Revenue.
The Secretary to Government, Public Works Department.
Superintendent, Government Press.
Examiner of Public Works Accounts.
Secretary to the Surgeon-General with the Govenement of Madras.

53. The Inspector-General of Registration and the Accountant-General condemn the article at present used *in toto*. The Secretary to the Commissioner of Land Revenue, the Secretary to Government, Public Works Department, and the Secretary to the Surgeon-General with the Government of Madras, say that it will do for all ordinary purposes. The Secretary to the Surgeon-General with the Government of Madras thinks that heads of offices may be supplied with better paper. My own opinion is that it will do for all ordinary purposes, but a small quantity, say, a $\frac{1}{4}$ may be ordered from England for the use of heads of departments.

54. There is no scale regulating the supply of this paper to officers. It is issued in different scales in different offices and in some, such as the Tahsildars' offices, it is not used at all.

55. From experience I consider the following a fair scale:—

Heads of departments	4 sheets a month.
Chief Assistants, managers and head clerks	3 "
Copying and drafting clerks	1 "
Accountants, other clerks, muchees and attenders ..	$\frac{1}{2}$ "

56. *Sundry Articles.*—The supply of some of the sundry articles, such as wafers, parchment, long cloth, tape, &c., may be very much reduced. In some offices some of them are not used at all, while in some others some are misused.

57. *Wafers.*—In many offices, it is observed that a large stock of wafers is kept in store and never used, and almost all officers consulted recommend the discontinuance of the supply of this article, and I am of the same opinion.

58. *Parchment.*—This article is only used for documents of great value intended to last for a considerable number of years and has been supplied on that account. In the District Courts of Tinnevelly, Trichinopoly and Salem parchment is cut into small bits and used as corner pieces in stitching judgment papers together. The practice does not appear to be in force in the other courts, some thick paper or thin pasteboard is found to answer the purpose, and is used in stead. The District Judge of Tinnevelly thinks that good calico or vegetable parchment would be the proper thing to use, that any kind of paper would in time fray away, while calico would stand for a long time and vegetable parchment (or parchment paper) would practically be as good as real parchment and is far cheaper. It would seem that some time ago in almost all courts parchment was used for this purpose, but of late it has been discontinued, as it was found that rats took to eating it on account of the grease, and it was feared that the documents stitched with it might also be eaten up. In the Commissariat Department it is used for making labels for samples of contractors approved of. I think parchment paper will make a very good substitute for parchment, the latter being employed only for writing important deeds upon and specially indented for, for this purpose.

59. *Long Cloth.*—This article is intended for mounting plans and maps and should not be used for other purposes. The Executive Engineer, Nellore, uses it for packing up records sent to the Examiner's office at Madras, the Collector of Bellary for binding purposes, while the Superintending Engineer, I Circle, and the Commissioner of Salt and Abkári, utilize it for towels, dufters and pen-wipers, &c., while wax-cloth is supplied for packing and salampore cloth for dufters, towels and pen-wipers.

60. *Tape.*—In many offices country tape, white and colored (red), is used without any distinction whatever, and the Collectors of Kistna, Nellore, Madura and Chingleput think that the supply of the colored tape, which is more costly than the white, is unnecessary, while some other officers are of opinion that the supply of European tape also is unnecessary. In the District Court of Tinnevelly tape is used in place of twine, and the District Judge recommends that a fourth of the quantity of the former now supplied to his court may be substituted by the latter article. It seems to me that country red tape can be discontinued and English tape supplied only to the head-quarter offices of departments and the Secretariat offices.

61. *Twine and Thread.*—The Collectors of Bellary and North Arcot, the District Judge of Kistna, the Superintending Engineer, I Circle, and the Executive Engineer, Nellore, consider that the supply of "twine hemp, fine," which is costlier than either ordinary European twine or country twine, is unnecessary. Some officers consider that European cotton thread in balls may be dispensed with by using country cotton thread instead. I do not advise any change in the practice of supply of these articles.

62. Some officers make local purchases: for instance, the Inspector-General of Jails purchases Stephens' blue-black ink, the Adjutant-General red ink, and the Collectors of Salem, Madura, and Godávari sealing-wax, twine, thread, &c., although this is not allowed under the existing rules. In the office of the Inspector-General of Jails the black ink powder supplied by this office is not used at all, but the blue-black ink purchased locally is used instead.

63. The inferior quality of some of the articles supplied by this office, such as sealing-wax, wax-cloth, black ink powder, &c., is complained of, and it is remarked that a large waste might be avoided by issuing superior articles. I am not of this opinion however. The quality of these articles is sufficiently good for all ordinary purposes. Two kinds of sealing-wax, country and European, are supplied in proportion of $\frac{7}{8}$ and $\frac{1}{8}$, and the latter is very superior in quality and can be used for important purposes.

64. Wax-cloth is intended for covering small parcels sent by banghy post containing stamps, important documents, &c., but if it is used as is very often done for making up heavy packets, such as ought to go into tin-lined cases, it tears from the

rough usage it gets. The black ink powder at present supplied is of a very superior quality, the ink produced being almost equal to blue-black ink, and does not require improvement.

65. Acting on the suggestion of the treasury officers of Madura and Salem, I have this year, as a trial measure, arranged to supply a small quantity of sealing-wax of the kind purchased locally and used by them. This costs less than the sealing-wax now in use. If it is favorably reported on after a few months' use, I shall take the orders of Government regarding its introduction into all public offices in a certain proportion. The Treasury Deputy Collector of Chingleput and the Superintendent, No. III Revenue Survey Party, suggest the use of oiled cloth or red tarpaulin in place of wax-cloth, but it is neither cheaper nor procurable in the local market in sufficient quantities.

66. *Special Stores.*—The officers who mostly use the special stores, viz., drawing papers and materials, are those of the Public Works and Survey Departments. These officers including the Chief Engineer, Public Works Department, and the Superintendent, Madras Survey, having been consulted, I annex two lists marked A and B, one showing the articles which should continue to be supplied and the other, those which may be discontinued.

67. *Drawing Paper.*—"Imperial," being the size prescribed for all drawings and plans (*vide* paragraph 946 of Public Works Code corrected up to 31st March 1886), the officers think that papers of smaller sizes, such as Super Royal, Royal, Medium and Demy which are very seldom used, may be discontinued, and that Double Elephant and Antiquarian may be issued for larger plans.

68. Paper continuous mounted on Holland of smaller widths than 60". Tracing paper of smaller sizes than 60" × 40", and Single Elephant paper are also considered unnecessary, the smaller sizes being cut from the larger whenever necessary. The only descriptions used in the Survey Department are Drawing Double Elephant, Lithographic Double Elephant, and Lithographic Double Royal.

69. *Section Paper.*—The Public Works Code prescribes the following scales for use in the Public Works Department: $\frac{1}{10}$, $\frac{1}{20}$, $\frac{1}{30}$, $\frac{1}{40}$, $\frac{1}{60}$, and $\frac{1}{80}$—*vide* paragraph 942; but the officers do not seem to use all of them. They use only $\frac{1}{5}$, $\frac{1}{10}$, and $\frac{1}{20}$ inch scales and $\frac{1}{500}$, $\frac{1}{1000}$, and $\frac{1}{2000}$ decimal foot scales and recommend these to be supplied. In doing so they also think that such scales need not be drawn on different sizes of paper, but on imperial paper only, which is the standard size for all drawings. The Superintending Engineer, I Circle, uses paper of $\frac{1}{12}$ inch scale for special drawings of iron works, and this is also recommended to be supplied.

70. *Drawing Pencils and Pens.*—The Chief Engineer, Public Works Department, and the Superintendent, Madras Survey, recommend the issue of the marginally noted pencils and pens, which are generally used in those * departments and the discontinuance of the other descriptions mentioned in Proceedings of Government, dated 12th November 1888, No. 831, which are seldom or never used. Pencils marked HH., being also used by almost all officers and recommended by most of the Superintending and Executive Engineers consulted, are also added to the list of articles to be supplied. "Steel Pens, Magnum Bonum" are used in the Survey Department for no special purposes but for writing and for drawing thick lines, in place of the other steel-pens generally issued to all offices, and the Superintendent is of opinion that the issue of these to that department may be discontinued, as pens marked J and 808 B are now supplied.

Pencils marked H, HB and B.
„ for bow-compasses.
„ for pentagraph.

Pens.

1. Crow quills.
2. Hachuring.
3. Mitchell's Imperial Lithograph, No. 0570.
4. Gillot's Mapping and Printing.
5. Etching.
6. Perry's Lithographic.

* { 1, 2 and 3, Public Works Department.
{ 1, 4, 5 and 6, Survey.

71. *Colors.*—The spare colors mentioned in the list marked B, being kept in store in many Public Works offices without being much required, their supply is

recommended to be discontinued. The Chief Engineer and the Superintendent, Madras Survey, also consider them unnecessary.

72. *Mill Boards*, 40″ × 28″.—The Superintendent, Madras Survey, who uses the largest number of these boards suggests the substitution of straw boards 1 lb. and 2 lb., the latter being cheaper than the former, and the saving effected thereby would be about Rs. 127 a year.

73. *Brushes.*—The Superintending Engineer, I Circle, complains that camel-hair brushes are quite useless, and suggests the discontinuance of their supply and the continuance of the sable hair ones alone. The substitution, if effected, would result in a loss of Rs. 358 a year; but, considering the convenience of the change, it is recommended.

74. *Tracing Cloth.*—The Superintending Engineers of I, II and IV Circles say that the tracing cloth supplied to them is greasy and does not take ink properly, and recommend the supply of dull-back cloth. The supply now received from England is of this sort. The Superintending Engineer, II Circle, also says that cloth of 36″ width is a waste and that 24″ will do, as all plans are required to be of Imperial size, viz., 30″ × 22″. I agree with him.

75. *Accounts and control of expenditure*—(1) *Printed Forms.*—The Police and Registration are the only departments in which there are unexceptionally satisfactory accounts showing the receipts and expenditure of printed forms. In the Revenue Department, the Collectors of Bellary, North Arcot, Kistna, South Canara, Malabar, South Arcot, Tinnevelly, Tanjore and Chingleput have accounts, but those in the last three districts are not systematically kept up. The others have no accounts at all. In the districts noted in the margin, the charge of the forms devolves on the treasurer, an accountant, or a clerk, while in others it is divided among the managers of the different branches of each office and issues to Taluk and Divisional offices are made generally on annual indents, except in Malabar and Madura where they are made on mere memoranda or arzis without any statements of expenditure being obtained for comparison or check. It may be noted here that in Trichinopoly monthly statements of expenditure are obtained from the taluk and sub-divisional offices. In the Judicial department a few officers only maintain accounts and these are the District Judges of Rajahmundry, South Canara, Madura, Tinnevelly and Bellary. The others have no accounts, nor are the forms entrusted to any particular responsible officers in their respective courts. They are distributed among the several officials who make use of them. In the Forest and Survey departments there are accounts, but they are not systematically kept up in the offices noted in the margin,* while in the other departments such as "Jails," "Commissariat," "Public Works" and "Military," there are no accounts at all except in the few marginally-noted † offices. On the whole the absence of accounts in many offices, the distribution of forms among the officials who make use of them without their being entrusted to any responsible officers, and the issue of the same to sub-offices without proper indents and statements of expenditure being obtained, show that there is not at present a sufficient check exercised over the expenditure and waste of printed forms. The rules obtaining in the Collector's office, South Canara, for the printing, storage and issue of forms (a copy ‡ of which is enclosed) are exemplary and modified, if necessary, according to the requirements of each office, may be adopted in all offices.

Bellary
North Arcot.
Godávari.
Kistna.
Malabar.
Nilgiris.
Trichinopoly.
Tinnevelly.
Tanjore.
South Arcot.
Chingleput.

* District Forest-office, Nellore.
Do. do. Cuddalore.
And Survey Party No. III.

† Executive Engineer's office, Nellore.
Do. do. Vellore.
Do. do. Coimbatore.
Superintending Engineer's office, II Circle.
Tank Restoration Scheme office, Chepauk.

‡ II.

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76. (2) *Stationery Stores.*—In almost all offices visited, there are accounts showing the receipts and expenditure of stationery, the Central Jail at Salem being the only exception, but they are not systematically kept up and the expenditure not sufficiently checked in some offices. In Collectors' offices, the charge of the stores devolves invariably on the Treasurer and the accounts are brought up and balances struck every month. Agreeably to the instructions contained in paragraph 17 of the Stationery Committee's report embodied in Proceedings of Government, Financial No. 143, dated 23rd January 1883, the accounts in Salem, North Arcot, Tanjore and Tinnevelly alone are attested by the Treasury Deputy Collectors every month and sometimes oftener. The accounts in Kistna, Malabar, Trichinopoly and South Arcot are attested only occasionally, while those in the other districts are not attested for about a year or so. In Kistna and Malabar issues to Taluk and Divisional offices are not made on annual indents as is done in all other districts, but according to some estimated proportion, without any statements of expenditure being obtained, and when such supplies are complained of as insufficient, further supplies are given. In addition to the annual indents, monthly statements of expenditure are obtained from taluks in the districts of Salem, North Arcot and Trichinopoly, and half-yearly statements in South Canara, while in the other districts this practice is not observed.

77. In District Courts although the custody of the stores is entrusted to responsible officers such as Head clerks, Sheristadars and Record-keepers, yet the accounts are not properly checked and brought up to date in some courts. In Trichinopoly and Tanjore alone the accounts are attested by the District Judges. In Bellary and Coimbatore they are attested by the head clerk and in North Arcot, South Canara and Tinnevelly by the Sheristadar, while in the other district courts they are not attested by anybody, and in Madura, Salem and Nellore they are neither kept current nor balanced for months together. In the Public Works Department the accounts of the Superintending Engineers, IV and VI Circles, and of the Tank Restoration Scheme office at Madras are very unsatisfactorily kept, the postings being in most cases incorrect and not checked or attested by any officer. The only officers who keep their accounts duly checked and attested are the Chief Engineer for Irrigation and the Executive Engineers, Nellore and Saint Thomas' Mount. In the Jail department also where the stock of stationery is very small and where the accounts might very easily be balanced every month and checked and attested, they are in some jails balanced only half-yearly and in some not attested by any responsible officer. The Central Jail at Salem has no accounts at all. The accounts of the Inspector-General of Jails were opened only in October 1888, they are balanced once in six months and not checked or attested by anybody. The system in which the stationery accounts are kept in the Survey and Police departments and the check exercised there are exemplary. In the former department the accounts are balanced and closed regularly every month and checked and attested by the Manager or the Deputy Superintendent, while in the latter they are checked every day by the Head-quarter Inspector of each office and attested every month by the Superintendent and besides this, the stock is examined quarterly by a committee formed of two Divisional Inspectors and its correctness certified; but in the office of the Inspector-General of Police, Madras, the accounts are neither complete nor attested by anybody. The accounts of the Adjutant-General's office, Ootacamund, and the Revenue Board office, Land Revenue branch, Madras, are also irregularly kept, being neither balanced monthly nor attested by anybody. No accounts seem to have been in existence in the latter office prior to July 1888.

78. There are many and large differences in the marginally-noted offices between the balance shown in their accounts and the actual stock of stores found with them which shows want of check. There are also in many offices several superfluous articles which are never or rarely required and I have in many cases made arrangements to dispose of them by getting them back into the Central stores or by transferring them to other officers.

Collector's office, Ootacamund.
District Court, Madura.
Executive Engineer's office, Calicut.
Do. do. Tanjore.
Superintending Engineer's office, IV Circle.
Tank Restoration Scheme, Madras.
Revenue Board office, Land Revenue Branch.
District Forest office, Nellore.
Executive and Commissariat office, Cannanore.

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79. *Stock-taking.*—While on the subject of accounts, I would mention that the stock-taking statement referred to in paragraph 3 of G.O., dated 3rd August 1888, No. 591, Financial, useful as it would be, if it could be prepared without inconvenience in all offices and checked by this office, is found on trial to be too elaborate both for preparation and for check. Some officers, including the Collector of Nellore, complain about the difficulty, and I would suggest its being submitted to me once in three years instead of yearly.

80. To summarise the conclusions or recommendations in the foregoing paragraphs :—

(1) *Registers.*—The larger and costlier descriptions of paper used for this purpose may be discontinued and smaller and cheaper paper substituted.

(2) *Forms.*—It is considered it would conduce to uniformity and economy to print and supply forms from a central depôt in Madras for all the important departments as is done in Calcutta.

(3) *Correspondence.*—The discontinuance of the larger descriptions of machine and hand-made papers, the limited use of cream-wove papers and a more extended use of cream laid and printing papers are recommended.

(4) *Packing and Covers.*—Instead of using, as at present, every description of paper for this purpose, it is proposed that only Bally cartridge country paper and cream wove 14 lb. alone should be used according to circumstances.

(5) *Quills and Steel-pens.*—The proportions obtaining at present in the issue of these being various, and the quality of the steel-pens supplied being complained of, it is proposed to fix the proportion for different grades of officers and to provide better steel-pens so as to suit the convenience of all officers.

(6) *Blotting Paper.*—There being no rules to regulate the supply of this article, a fixed proportion for different grades of officers and a superior paper for heads of offices are recommended.

(7) *Miscellaneous Articles.*—The discontinuance of wafers and red tape, the limited supply of parchment and introduction of parchment paper and various other minor suggestions are made under this head.

(8) *Special Stores.*—The discontinuance of a large number of items under special stores as unnecessary both in view to strengthen the stock of the central depot and to bring about uniformity and a few other changes which will not increase expenditure to any appreciable extent are recommended. If the suggestions under the heads 1 and 2 are adopted, the savings as estimated in paragraphs 16, 19, 22, 26, 29, 42 and 72 will be Rs. 22,000 annually, and if all are adopted and extended to other departments such as those named in the margin which use and supply to their sub-offices large numbers of printed forms and to the district offices of Ganjam, Vizagapatam, Cuddapah, Kurnool and Anantapur, which have not been visited by the store-keeper for the reasons stated in paragraph 2 *supra*, the savings would be very considerable indeed.

High Court.
Accountant-General's office.
Offices of the Conservators of Forests, North and South Circles.
Examiner of Forest Accounts.
Commissary-General's office.
Controller of Military Accounts office.
Ordnance and Magazines.
Examiner of Public Works Accounts.

81. On receipt of the orders of Government on the suggestions in this report, I shall compile and submit for approval a set of rules based upon them, for the guidance of the several officers who obtain supplies from this office, regarding the preparation and submission of estimates and indents, the different purposes for which the different descriptions of paper and other articles should be made use of, and the system of accounts to be kept and the check to be exercised over the expenditure of both stationery and forms in each office.

ENCLOSURES.

A.

LIST of Special Stores recommended to be supplied.

Drawing Papers.

Continuous mounted on Holland, 60″.	Imperial.
Antiquarian.	Tracing paper, 60″ × 40″
Double Elephant.	

Section Papers.

$\frac{1}{5}$, $\frac{1}{10}$, $\frac{1}{12}$, and $\frac{1}{20}$, ordinary inch scales.	and $\frac{1}{20}$, for rise and fall of rivers.
$\frac{1}{30}$, $\frac{1}{100}$, and $\frac{1}{200}$, of a foot decimal scales.	All to be ruled on *Imperial* sized paper.

Drawing Pencils.

Pencils marked F,H,HH,HB and B.	Pencils for pentagraph.
Pencils for bow compasses.	

Steel Pens.

Crow quills.	Etching.
Gillot's mapping and printing.	Mitchell's Imperial Lithographic, 0570.
Hachuring.	Perry's Lithographic.

Colors.

Gamboge.	Burnt sienna.	Indian ink.
Emerald green.	Burnt umber.	Carmine.
Lake.	Sepia.	Chinese white.
Light red.	Sepia warm.	Crimson lake.
Cobalt.	Nutral tint.	Vermillion.
Prussian blue.	Indigo.	Raw sienna

B

LIST of Special Stores recommended to be discontinued.

Drawing Papers.

Continuous mounted on Holland 54.″	Super Royal.
,, ,, 48.″	Royal.
,, ,, 36.″	Medium.
,, ,, 30.″	Demy.
Single Elephant.	

Tracing paper of sizes.

Imperial $\frac{1}{5}$, $\frac{1}{30}$, half sheets.	Medium $\frac{1}{10}$″ scale.
,, $\frac{1}{10}$, $\frac{1}{100}$, ,,	,, $\frac{1}{20}$,,
,, $\frac{1}{80}$	,, $\frac{1}{50}$
,, half sheets for rise and fall of rivers.	,, $\frac{1}{100}$
Royal $\frac{1}{20}$″ do. do.	,, $\frac{1}{200}$
,, $\frac{1}{20}$″ half sheets.	Demy $\frac{1}{2}$″ for rise and fall of rivers.
,, $\frac{1}{2}$″ scale.	,, $\frac{1}{10}$″ do. do.
,, $\frac{1}{4}$″ ,,	,, $\frac{1}{20}$″ do. do.
,, $\frac{1}{5}$″ ,,	,, $\frac{1}{5}$″ Scale.
,, $\frac{1}{10}$″ ,,	,, $\frac{1}{10}$″ ,,
,, $\frac{1}{12}$″ ,,	,, $\frac{1}{20}$,,
,, $\frac{1}{16}$″ ,,	,, $\frac{1}{50}$
,, $\frac{1}{20}$″ ,,	,, $\frac{1}{90}$
,, $\frac{1}{20}$″ half sheets.	,, $\frac{1}{100}$
,, $\frac{1}{50}$	,, $\frac{1}{200}$
,, $\frac{1}{100}$	Foolscap $\frac{1}{5}$″
,, $\frac{1}{300}$	,, $\frac{1}{10}$″
Medium $\frac{1}{10}$″ for rise and fall of rivers.	,, $\frac{1}{20}$″
,, $\frac{1}{20}$″ do. do.	Paper, Lithographed $\frac{1}{24}$″.
,, $\frac{1}{5}$″ scale.	,, section, assorted.

Drawing Pencils.

Pencils marked BB, BBB, HHH, HHHH, HHHHH, and EHB.	Pencils, metallic. Bone handled.

Steel Pens.

Perry's No. 7042.	Metallic pens.
Mitchell's school pens No. 351, fine.	Drawing.
Steels pens of sorts.	Gillot's steel No. 304.
Swan quills.	

Colors.

Chrome yellow.	Indian red.	Brown madder.
Yellow ochre.	Venetian red.	Payen's grey.
Orange.	French blue.	Zinc white.
Prussian green.	Ultramarine blue.	Flake white.
Dark green.	Marine.	
Sap green.	Vandyke brown.	

I.

STATIONERY RULES.

RULES for the supply of Stores from the Government Stationery Department (in supersession of those published in the Supplement to the "Calcutta Gazette" of the 7th December 1864).

I.—The indents from Public officers upon the Stationery office are to be drawn out by Indenting officers, and supplied by the Superintendent, according to the scale approved by Government, and in conformity with the following rules:—

Rules for Public Officers indenting upon the Superintendent of Stationery.

II.—The following officers are authorized to indent upon the Government Stationery office:—

All officers in charge of independent offices whose appointments are published in the *Government Gazette*. Also the following officers:—

Administrator-General.	Coroner.
Master and Registrar.	Taxing Officers.
Clerk of the Crown and Prothonotary.	Chief Clerk of Insolvent Court.
Sworn Clerk.	Sheriff of Calcutta.
Receiver.	Commanders of Government Vessels.
Chief Interpreter.	Officers specially authorized to draw supplies of stationery from this store.
Clerks to the Judges.	
Crier.	

Note.—All Public officers not authorized to indent on the Stationery office, may be supplied with stationery by the Superintendent at a charge of 10 per cent. above the cost of the articles supplied.

III.—It will be the duty of the Superintendent to scrutinize all indents and to disallow whatever items may appear to be unnecessary or extravagant. He will, therefore, check the kinds and qualities, as well as the quantities of stationery indented for:—

1*st*.—By comparison of the stock consumed in each office with the consumption in previous years, and with the expenditure in kindred offices.

2*nd*.—By comparison with the number of clerks using stationery.

IV.—In cases of markedly unequal expenditure of stationery by two offices of the same kind and nearly equal strength, the Superintendent will call for special returns from those officers for the ensuing year, showing the amount of business done by them respectively, whether in judgments, letters, accounts or other returns.

V.—Indents for stationery are to be made only in the printed forms to be supplied by the Superintendent, and which have been approved by Government. Presidency and Mofussil offices will be supplied with separate forms of indent with reference to their respective requirements.

VI.—Offices which are supplied with stationery are divided into twelve classes. Each office will send his annual indent *so as to reach the Superintendent by the first day of the month named in the subjoined list*. The supplies will then be despatched in the course of the month named, and should be calculated to come into use *on the 1st of the next month but one*, by which time they will have reached their destinations.

January.—Panjab provinces, divisions beyond the Sutlej and Umballa.
February.—Delhi and Jhansi divisions, and Rajpootna.
March.—Rohilcund, Agra and Meerut divisions.
April.—Allahabad division and Mirzapore.
May.—Benares division, except Mirzapore and Oude.
June.—Patna, Bhagulpore and Rajshahye divisions, except the *District* of Rajshahye.
July.—Dacca and Assam divisions.
August.—Calcutta offices, *viz*., those belonging to the Judicial, Revenue, Financial, Public Works, Telegraph and Post Office departments.
September.—Calcutta offices, *viz*., the Secretariat offices, and those belonging to the Military, Ecclesiastical and Marine departments, and all not included in the foregoing.
October.—Burmah, Straits' Settlements, Tenassarim, Arracan and the Chittagong divisions.
November.—Nuddea and Burdwan divisions and Rajshahye district (Rampore Beauleah).
December.—Chota-Nagpore, Cuttack and Hydrabad.

All officers are expected to pay special attention to this rule, and to bear in mind that extra or emergent indents can never be complied with, unless accompanied by most satisfactory explanations.

VII.—To Mofussil offices no English paper of a longer or more expensive kind than machine-made foolscap will ordinarily be supplied. The use of this, moreover, is to be restricted to the record of judgments, by the heads of offices, and the fair copies of letters and reports. For drafting purposes, for bills and for the record of depositions, &c., German paper of two sizes will be issued. The accounts and figured statements for which the larger and more expensive kinds of paper have heretofore been used, will, where possible, be reduced to foolscap size, and in other cases they will be prepared in printed forms of double foolscap printing paper. For books, however, and registers forming permanent records, officers may indent for more durable paper when they deem such to be essentially necessary. All officers whether in the Presidency or the Mofussil, indenting for the larger kinds of English paper, will at the same time specify the proposes for which it is required.

VIII.—For all vernacular work in Mofussil offices only country paper is to be used, and each office will provide itself with this out of the fixed contract allowance sanctioned by Government. This fixed allowance is also to cover the cost of the undermentioned items of expenditure:—

Country ink,	Lac for sealing,	Sand pots,
Stamping ink,	Talc for Native colors,	Country envelopes,
Stamping inkstand,	Vinegar,	Repairing scissors, &c.,
Twine,	Glue,	Pins,
Thread,	Paste,	Oil for lights,
Country pens,	Pounce,	
Book-binding,	Sand,	

and generally all petty stores which are not obtained from the Stationery office.

It is to be borne in mind that no bills will, on any pretext whatever, be admitted or passed by the Superintendent of Stationery.

IX.—*Miscellaneous Stores*.—Indents for packing and colored paper, with other articles of occasional use, will be complied with, only under special circumstances to be fully explained. Blotting paper will be allowed at the rate of twelve sheets per man per annum.

Indents for marble paper, paste-boards and mill-boards for binding, must contain statements of the number of books to be bound each year. Pens, pencils, penknives and hones will be allowed on the scale entered in the form of indent.

X.—Indents for English-bound books must each be accompanied by a specification of the purpose for which each book is required; and it will be in the discretion of the Superintendent of Stationery to comply with, or modify the demands, with reference to the necessity of the case. When it appears that printed forms will answer the purpose as well as a book, the former will be supplied in lieu of the latter.

XI.—*Form Indents*.—Indents for forms are in all cases to be submitted to the Superintendent of Stationery through the head of the department to which the indenting officer belongs.

These indents are to be made only in the forms supplied by the Superintendent of Stationery. They will be *separate* from the Stationery indents, but they should be submitted at the same time—*vide* rule VI.

XII.—Indents for forms will be subject to the same kind of check as stationery indents by the Superintendents; with reference to the amounts of business done in each office, the quantity expended and in balance, and the annual consumption in cognate offices.

XIII.—All new forms will require the sanction of the various central offices in the different seats of Government and Administration, each form to bear a distinguishing number, and patterns of all forms to be lodged with the Superintendent of Stationery.

XIV.—The Superintendent of Stationery will, in communication with the heads of central offices, determine the qualities and sizes of paper adapted to the several kinds of forms.

XV.—The printing of forms will, as a general rule, be executed at one central Press on the requisition of the Superintendent of Stationery, who will, with each requisition, forward the proper supply of paper.

This rule, however, will not interfere with rule XVI.

XVI.—In the North-Western Provinces, the Panjab, Oude, and British Burmah, the heads of offices are allowed the option of drawing their supplies of printed forms from local Presses, if they can be had cheaper than from Calcutta.

XVII.—The Superintendent of Stationery will have the sole custody of all printed forms, regulating from time to time the quantities of the several kinds of forms to be kept in store.

Instructions to Officers receiving supplies.

XVIII.—The Superintendent of Stationery will advise the indenting officer when and how his supply of stationery is despatched, noting particularly the address (which will be copied from the label on the indent) to which it is consigned. Should there be any error in the address so notified, or should the despatch not reach its destination in due course, the indenting officer must take such steps as may be necessary for the correction of the error in the address, and for securing the receipt of the supply despatched, communicating at the same time with Superintendent of Stationery, if he considers it necessary.

XIX.—On arrival of the supply, the indenting officer should have the packages placed in a dry and properly protected place, prior to their being opened and counted out as soon as can conveniently be done.

XX.—The packages must be carefully opened, and their contents counted out in the presence of the head of the indenting officer, who is required to watch the process, certifying the same at the foot of the receipt. The receipt must then be signed and immediately transmitted to the Superintendent with a detail of such articles as ought to be in the case according to the list received from the Superintendent, but which are not found in it. The transmission of the receipt must not be delayed pending the reference to the Stationery office regarding such short receipts, which will form the subject of a separate correspondence.

XXI.—Officers who have Covenanted Assistants may employ those Assistants to supervise the unpacking and counting of the supply, and in the Government Secretariats, Boards, and High Courts, this duty may be performed by the Registrars or Head Assistants. In all other Offices, in case of the absence on duty of the head of the office, or other sufficient cause the packages may be opened by the Head clerk or principal Uncovenanted Assistant. In all these cases the certificate must be signed by the person who opens the packages, and countersigned by the head of the office.

Complaints.

XXII.—Complaints as to quality of supplies received should be accompanied by one average sample of the article complained of, duly attested by complaining officer, as being part of the supply furnished by the Stationery office on such a date, and the marks on the articles or covering of the packages should be carefully ascertained and reported. To prevent fraudulent substitution of other than the Government supplies these complaints can only be admitted when preferred within seven days of the opening of the cases. Complaints of good articles being damaged in transit, should be accompanied by the officer's opinion, and the grounds of it as to whether the damage was caused by bad soldering, careless packing, or from maltreatment of the package in the Post office, steamer, or other mode of conveyance.

XXIII.—On receiving an indent from an office at the Presidency, the Superintendent will fix a day for the delivery of the stationery,—Tuesdays and Fridays being expressly set aside for the delivery of stationery to Presidency offices. At the time fixed, an Assistant from the Indenting office will attend at the Stationery office to take charge of the supplies. Objections must be made before the supplies leave the Office, and bottles, baskets, &c., belonging to the Stationery office must be returned.

Adjustment of short receipts.

XXIV.—The liabilities for short receipts will be adjusted as follows:—

The Superintendent of Stationery will submit to the Board annually a statement of short receipts classed under three heads, A, B, and C.

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The value of trifling deficiencies contingent upon excusable accident will be included in A and passed by the Board to be written off to profit and loss in the accounts of the Superintendent.

The liability for short receipts where supplies are certified to have been opened and duly examined in the presence of the head of the office will come under head B, and will rest with the Superintendent of Stationery and his employés.

For the value of short receipts where the provisions of these rules shall not have been strictly observed, which will be shown under head C, the receiving officer will be held responsible.

XXV.—The above statement, with the Board's orders on them, will then be sent to the Accountant's office for adjustment.

In cases where the Stationery office is held responsible, the amount will stand at the personal debit of the Superintendent, until received by him from the party responsible to him.

When the indenting officer is held liable, as under head C, an extract from the statement will be sent to the Military Auditor-General's or Accountant's offices, as the case may be, with a view to the necessary steps being taken for the recovery of the amount under the general rules in force in those offices for the recovery of other dues to Government.

XXVI.—Whenever the receiving officer may have reason to consider that the packing or transport of the cases has been improperly or carelessly performed, he is required to intimate the same, whether actual injury has resulted or not, to the Superintendent of Stationery, mentioning the reasons for his opinion with suggestions for future prevention. The Superintendent will take steps to obviate a recurrence of the neglect pointed out.

Prevention of abuses.

XXVII.—Care must be taken by the head of every office to prevent the use of the Government stationery in any other than the Public service. The stores of stationery should be placed in charge (under lock and key) of a responsible writer or assistant in the office. A book (which is to be sent, when required for inspection, to the Superintendent) is to be kept by him of all issues of stationery in the form prescribed and supplied by the Stationery office; and such issues are to be acknowledged in it by the signature (in initials) of the officer or assistant who takes the articles. Any abuse apparent to the assistant in charge of the stationery is to be brought to the immediate notice of the head of the office.

XXVIII.—Packing cases received from the Stationery office are to be sold, and the proceeds credited to the Superintendent of Stationery in the cash accounts of the office, the amount so credited being communicated to the Superintendent.

XXIX.—It will be the duty of the Superintendent of Stationery to bring to the notice of the Board of Revenue, for the orders of Government, any serious instance of neglect or breach of these rules.

(Signed) L. R. TOTTENHAM.

II.

PRINTED FORMS.

RULES FOR THE PRINTING, STORAGE AND ISSUE OF

The following rules for the printing, storage and issue of printed forms in the South Canara Collector's office will be brought into operation from the 1st November 1885.

1. For the purposes of these rules the forms in use in the different departments and offices under the Collector and District Magistrate will be divided into the following five classes:—

I.—All English forms in use in the Collector's and Divisional offices.
II.—All Vernacular do. do. do.
III.—All forms required for use in the taluks.
IV.—Forms of the Sea Customs Department.
V.—Local Fund forms.

2. The above forms will be kept under the charge and in the custody of the following officials:—

Class I.—English Record-keeper.
" II.—Vernacular Record-keeper.
" III.—Huzur Cash-keeper.
" IV.—Sea Customs Superintendent of Mangalore.
" V.—Local Fund Manager.

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3. *Registers.*—Each of the above-named officials will open and maintain a register * in Form A (printed copies of which bound up into books will be supplied by the English Record-keeper), in which all printed forms delivered over to his custody from time to time will be entered as received (one or two pages being assigned to each form), and the issues of the forms will also be similarly noted. Each time an indent is complied with, or a fresh supply of forms is struck off or received from higher authorities, an entry of the issue or receipt of the forms into stock should immediately be made in the register and a balance struck then and there, so that the quantity in stock of any particular form on any given date may be ascertained at a glance by reference to the register.

* The pages of this register shall be numbered, and an index (alphabetically arranged, if possible, as shown in the specimen), put up at the commencement to facilitate reference to the contents.

4. *Stock.*—Each of the officers entrusted with the custody and supply of forms will moreover be held strictly responsible for having the stock of any form or forms under his charge replenished from time to time as it is exhausted. It will be the duty of this official, therefore, to see that a sufficient stock of all forms in his charge is always maintained, so that no inconvenience may result from its exhaustion or the absence of any particular form. To enable him to do this, the head of each department in the Collector's office should furnish him at once with a list showing the average number of each form required for a year's use. This number will be entered at the top of each page of the Stock-book which will be periodically examined, and any form the stock of which is low or has run short, caused to be reprinted after ascertaining from the head of the department or the particular officer responsible for the work connected therewith, that the form has not been superseded or modified, and that it is necessary to keep up a supply of it in order to meet indents.

5. *Printing of Forms.*—In future no form of any kind shall be printed unless the same shall have been prescribed by higher authority, or in the case of locally prescribed forms, unless the same is approved by the Collector or District Magistrate, as the case may be. When a form has been once so approved and printed, no alterations of any kind shall afterwards be made in it except with the permission of the Collector. Lest, however, any alterations or modifications already ordered or which it may be found desirable to make in a form before its stock is renewed, should escape attention, the official in charge of the form shall invariably submit a copy of the original form for the inspection of the head of the department or official who is ordinarily responsible for the work connected therewith, and the form shall not be given to the press unless initialled by such head of the department or official concerned in token of its correctness having been verified by him.

6. To avoid throwing unnecessary work on the press by printing forms of the same kind several times in a year, and to enable the Huzur office always to maintain a sufficient stock of all such forms, the Divisional officers and Tahsildars and Deputy Tahsildars will submit annually in September an indent for all forms required for use during the ensuing calendar year, and the printing of such forms will be regulated by the respective officers mentioned in paragraph 2 after examining the above indents and with reference to the probable requirements of all officers in the district.

7. Every form printed in the District Press shall bear (in small type) in a corner of it a "Press number" and the year in which it was printed, a separate series of numbers being given to each class of forms. Thus, a form appertaining to Class I will be numbered "Cl. I—Press No. 1—85," or for the sake of greater brevity "I.—P. No. 1—85," and in entering this form in the register, or in indenting for a supply of it, this number will be invariably quoted. To facilitate work, a printed form of indent for each class of forms will be supplied by the official in charge.

8. Except in very exceptional cases, no forms shall be given to the press to be printed unless at least 50 copies of it are required for use, and to prevent unnecessary waste a limited number of forms sufficient for about a year's use only should be printed where the forms are likely to be altered or revised; in other cases a larger stock may be secured.

9. *Custody and Storage of Forms.*—The forms in charge of each official will, if possible, be kept in a separate room, or in shelves properly arranged, each description of forms being kept apart by itself or in a separate bundle, which should be labelled with the name and number assigned to the form in the register, so that the bundle in question may be easily identifiable. Care should be taken to prevent damage to the forms while in store.

10. *Indents for Forms.*—Forms will be supplied by the respective officers entrusted with their custody upon indents, which shall be drawn up in Form B, a separate indent being submitted for each class of forms as described in paragraph 1 *supra*. These indents will be addressed to the Treasury Deputy Collector by whom they will be passed on for compliance to the officer responsible for the supply of the forms. When complied with, the indents shall be signed by the Treasury Deputy Collector and returned to the indenting officer either along with the forms or under a separate cover for the purpose of being retransmitted by him with the acknowledgment at foot duly signed in token of the receipt of the forms.

11. To reduce the work of supplying forms to Divisional officers and taluks as much as possible, indents for forms required for use should be submitted at fixed and stated periods. Accordingly, indents for all forms except those connected with the Jamabandi and village accounts should be submitted once a year and should reach the Huzur office on, or before the 15th September. For the Jamabandi and village account forms triennial indents will suffice, but the quantity of forms required for use for a period of three years should be carefully estimated and entered in the indents.

12. Forms required by the Heads of Departments in the Collector's office will also be obtained on indents not oftener than once a month.

13. *Supply of Forms.*—It will be the duty of each officer responsible for supply of forms to comply with the indents received promptly by despatching the supply indented for with as little delay as practicable. Light packets, if urgently required, may be sent by Packet Post, but when taluk and other peons escorting remittances, &c., to the Huzur are available, the forms should be sent by them. In the case of heavy packets special arrangements should be made for the prompt despatch of the packets to their destination by coolies. As the supply of an unnecessarily large number of forms at once is apt to cause a waste from their neglect in the taluk or subordinate offices, care should be taken to send no more than a year's supply on each occasion with the exceptions referred to in paragraph 11.

14. *Sea Customs Forms.*—Forms relating to the Sea Customs Department will, as hitherto, be deposited in the Sea Customs office at Mangalore, and all indents addressed to, and complied with, under the orders of the Mangalore Port and Customs officer.

15. *Correspondence.*—All correspondence connected with printed forms will be attended to by the official entrusted with their charge under the orders of the Treasury Deputy Collector.

6th October 1885.

Number required for a year

A.

REGISTER of Printed Forms issued from the Office of the Collector and Magistrate of South Canara.

Description of Form, its Class and Press Number.	Date.	From whom received or to whom issued.	Receipts.	Issues.	Balance.	Remarks.
			NO.	NO.	NO.	

B.

INDENT for Printed Forms (Class) required for the use of for the year or month

Press No.	Description of form.	Number used during the past 12 months.	Number on hand on date of this Indent.	Number required.	Number supplied.	Remarks (as to date of supply and how despatched, &c.).

Dated 18 .

Signature of Indenting Officer.

Date 18 . Passed for supply.

Exd.

Deputy Collector.

ACKNOWLEDGMENT.

The above forms have been duly received.

Date 18 .

Signature of Indenting Officer.

Exd.

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From J. E. O'CONOR, Esq., Assistant Secretary to the Government of India, Finance and Commerce Department, to the Chief Secretary to the Government of Madras, dated Simla, the 9th September 1890, No. 4312.

I am directed to forward copy of a despatch from the Secretary of State, No. 20, Financial (Stores), dated the 14th August 1890, commenting on the large demands for goose quills in the stationery indents for the three Presidencies, and suggesting the general substitution of steel pens.

2. I am to request that the Government of India may be furnished with a report stating—

(1) Whether the use of quills might not be abandoned altogether, at least for clerks, if not also for officers.

(2) If officers are still to be allowed to use quills, whether the proportion of quills might not be materially reduced by substituting for the present scale one under which quills shall be issued in the ratio of not more than 1 to 2 or 3 steel pens.

(3) Whether the quills to be issued need be of the larger and more expensive kind except for high officials.

ENCLOSURES.

Despatch from the Right Honorable Lord CROSS, Her Majesty's Secretary of State for India, to His Excellency the Most Honorable the Governor-General of India in Council, dated India Office, London, 14th August 1890, No. 20, Financial (Stores).

I desire to invite the attention of your Government to the extent of recent demands, in the stationery indents of the three Presidencies, for goose quills. In 1887, 1,805,800 quills were purchased for £2,124-2-11; in 1888, the demands amounted to 1,988,788, costing £2,562-4-1; in 1889, 2,575,348 were supplied at a cost of £3,426-18-7; and in 1890, up to the present time, 768,350 quills have been demanded for Bengal and Bombay (of which 550,000 have not yet been purchased), and the Madras demand has not yet arrived. A statement of these demands, and the prices, is annexed.

2. The quills supplied to the Bengal and Madras Stationery Departments weigh 3 lb. 11 oz. per thousand, and are consequently more expensive than those weighing only 3 lb. 8½ oz., which are found sufficient, and are apparently approved, by Bombay. It will be seen from the statement that the latest respective prices, for these weights, are 28*s.* 6*d.* and 18*s.* 6*d.* per thousand quills.

3. I would suggest to your Excellency that there is no sufficient reason why the expenditure of your Government on this class of stores should not be largely reduced. The use of quills in the Government offices in this country, and the consequent cost of stationery, has been greatly diminished by the general substitution of steel pens; and I shall be glad if your Excellency will take measures to effect a similar economy in India.

4. Assuming, however, that a certain number of quill-pens must continue to be supplied, it is clearly unnecessary that the most expensive quills should be provided for every office, as appears to be the case in the Madras Presidency, while a cheaper quality is exclusively used in Bombay. A small proportion of the superior quills, weighing 3 lb. 11 oz. per thousand, might be supplied for use in special cases; but the general supply should be of the less expensive qualities, weighing 3 lb. 6 oz. or 3 lb. 8½ oz per thousand.

5. Pending your action, as above suggested, the demand for 550,000 goose quills for the Bengal Stationery Department, in indent No. 1 of 1889, will be suspended.

CONTRACTS for Goose Quills, 1887 to 1890.

Number and date of contract.	Weight per 1,000.	Quantity required.	Presidency.	Price per 1,000, and value.	
	LB. OZ.	NO.		*s.* *d.*	£ *s.* *d.*
13—115, 16th March 1887	3 4½	289,800	Bombay ..	16 3	235 9 3
15—194, 23rd May ,, ...	3 11	1,200,000	Bengal ..	24 11	1,495 0 0
19—218, 27th Sept. ,, ...	3 11	316,000	Madras ..	24 11	393 13 8
26—236, 25th Apr. 1888	3 4½	272,788	Bombay ..	12 9	173 18 1
28—106, 11th June ,, ...	3 13	800,000	Bengal ..	28 6 less 5 per cent.	1,083 0 0
32— 19, 3rd Oct. ,, ...	3 11	916,000	Madras ..	28 6	1,305 6 0
37—242, 18th Mar. 1889	3 8½	264,222	Bombay ..	16 3	214 13 7
38—119, 18th Apr. ,, ...	3 11	695,126	Bengal ..	26 2	909 9 0
44— 5, 1st Oct. ,, ...	3 11	*1,616,000*	Madras ..	28 6	2,302 16 0
49—214, 18th Mar. *1890*	3 8½	218,350	Bombay ..	18 6	201 19 6

ORDER—dated 4th December 1890, No. 908, Financial.

The first of the papers read above is the report of the Superintendent of Stationery on the inspection by his Storekeeper of the different offices in the Presidency in connection with the inquiry into the consumption of stationery ordered in paragraph 3 of G.O., dated 3rd August 1888, No. 591 Financial.

2. The Superintendent explains that it has not been possible for the officer deputed for this purpose to visit, as was at first intended, all the offices in the Presidency, and that the inspection has been confined to all the Southern and Western and certain of the Northern districts and to some of the Presidency offices typical of their respective departments. The scope of the inquiry has been confined to the following particulars:—(*a*) whether cheaper articles can be substituted for any expensive ones at present in use; (*b*) whether any curtailment of quantities now used can be effected; and (*c*) the extent to which the number of description of stores can be curtailed in view to the more universal use of the same kind of article. The Government is of opinion that the inquiry, although not embracing the entire Presidency, has proved that great savings can be effected in the consumption of stationery, and now proceeds to pass orders on the very careful and exhaustive report of the Superintendent of Stationery, taking the different subjects as far as possible in the order with which they have been dealt with by that officer.

3. *Paper.*—This, the chief article of stationery among general stores, is used for (1) books and registers, (2) printed forms, (3) correspondence, and (4) covers. The first two subjects are dealt with in paragraphs 4 to 32 of the report, and a perusal of the remarks there made has convinced the Government that a great lack of uniformity exists in the size and quality of paper used for the same descriptions of registers and of forms used in different offices. To prevent wastage and secure uniformity under these heads the Superintendent of Stationery suggests in paragraph 33 *et seq.* that the English registers and forms required for certain offices should be supplied from a central office in Madras, and that a committee consisting of himself, the Superintendent of the Government Press, and the head of the department concerned, or such officer as Government may depute for each department, should settle the forms required, and have them printed and stored at some convenient place near the Stationery Office in view to the institution of a system of supply from a central office on indents from heads of departments from the beginning of 1893. This system is in vogue in Bengal, and the Superintendent proposes its adoption in this Presidency. In paragraph 80 (8) of his report he estimates the savings that would accrue in the offices inspected by the adoption of his suggestions in regard to forms and registers alone at Rs. 22,000 per annum.

4. The Government approves of the above proposal generally, but is of opinion that the storage and issue as well as the printing of forms might be undertaken by the Superintendent of the Government Press. An arrangement such as this would save a great deal of time as well as expense in the carriage of forms and obviate correspondence between the Stationery Office and the Government Press. The scheme proposed by the Superintendent of Stationery would moreover entail a double system of accounts, as it would be necessary for the Superintendent of the Government Press to maintain a check on the numerous forms printed and issued by him to the Superintendent of Stationery and for the latter officer to keep a second set of books showing receipts and issues; this double work would be saved by the plan now indicated. Extra accommodation would be required in either case, but in regard to establishment the Government is of opinion that the increase of expenditure involved would be much less under the scheme as amended. Indents from Heads of Departments should be submitted through the Superintendent of Stationery, as being the best judge of the requirements of the different offices in the matter, and all supplies would have to be sanctioned by that officer. The Superintendent of Stationery will be requested to consult the Superintendent of the Government Press on the point, and to report at an early date which plan is likely to work the best and most economically.

5. Meanwhile, as a preliminary step, and in view to the introduction of the general scheme of supply from a central office and to facilitate the work of the

committees mentioned above, the Honorable the Judges of the High Court will be requested to depute one of their officers to examine, in consultation with such District Judges as it may be thought advisable to consult, the question of the registers and forms required in District Courts. The Board of Revenue will similarly, in consultation with selected officers of judgment and experience, deal with the subject in regard to Collectorate offices, the Forest Department, the Salt and Abkári Department, and the Settlement Department. The Public Works Department, the Inspector-General of Police, the Inspector-General of Jails and the Superintendent of Survey will be requested to consider the subject in regard to their respective departments. The main object to be aimed at is, as pointed out by the Superintendent of Stationery, uniformity in the size and quality of paper used for the same descriptions of registers and of printed forms in the various subordinate offices, economy in the description of stationery used for these, and the abolition of unnecessary forms and registers. After having considered these points the officers deputed by the High Court and the Board of Revenue, and such officers as may be deputed by the heads of departments noted above, will place themselves in communication with the Superintendent of Stationery. His Excellency the Governor in Council trusts that the matter will receive immediate attention and that the heads of departments concerned will give the Superintendent of Stationery every assistance. The scheme just noticed is not intended, however, to interfere with such reforms as can be introduced immediately, and the economies in regard to registers and printed forms which will shortly be noticed should, as far as possible, be carried out without delay. The observations of the Superintendent of Stationery in paragraphs 4 to 32 of his report and the orders passed on them should form a guide in the inquiry which is now instituted.

6. Turning to the suggestions of the Superintendent of Stationery in the earlier paragraphs of his report, the following points appear to call for orders.

7. *Registers*—(*a*) *Collectors' Offices.*—The use of Writing Royal and Medium papers for this purpose should be discontinued in all Collectors' offices and in offices subordinate to them and the practice obtaining in the districts of Nellore, Salem and Coimbatore, where Printing Double Foolscap, thin, is used for the majority of registers, should be followed in all other Collectorate offices.

(*b*) *District Courts.*—The suggestions made by the Superintendent, that Badami or country papers should be used for attendance, stationery stores, and copyists' registers; Foolscap, cream-wove and cream-laid, or Printing papers, for receipt and despatch registers; Foolscap, cream-wove 14 lb., for petition, execution, and similar registers; and that the use of Royal and Medium papers and books made of them should be discontinued, are approved. The question of superfluous registers in the District Court of South Canara requires early attention.

(*c*) *Police and Jail Departments.*—The Government is pleased to note the economy practised by the Inspector-General of Police in the description of paper used for registers supplied by him to District offices. The substitution of Printing paper, thick, for the paper at present in use for registers of under-trial prisoners and of releases, and the general abstract of convicts; of Demy paper for that at present employed for D. Ledger and F. Ledger in the Jail Department; and of the cheaper descriptions of paper, such as Printing and Badami, in place of Royal, Medium and Demy, for receipt, despatch, minute and similar registers in the Police and Jail offices, are approved.

(*d*) *Public Works.*—The use of expensive descriptions of paper for receipt, issue, stationery stores and similar registers in the offices of Superintending and Executive Engineers does not appear to be called for, and Printing and Badami papers will in future be utilized for these purposes.

(*e*) *Survey.*—The Government observes that the Superintendent, Madras Survey, has taken steps to discontinue the practice of issuing valuable descriptions of Drawing paper for registers. The substitution of Demy paper for Royal and Medium papers in the case of contingent bill and other registers, alluded to in paragraph 14 of the Superintendent's report, is approved.

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(*f*) *Commissariat Offices.*—The use of books made of cheaper kinds of paper than Royal, Medium, and Demy should be carried out in these offices. The attention of the Military Department will be drawn to the remarks of the Superintendent regarding the maintenance of superfluous registers.

(*g*) *Registration.*—The Inspector-General of Registration will be requested to report at an early date on the remarks regarding the use of hand-made papers in his department in paragraph 16 of the Superintendent's report.

8. The Government agrees with the opinion expressed by the Superintendent in paragraph 15 of his report that the system of maintaining office copies of letters in bound books is productive of loss of both labor and time. The practice should be entirely discontinued wherever it prevails, the filing of original drafts being the essence of a complete record system. In this connection the attention of all Heads of Departments will be drawn to the footnote on page 89 of Vol. I of the "Manual of Administration" entitled "Sketch Account of the Disposal number system of records and reference." The Government is of opinion that if the "Disposal number system" which is there described were introduced in all offices much saving of labor, time, and stationery would be effected.

9. *Printed Forms, &c.*—The second head under which a large consumption of paper takes place is for printed forms, periodicals, pamphlets, &c., and this subject is dealt with in paragraphs 20 to 32 of the report under review. The majority of the defects noticed in those paragraphs will be rectified by the scheme alluded to in paragraphs 3 to 5 *supra*; the following general points should however receive early attention.

10. The use of Foolscap, hand-made, and cream-wove papers for disposal docket forms in the Revenue Board and other offices should be discontinued. Bally Brown Cartridge 40 lb. has been used in the Chief and Revenue Secretariats for some time and besides answering the purpose fully has the additional advantage of not showing dust and finger-marks. The Government is also of opinion that the description of paper used for forms in the offices of the Adjutant-General and Quartermaster-General and in the Central Survey office admit of change, and the attention of the Military Department and the Superintendent of Survey will be drawn to the remarks in paragraph 25 of the present report.

11. As suggested by the Superintendent in paragraphs 26 and 27 of his report thin paper will in future be used for District Gazettes, Printing Double Foolscap, 28 lb., for printing Sessions judgments, and Printing Double Foolscap, 21 lb. and 16 lb., for Police Weekly Circulars.

12. The wastage in the matter of books and forms alluded to in paragraphs 30 and 31 of the report is unsatisfactory, and the Government takes this opportunity of impressing on all heads of departments the necessity for careful supervision in this particular. While in some offices it is impracticable to continue certain registers beyond the end of each year, the number of pages required for a particular register is a mere matter of calculation on the experience of previous years and should never result in the wastage now brought to light.

13. The lavish expenditure of stationery as regards blank returns is a subject to which the attention of heads of departments has already been drawn by Government; there can be no necessity for using a whole page of a register for what may be written in a few lines—a practice alluded to in para. 31 of the Superintendent's letter.

14. The stock of any particular printed form should never exceed more than what is ordinarily required for a year's consumption, and old and obsolete forms should be utilized, wherever possible, for covers and packing purposes.

15. The large number of spare copies of District Gazettes printed in Tanjore and Nellore is unnecessary and must be discontinued.

16. *Correspondence.*—In paragraphs 38 to 40 of his report the Superintendent of Stationery deals with the question of the paper in use for office drafts and fair copies

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of correspondence. The use of hand-made and cream-wove papers for the first purpose is undoubtedly unnecessary and must be discontinued, a cheaper kind of paper for the drafts themselves being substituted and the brown cartridge "disposal docket" being added as a covering in more important cases. This docket is in use in the Chief and Revenue Secretariats and, as pointed out in paragraph 10 *supra*, combines several advantages. It is not understood, moreover, how Foolscap, cream-wove, 14 lb., which has been found unsuitable in the Public Works Department, is advocated by the Deputy Adjutant-General and Deputy Quartermaster-General. It is believed that this paper after some time is apt to crack along the folding and, if so, its adoption for record purposes as an outside sheet is not advisable. In general, the suggestion of the Superintendent of Stationery that Double Foolscap Printing White, 16 lb., and cream-laid, 10 lb, should be supplied and used for office drafts is approved, the Secretariats and important Head-quarter offices being supplied with Double Double Pott, thin, in place of either or both of the above descriptions of paper.

17. As regards the quality of paper used for fair copies, the Government approves of the proposals of the Superintendent of Stationery in the concluding portion of paragraph 40 of his report, viz., that for this purpose cream-wove, 14 lb., Printing Double Foolscap, 28 lb., and cream-laid, 10 lb., may be supplied in the proportions of $\frac{1}{4}$, $\frac{3}{8}$ and $\frac{3}{8}$; hand-made paper and special paper for important drafts being supplied only on special requisitions with explanations for their need. The attention of all heads of departments will be drawn to the exemplary economy of the Collector of Nellore noticed in the next paragraph of the Superintendent's report. There seems no reason why the practice adopted by that officer should not be followed in all other Collectorates, and the attention of the Board of Revenue will be directed to the matter.

18. *Demi-official correspondence.*—The Superintendent of Stationery reports that the description of note paper sanctioned for demi-official correspondence in G.O., dated 8th November 1889, No. 783, Financial, has been indented for, and that the saving accruing from its substitution for the paper at present in use will be about Rs. 1,500 per annum.

19. In paragraph 43 the various and expensive descriptions of paper used for writing judgments in District Courts is dwelt on. The paper suggested by the Superintendent, viz., Foolscap creame-wove, 14 lb, is suitable and should be invariably used. The writing of judgments on only one side of the paper is wasteful and must be discontinued.

20. *Covers and Packing.*—The expenditure of expensive writing papers under this head, noticed in paragraphs 44, 45 and 49 of the Superintendent's report, is unsatisfactory and should receive immediate attention. The stationery used for these purposes will in future be entirely confined to Bally brown cartridge, 40 and 46 lb., and country paper for covers and packing, and cream-wove, 14 lb., for demi-official envelopes. Europe cartridge will be supplied, on special requisitions, only to Secretariat and Military Head-quarter offices, and to the Board of Revenue. For confidential covers in other offices the thicker description of brown cartridge should suffice. The supply of Bally brown cartridge in Demy and Foolscap sizes is approved. The cloth lining for covers used in the Survey office is doubtless necessary in some cases and the practice will not be interfered with. The Superintendent of Survey will, however, be requested to restrict its use as far as possible. The use of double sheets for covers in other offices and the practice in the District Courts of Tinnevelly and Nellore of enclosing papers for perusal in covers must be discontinued. The attention of all heads of departments will be drawn to the remarks in paragraph 48 of the Superintendent of Stationery's report; the practice of utilizing old and obsolete forms for making covers for ordinary use should, as directed in paragraph 14 *supra*, be carried out wherever practicable.

21. *Quills and Steel Pens.*—The question of the large demand for goose quills in the stationery indents from this and other Presidencies has attracted the attention of the Right Honorable the Secretary of State for India, and in the second of the papers read above, which came to hand after the receipt of the Superintendent of Stationery's report,

this Government has been requested by the Government of India to report on the subject. It is there suggested that the use of quills might be abandoned altogether, at least for clerks, that the ratio of issue of quills to steel pens might be reduced to 1 to 2 or 3, and that the large and more expensive kinds of quills should only be issued to high officials. Turning to the Superintendent's report, it will be seen from paragraph 50 that the recent inquiry has elicited the facts that in all offices, other than those of the Revenue and Judicial Departments, quills and steel pens are issued according to the prescribed allotment of 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant, &c.; that in Revenue Department offices, *i.e.*, Collectors', Sub-Collectors', and Taluk cutcherries, no steel pens are issued to vernacular clerks and accountants, quills alone being supplied to these officers at the rate of 6 and 5 per mensem, respectively; and that in the Judicial Department quills are more extravagantly used than in the Revenue Department, so many as 10 per mensem being issued to each clerk in some districts, and in one district, Bellary, no fixed allotment being observed. The number of quills allowed to higher officials, such as Treasury Deputy Collectors, Huzur Sheristadars and head clerks, is 12 and this the Superintendent considers too high. The Superintendent further on attributes the disuse or the limited use of steel pens partly to the inferior quality of some of the pens hitherto furnished and partly to the fixed proportion in which they are supplied by his office. He proposes, therefore, that samples of pens of certain descriptions be procured from different manufacturers in England and sent to heads of departments for opinion. The Government considers that this will only result in a collection of divergent opinions. The selection of suitable pens will be left in the hands of the Superintendent of Stationery, who may, if he wishes, arrange for an informal Committee of officers at head-quarters to assist him in arriving at a decision. The surmise of the Superintendent as to the cause of the limited use of steel pens is doubtless correct, and the Government is of opinion that, were a variety of steel pens kept in stock and made available, the use of quills would be greatly diminished. Meanwhile the lavish use of quills should be stopped, and in regard to this the suggestions in paragraphs 50 and 51 of the report appear to be proper. The issue of quills and steel pens to vernacular clerks and accountants will accordingly in future be regulated by the scale of supply to English clerks and accountants, *i.e.*, 2 quills and 4 steel pens to each clerk and 3 quills and 2 steel pens to each accountant. The supply of these articles to officials of higher grades will be limited to 4 quills and 6 steel pens, and that to clerks in Judicial offices will be regulated on the scale generally sanctioned, viz., 2 quills and 4 steel pens per mensem. Whilst these reductions will tend to decrease the expenditure of quills, the Government is of opinion that a more extended use of steel pens is possible. It is a fact that numbers of clerks do not use quills at all and that numbers who do use quills only do so on account of the inferior and, in some cases, unsuitable quality of the steel pens supplied. The first of these cases can only be met by close supervision on the parts of heads of departments in checking unnecessary supplies, and the second will in a great measure be met by the present proposals in regard to greater variety in the description of steel pens supplied. The attention of all heads of departments will be directed to this point and they will be requested to use their best endeavours to minimize the consumption of quills. The Superintendent of Stationery will also be requested to report, at an early date, whether greater economy than that now existing cannot be effected in the matter of consumption of this article. He will report the approximate saving under this head owing to his proposals being carried out, what further measures he would propose in regard to the three points noticed by the Government of India, and what reductions can be carried out in the indent now before the Right Honorable the Secretary of State for India. On receipt of information on the last point, the Secretary of State will be addressed by telegram.

22. *Blotting Paper.*—In view of the fact that the majority of officers consulted have declared in favor of the description of this article at present in use, its supply will be continued and as suggested a small supply of a superior quality will be obtained for the use of heads of departments alone. The scale of supply proposed by the Superintendent seems generally equitable and is approved. It is not understood, however, what muchis and attenders require with blotting paper, their work in most

offices being of such a nature as not to require the use of ink. The supply to these servants will accordingly be limited to those who absolutely require it.

23. *Sundry Articles.*—The proposal to supply parchment paper in lieu of parchment for corner pieces in stitching District Courts' judgments and for contractors' sample labels in the Commissariat Department is accepted. Parchment should be used only for the purposes indicated by the Superintendent of Stationery in paragraph 58 of his report. The supply of wafers may be discontinued.

24. As suggested by the Superintendent of Stationery, country red tape will be disused and English tape alone furnished to Head-quarter offices of departments and to the Secretariats.

25. The attention of the officers concerned will be drawn to the improper use of longcloth noticed in paragraph 59, and to the practice of making local purchases of stationery articles noticed in paragraph 62 of the Superintendent's report. The latter practice in particular is highly irregular, and the Inspector-General of Jails and the Adjutant-General are requested to discontinue the use of expensive writing inks in their offices. The country sealing-wax at present supplied is very bad, and the Superintendent will report the result of the experiment alluded to in paragraph 65 of his report. As regards the wax cloth and black ink powder at present in use, the Government is of opinion that they answer the purposes for which they are intended. The former article should not be used for making up heavy packets.

26. *Special Stores.*—Paragraphs 66 to 74 of the report deal with the question of special stores used in the Public Works and Survey Departments. The two lists submitted by the Superintendent, showing articles the supply of which may be continued and those which may be discontinued, have been drawn up in consultation with the Chief Engineer, Public Works Department, and the Superintendent of Survey, and are approved.

27. *Accounts and Control of Expenditure.*—The question of accounts and control of expenditure of printed forms and stationery stores is dealt with in paragraphs 75 to 78 of the Superintendent of Stationery's report, and the state of affairs which the present inquiry has revealed is, in the opinion of Government, one which calls for immediate and serious notice by all heads of departments. The attention of the officers concerned will be drawn to the grave irregularities brought to light in the portions of the report quoted above. The rules obtaining in the Collector's office, South Canara, regarding the printing, storage, and issue of forms (a copy of which has been submitted by the Superintendent of Stationery), will, with the necessary modifications, be adopted in all offices. As regards stationery stores, it is essential that a regular check should be exercised, and to effect this the accounts should be balanced and closed monthly, being checked and attested by the Head or Manager of each office. Where there are Divisional offices under the head of a department, some such check as is reported to be practised in the Police Department should be carried out once a quarter. In every case Heads of Departments will in future be held responsible for a regular and systematic check on printed forms and stationery stores being exercised in their offices and in all offices subordinate to them, and any repetition of the irregularities now brought to notice will be seriously viewed by Government.

28. All Heads of Departments should communicate with the Superintendent of Stationery in view to the disposal of superfluous articles in stock.

29. The Government sanctions the proposal of the Superintendent of Stationery that the stock-taking statement referred to in paragraph 3 of G.O., dated 3rd August 1888, No. 591, Financial, should be submitted to him once in three years, instead of yearly.

30. The set of rules alluded to in paragraph 81 of the Superintendent's report should be submitted as early as possible, and that officer will be requested to consider whether these, and such other regulations in regard to stationery as he may think suitable, could not be issued in pamphlet form.

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31. In conclusion, His Excellency the Governor in Council trusts that the questions dealt with above will receive the serious attention and co-operation of all officers, and that the heads of such offices as it has not been possible to include in the scope of the late inquiry will carefully peruse the remarks of the Superintendent of Stationery, and endeavour to further the object in view by immediately carrying out such reforms as lie in their power.

(True Extract.)

Chief Secretary.

To the Superintendent of Stationery.
„ the Superintendent of the Government Press.
„ the Revenue Department.
„ the Public Works Department.
„ the Local and Municipal Department.
„ the Military Department.
„ the Honorable the Judges of the High Court (with C.L.).
„ all Heads of Departments under the Chief Secretary.

29.8.88-2667 ✓
21.5.90-331 D ✓
17.9.90.2467 ✓
27.10.90.4352 ✓

Exd. A. Raitt.

20 ✓ C.

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P.W. Cde 11966

Govt. of {1890} Madras.

FINANCIAL.

2 0 SEP

Issued

Recd. 13/12/90 Encl.

G.O., 4th December 1890, No. 908.

DECEMBER.

Stationery.

Passing orders on the subject of economising the expenditure of — in public offices of the Madras Presidency.

No. 144 Wap 17 January 1891

PUBLIC WORKS DEPARTMENT.

Read the following

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Proceedings of Govt in the Financial Septe

G.O. No 908 d/ 4th December 1890.

(1)

(2)

Communicated to officers of the P.W. Department for information and necessary attention.

2 With reference to para 3 of the Government order, the officers marginally noted will forward to the Chief Engineer P.W. Department, samples of all printed forms used in their own and subordinate offices, which are not supplied by the Examiner M. accts. Sample sheets of receipt issue registers should be forwarded, as are

× Chief Engr for Irrign. 1 to 6
Consg. Engr. for Rys 15 do
Supdg. Engineers
Supdt. of works Periyar Project
Consg. Architect to Govt.
Examiner M. accts
Examiner Ry. accounts

receipt of these the Chief Engineer will consider in communication with the Supdt. of Stationery and the Supdt. Government Press what forms may be adopted for general use in the department, in view to their supply from a Central office.

3. With regard to the forms supplied by the Examiner, it is observed from para 23 of the report of the Supdt. of Stationery that these Officers are in communication with respect to possible economies under this head.

4. Immediate steps should be taken in all the offices to carry out the instructions in para 27 of the G.O.

Regarding Forms for 1892

Mr Adam for Mr Weir

16/1/91

Mr

To Mr Chief Engr for Exch
" Consy Engr for Rly
" Supdg Engineers
" Supdt of Workshops & Purchase
" Consy Architect & Port
" Examiner Accts
" Examiner Rly Accts

43

11966.

Govt. of 18 Madras.

PUBLIC WORKS.

Dated 1891

Rcvd. Encl.

43

G.O., 2nd Jany 1891 No. 1144.

Stationery

Orders on the Subject of economising the expenditure of — in Public Offices in the Madras Presidency Comd with remarks & Officers of the Rev Dept.

220/15

Dec 17/11 21/12