

- (1) பக்கங்களின் எண்ணிக்கை 4  
 (2) புதுக்கித் திருப்பிய நாள் 02 1990  
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 102

தமிழ்நாடு ஆவணக் காப்பகம்.

(153)

தமிழ்நாடு அரசு

P.W.D. துறை

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| அரசாணை எண்.<br>மு. கோப்புத் தாள் எண். | <u>2260</u>      | அச்சகம்<br>பலவகை |
| நாள் :                                | <u>21-8-1891</u> | 198 /            |

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

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2 sheets

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28TH JULY 1891, Nos. 653, 653A, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following papers:—

From W. P. AUSTIN, Esq., C.S., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 17th April 1891, No. 629.

[Regarding G.O., Financial Department, No. 908, dated 4th December 1890.]

*Paragraph 4.*—I have the honour to state that I have been in consultation with the Superintendent, Government Press, regarding the printing and supplying of forms and we are agreed in considering that no advantage will be gained by storing the forms in Madras and then issuing them on indents. A large number for Collectorates has always been printed in Madras and despatched immediately after printing to the Collectorates where there is accommodation for storing them. It is submitted that to check the annual indents for the size of forms, the description of paper to be used, the quantity required to be printed and whether the same form can be used in other districts as it is or in a modified form is the essential point. If this is done by the Stationery department in consultation with the officers concerned and the indents for forms are passed then in time to the Superintendent, Government Press, together with the necessary paper, this is all that is required at present.

2. Supplemental indents for forms should also be sent to the Superintendent of Stationery, giving reasons for the reprinting or for the issue of an amended form in supersession of existing forms and when approved will be passed on for printing as in the case of annual indents.

3. The Superintendent and I agree in considering that a beginning may be made at once by a certain number of districts (say six Tamil Collectorates) sending their indents for forms required in 1892-93 for scrutiny to this office by September this year so that they may be checked and passed on to him for printing about December; the districts will then receive their forms about the usual time they have hitherto been receiving them from the Press. The remaining districts can be taken up in the next two years. By this course the introduction of changes will be gradual, there will be no undue pressure on the Printing or the Stationery department and there will also be time to discuss with heads of offices the utility of every form, while the possibility of inconvenience to any office will be avoided. If these suggestions commend themselves to Government, I would beg its issuing necessary orders in the Revenue Department to District officers.

4. *Paragraph 16.*—Government states that D. D. Pott thin can be supplied to Head-quarter offices in the place of Printing Double Foolscap 16 lb., or Cream-laid Foolscap 10 lb., used by other offices for drafts. Double Double Pott being of an inconvenient size (25" x 30") for folding records according to the system now in force, was discontinued under G.O., dated 7th June 1886, No. 491, Financial. I presume Government means Printing Double Foolscap 28 lb.

5. *Paragraph 21.*—Regarding quills and steel nibs, I have reported in my letter No. 231, dated 2nd March 1891.

6. *Paragraph 30.*—I submit a set of rules together with an appendix for the guidance of officers regarding indent, supply, &c., of stationery articles.

7. There are altogether 62 rules.

8. Rule 1.—Appendix A, referred to in rule 1, is framed with reference to the Government of India Resolution communicated to this office in G.O., dated 4th June 1889, No. 346, Financial Department. Besides the list of articles, information as to the officers for whom the different articles are provided is also given in this.

9. Rule 2.—This rule is inserted to give the Superintendent authority to refuse to supply any article not in the list A, as also to give the Government an opportunity to control the vagaries of officials.

10. Rule 3.—By the course suggested in this rule, the Superintendent may be able to suggest a substitute for the article which an officer requires and which is not in the list A or advise Government as to the article required being purchased locally or obtained from England.

11. Rule 6.—The Superintendent having no means at his disposal to estimate the wants of officers who obtain supplies on payment, and whose number varies year after year, this rule is inserted.

12. Rule 8.—I do not think there is any necessity for the submission of estimates. If any officer anticipates any abnormal demand in any particular year, he need only give notice thereof to the Superintendent.

13. Rule 9.—I have adopted the indent form of the Calcutta Stationery office with some modifications.

14. Rule 14.—Obsolete forms, &c., utilized are generally not taken into account. If this be not done there will be no data for estimating the quantity of fresh paper required.

15. Rule 17.—The proviso in this will enable the Superintendent to dispose of unnecessary accumulations.

16. Rule 20.—The scale for the issue of quills and steel nibs and blotting paper is laid down as approved of in paragraphs 21 and 22 of the Government order under reference; in that for black-lead and blue and red pencils no alteration is made in the present practice; viz. :—

|                                            | Black-lead pencils. | Red pencils. | Blue pencils. |
|--------------------------------------------|---------------------|--------------|---------------|
|                                            | Annually.           |              |               |
| Heads of Departments and Accountants .. .. | NO. 4               | NO. 2        | NO. 2         |
| Clerks .. ..                               | 2                   | ..           | ..            |
| Draughtsmen and Mischies .. ..             | 6                   | ..           | ..            |

But in Calcutta, the scale of red and blue pencils is three to each gazetted officer. Accountants, clerks, &c., are not supplied with any. The practice may be followed, if approved of, in Madras also. For the second and subsequent supply of articles issued once for all, I have introduced the certificate adopted in the Calcutta Stationery department for obvious reasons.

17. Rule 28.—This is inserted to prevent the practice of entering one designation for another in order to claim a larger scale of allowance than an officer is entitled to.

18. Rule 29.—It is very essential that indents should be received in some order so that the Superintendent may be able to comply with them before the beginning of the official year for which they are indents. It would be impossible to get through the indents if they were all received at the last moment. The dates given for the submission of indents are the latest, and it would be well to insist on officers adhering strictly to these dates. In the case of officers at the Presidency, they should be directed to take charge of the articles on the dates they are required to do so. By awaiting the convenience of officers, the Stationery department is often put out to a very great extent. It has often been in this way called upon to supply more officers in one day than it possibly could.

19. All other rules explain themselves. Those from 53 to 62 are adopted from the rules observed in the Calcutta Stationery office. In appendix (H. I. J. K. L. M.) I have given the fixed scales at which stationery is supplied to (1) Station hospitals, (2) Cantonment hospitals of Native troops, followers, &c., (3) Station Veterinary hospitals, (4) Centres of Garrison institution, (5) Classes of non-commissioned officers for instruction in field sketching and men's reconnaissance, (6) Survey schools and for the Lithographic and other establishments of the Head-quarters of "Queen's Own" Sappers and Miners, under existing orders. This will facilitate ready reference.

20. These rules when approved of may be printed and issued in pamphlet form as suggested by Government, the appendix being corrected with reference to orders which may be passed on some of the suggestions made in this letter.

From W. P. AUSTIN, Esq., C.S., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 30th June 1891, No. 1019.

ABSTRACT.—Forwarding specimen forms of certain books referred to in the draft Stationery Rules.

ORDER—dated 28th July 1891, No. 653, Financial.

The Government approves of the proposals made by the Superintendent of Stationery in paragraphs 1 to 3 of his letter read above, and the necessary orders regarding the submission of indents for forms required in 1892-93 by six selected Tamil Collectors will issue in the Revenue Department.

2. The surmise in paragraph 4 of the above letter is correct, and paragraph 16 of G.O., No. 908, Financial, dated 4th December 1890, will be modified accordingly.

3. With reference to paragraph 16 of his letter, the Superintendent of Stationery will be informed that the Government sees no necessity for altering the present scale of issue of pencils.

4. The draft set of rules, which have been referred to certain officers for remarks, will shortly issue.

(True Extract.)

*W. P. Austin*  
for Chief Secretary.

To the Superintendent of Stationery.  
" the Superintendent of the Government Press.  
" the Departments of the Secretariat.  
" all Heads of Departments under the Chief Secretary.

ENDORSEMENT—dated 28th July 1891, No. 653A, Financial.

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

J. F. PRICE,  
Chief Secretary.

Exd. A. Raiff.

*Issued*

JULY.

Approving the proposal of the Superintendent of — regarding the printing and supplying of forms; the Revenue Department to issue the necessary orders regarding submission of indents for forms required in 1892-93 by six selected Tamil Collectorate, and seeing no necessity for altering the present scale of issue of pencils.

②

B. F. No. 1660 W 8 30-6-86  
A. 144 W 8 17-1-91

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Communicated  
to officers of the No. 1 Dept.  
in continuation of G.O.  
No. 144, W.D. 17 January  
1891.

sub  
10.8.91

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u C. E. Falkner

" Supply Service

Supt of Works R. Prov.

C. A. G. J. v. t.

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