25-5-28

# Public Works (1899) Department.

G.O., No. 2728 W

DATED 17 Oct. 1899.

[Despatch Abstract.]

Stationery Rules. Prov. Govt. Dept. passing orders on the proposals for certain alterations in the present — issued to the Officers of the P.W.D

[ P. W. 2 2,000—29-8-99. ]

Indexed. 18/10

25-5-28

# Public Works (1899) Department.

G.O., No. 2728 W

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Directory for
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Indexed. 18/10

## BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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## FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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S. W. C. No. 7695

# Government {1899} of Madras.

## FINANCIAL.

*Recd.* 31 October 1899. } 1899. *Enclosures*

*Regd.* 1955 } *Spare copies*

**G.O., No. 942, 29th August 1899.**

B/ No: 2728 W 317. 10.99
Communicated to the
officers of the Department.

**AUGUST.**

Secy
To S. Ees. 5 c/c
C. A. to Govt 1 c/c
Se. Ee for Irrigation 1 c/c
Conservancy for Rys
Asst. P. W. Secty 2 c/c
Asst. Ry Secty 2 c/c
Ds. of W. L. H. Ow. 5 c/c

**Stationery Rules.**

Passing orders on proposals for certain alteration in the present —.

GOVERNMENT OF MADRAS.

## FINANCIAL DEPARTMENT.

READ—the following papers :—

From the Superintendent, Gun Carriage Factory, dated 13th March 1899, No. O/6782.
Endorsement from the Public Department, dated 15th March 1899.
From the Chief Engineer and Joint Secretary to Government, Public Works Department, Irrigation Branch, dated 17th March 1899, No. 107.
From the Board of Revenue (Land Revenue), dated 14th March 1899, Mis. No. 905.
Endorsement from the Revenue Department „ 21st „ „ „ „ 1190.
From the Superintendent, Government Press, dated 24th March 1899, No. 1173.
Endorsement from the Public Department, dated 28th March 1899.
From the Director of Public Instruction, dated 23rd March 1899, No. 3535.
Endorsement from the Educational Department, dated 28th March 1899, No. 170.
From the Inam Commissioner, dated 24th March 1899, No. 473.
„ Board of Revenue (Land Revenue and Agriculture), dated 29th March 1899, Ref. No. 76.
„ Board of Revenue (Separate Revenue), dated 10th March 1899, Mis. No. 1018.
„ Superintendent of Stationery, dated 11th April 1899, No. 841.
„ Inspector-General of Ordnance, dated 15th April 1899, No. 672-E.
„ Deputy Adjutant-General, dated 20th April 1899, No. R.A.—6414.
„ Inspector-General of Prisons, dated 12th April 1899, No. 2233.
„ Superintendent, Gun Carriage Factory, dated 21st April 1899, No. A/436.
„ „ of Stationery, dated 18th April 1899, No. 924.
„ „ „ „ 26th April 1899 „ 1001.
„ Board of Revenue (Land Revenue), dated 14th April 1899, Ref. No. 119-Forests.
„ „ ( „ ), dated 25th April 1899, Ref. No. 24.
„ „ ( „ ) „ 25th „ No 123.
„ „ ( „ ) „ 27th „ „ 128.
„ Registrar, High Court, Madras, dated 3rd May 1899, No. 709.
„ Superintendent, Government Museum, dated 24th April 1899, No. 296.
Endorsement from the Educational Department, dated 5th May 1899, No. 233.
From the Inspector-General of Ordnance, dated 6th May 1899, No. 1929-E.
„ Board of Revenue (Revenue Settlement), dated 2nd May 1899, No. 2184.
Endorsement from the Revenue Department, dated 8th May 1899, No. 1708.
From the Superintendent of Stationery, dated 8th May 1899, No. 1101.
„ „ „ „ 10th „ „ „ 1125.
„ Inspector-General of Ordnance, dated 15th May 1899, No. 2335.
„ Board of Revenue (Land Revenue), dated 2nd May 1899, No. 133.
„ „ ( „ ) „ „ „ „ 135.
„ Superintendent of Stationery, dated 31st May 1899, No. 1301.
„ „ „ „ 3rd June „ „ 1326.
„ Controller of Military Accounts, dated 2nd June 1899, No. 1399.
„ Board of Revenue, (Revenue Settlement), dated 22nd May 1899, No. 2467.
„ „ (Land Revenue), dated 20th May 1899, No. 156.
„ „ ( „ ) „ 25th „ „ „ 160.
„ Superintendent, Gun Carriage Factory, dated 10th June 1899, No. 1341.
„ Chief Engineer for Irrigation, T. R. S. „ 7th „ „ „ 1078.
„ Superintendent of Stationery, dated 10th June 1899, No. 3226.
„ „ of Madras Survey, dated 6th June 1899, No. 74-G.
„ Board of Revenue (Separate Revenue), dated 16th June 1899, No. 2718.
„ „ (Revenue Settlement), dated 13th June 1899, No. 2884.
„ Director of Public Instruction, dated 15th June 1899, No. 6632.
„ Joint Secretary to Government, Public Works Department, Irrigation Branch, dated 13th July 1899.
Endorsement from the Revenue Department, dated 15th July 1899, No. 968.



From the Controller of Military Accounts, dated 15th July 1899, No. 2368.
„ Board of Revenue (Land Revenue), dated 10th July 1899, A. No. 222-Ref.
Endorsement from the Revenue Department, dated 18th July 1899, No. 2652.
From the Revenue Department, dated 25th July 1899, R. No. 1014.
„ Deputy Adjutant-General, dated 5th August 1899, No. 2643.
„ Inspector-General of Registration, dated 8th August 1899, G. No. 6022.
„ Board of Revenue (Land Revenue), dated 19th July 1899, A. No. 239-Ref.
Endorsement from the Revenue Department, dated 11th August 1899, R. No. 1069.
From the Board of Revenue (Revenue Settlement), dated 2nd August 1899, No. 3824-Mis.
Endorsement from the Revenue Department, dated 12th August 1899, Mis. No. 2910.
From the Revenue Department, dated 11th August 1899, Mis. No. 2913.
„ „ „ 12th „ Mis. No. 2955.
Endorsement from the Revenue Department, dated 19th August 1899, Mis. No. 3004.
From the Board of Revenue (Land Revenue), dated 24th July 1899, No. 247-Ref.
Endorsement from the Revenue Department, dated 19th August 1899, Mis. No. 3016.
From the Superintendent, Gun Carriage Factory, dated 23rd August 1899, No. 2668.
„ Board of Revenue (Land Revenue), dated 9th August 1899, No. 263-Ref.
Endorsement from the Revenue Department, dated 22nd August 1899, R. No. 1144.

ORDER—No. 942, Financial, dated 29th August 1899.

The papers read above relate to proposals regarding the alteration of the Stationery Rules. These proposals, with the exception of those contained in the papers mentioned in the next paragraph, are summarized in the appendix to these proceedings, column 7 of which contains the decision of Government in each case.

2. The communications noted below will be forwarded to the Superintendent of Stationery for remarks :—

Letter from the Director of Public Instruction, dated 22nd July 1899, No. 8228.
„ „ Director of Public Instruction, dated 8th August 1899, No. 8812.
„ „ Commissioner for Government Examinations, dated 10th August 1899, No. 111—1-D.
„ „ Director of Public Instruction, dated 10th August 1899, No. 8925.
„ „ Director General of Telegraphs, Calcutta, dated 17th August 1899, No. 5799.

3. The Superintendent will now arrange for the early issue of a revised edition of the Stationery Rules.

(True Extract.)

A Edgington
for *Chief Secretary.*

To the Superintendent of Stationery.
„ all Departments of the Secretariat.
„ the Accountant-General.
„ the Postmaster-General.
Public Works Dept.

Exd. P. Seetharam.

[Appendix.

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of proposal in column 3. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| Appendix A (page 16.) | I. Superintendent of Stationery. | (1) That the supply of "Brown Cartridge, Royal, 46 lb.," which is restricted to the Board of Revenue, may be extended to Secretaries and Joint Secretaries to Government, the Superintendent, Gun Carriage Factory, the Consulting Engineer for Railways and the Presidency Postmaster. | (1) At page 16 against "Brown Cartridge, Royal, 46 lb., 25″ × 20″," insert "Secretaries and Joint Secretaries to Government, the Superintendent, Gun Carriage Factory, the Consulting Engineer for Railways and the Presidency Postmaster." |
| Do. | Do. | (2) That the supply of "White Cartridge (Europe), Royal, 40 lb., 25″ × 20″," which is restricted to the Secretariat, may be extended to the Deputy Assistant Adjutant-General, Royal Artillery, Madras Command, and the Superintendent of Stamps. | (2) At the same page against "White Cartridge (Europe), Royal, 40 lb., 25″ × 20″," insert "Deputy Assistant Adjutant-General, Royal Artillery, Madras Command, and the Superintendent of Stamps." |
| Do. (page 18.) | Do. | (3) That the supply of "File Books" which is at present restricted to "Hospitals" may be made *general* on the score of economy. | (3) At page 18 against "Half-bound File Books" insert "General." |
| Do. | Do. | (4) That the supply of "*Covers*, Official Demy No. 1, Official Foolscap No. 2, 8½″ × 3¾″, and Official small 5½″ × 3¼″," which are restricted to "Schools and Hospitals," may be made *general*, as there would not only be a saving of labour in the several offices but economy in the long run. | (4) At page 18 against the items "Official Demy No. 1," "Official Foolscap No 2, 8½″ × 3¾″", and "Official small 5½″ × 3¼″," omit "Schools and Hospitals" and insert "General." |
| Do. (page 19). | Do. | (5) That "Blackwood's Red Ink" which is restricted to "Account offices" should be extended to the "Account branch" of every Collector's office and of other offices for passing bills and pay abstracts and for entering totals in account books, and to the office of the Superintendent of Family Payments and Pensions. | (5) At page 19, for the present entry against "Blackwood's Red Ink" substitute "the Account branch of every Collector's office and of other offices, and the office of the Superintendent of Family Payments and Pensions." |
| Do. (page 20). | Do. | (6) That the supply of "Endorsing Ink" which is restricted to the "Revenue Secretariat" may be extended to the Deputy Adjutant, Madras Command. | (6) At page 20 against "Ink, Endorsing" insert "The Deputy Adjutant, Madras Command." |
| Do. | Do. | (7) That "Printing Ink, Black" may be made an article of *general* supply as it is required by all officers in connection with the recording of finger tip impressions. | (7) At page 20 against "Printing Ink, Black" insert "General." |
| Do. (page 23). | Do. | (8) That "Pencil eraser" (or Vulcanized rubber) may be made an article of general supply on the score of economy. | (8) At page 23 against "Pencil eraser" insert "General," "Public Works Department and Survey and Garrison Instructor" being inserted against "Ink eraser" and "Ink and pencil eraser" only. |



| Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
|---|---|---|
| 5 | 6 | 7 |
| ..... | ..... | The proposal of the Superintendent of Stationery is approved. |
| ..... | ..... | Do. do. |
| ..... | ..... | Do. do. |
| ..... | ..... | Do. do. |
| ..... | ..... | Do. do. |
| ..... | ..... | Do. do. |
| ..... | ..... | Do. do. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (pages 17, 23, 24 and 25). | I. Superintendent of Stationery. | (9) That for the offices of the Deputy Adjutant-General, Madras Command, and the Deputy Assistant Adjutants-General, Rangoon, Belgaum, Bangalore, Secunderabad and Wellington, DRAWING PAPERS, and Materials such as Tracing Cloth, Drawing Pens, Drawing Pins, Ink and pencil erasers, may be supplied. | (9) At page 17, under "*Paper, Drawing*"; at page 24, against "Tracing Cloth"; at page 24, against "Pins, Drawing"; at page 25, against "Pens, Drawing"; and at page 23, against "Ink and pencil eraser," insert "Offices of the Deputy Adjutant-General, Madras Command, and the Deputy Assistant Adjutants-General, Rangoon, Belgaum, Bangalore, Secunderabad and Wellington." | .. ... | ..... | The proposal of the Superintendent of Stationery is approved. |
| Appendix A. | II. Board of Revenue (Separate Revenue). | (1) That the following articles may be included in the Stationery Rules as articles of supply to the Separate Revenue Department:—<br>Paper, Lithographic, Double Royal, 80 lb.<br>Tracing paper.<br>Section paper.<br>Levelling and Survey books.<br>Drawing and Mathematical Instruments.<br>Drawing Pencils.<br>Colour boxes.<br>Brushes.<br>Ink and pencil erasers.<br>Paper-fasteners, Brass.<br>Sponge, ordinary, 1 oz. pieces.<br>Long Cloth.<br>Tracing Cloth.<br>Measuring Tapes.<br>Foot-rules, ordinary, 2 feet.<br>Printing Ink, (black, blue and red).<br>Postal Scales with weights.<br>(2) That the Board's office (Separate Revenue) may be supplied in future with the following articles:—<br>Paper, Writing, Imperial, Machine-made.<br>Blackwood's Red ink (for account section).<br>Wax cloth, Superior and Lithographic Materials, such as Transfer Ink, Transfer paper, Lithographic Ink fine, Lithographic pens and holders, Lithographic Varnish, Pumice stone, Snake stone, Sponge, Zinc sheets, Wooden scrapers and leather. | (1 and 2). In appendix A to the Stationery Rules insert against each article mentioned under proposal (1) "Salt, Abkári and Customs Department" and against those in proposal (2) "Board of Revenue (Separate Revenue)." | Proposals (1) except as regards Postal Scales, and (2) except as regards Wax cloth, Superior may be approved.<br>As regards wax cloth, superior, referred to in proposal (2), I would submit that the Board is under a misapprehension in the matter. The cloth supplied to the Telegraph Department is white wax cloth obtained from Calcutta at a cost of 3½ annas per yard. The usual wax cloth manufactured by the Jail Department costs 6 annas a yard and is vastly superior for packing purposes to the Calcutta-made article which is light in texture and in waterproofing and stands but a small strain. The Jail Department has recently been addressed in view to an improvement in the manufacture of wax cloth being effected. | Same addenda as No. (1) except as regards Postal Scales and as No. (2) except for Wax cloth, Superior. | (1) *Vide* remarks under item No. I (7) as regards "Printing Ink, Black". The general supply of postal scales has already been sanctioned in G.O., No. 177, Financial, dated 23rd February 1898, and the necessary addition will be made to the Stationery rules in the next edition which will issue shortly. The supply of the other articles to the Board of Revenue (Separate Revenue) is sanctioned.<br>(2) *Vide* remarks under item No. I (5) as regards "Blackwood's red ink". The attention of the Board of Revenue will be drawn to the remarks of the Superintendent of Stationery as regards the supply of wax cloth. The supply of the other articles to the Board's office (Separate Revenue) is sanctioned. |
| | | (3) That Deputy and Assistant Commissioners be supplied with "Blue-black Ink." | No addendum is necessary for proposals (3) and (4) as the sanction asked for was accorded in G.O., No. 1016, Financial, dated 7th November 1898, and the corrections have been carried out as stated in this office letter to Government recorded in G.O., No. 1244, Finl., dated 17th Dec. 1898. | Proposals Nos. (3) and (4) have already been sanctioned in G.Os., No. 1016, Financial, dated 7th November 1898, and No. 177, Financial, dated 23rd February 1898, and the necessary corrections carried out—*vide* G.O., No. 1244, dated 17th December 1898. | ..... | (3) Already sanctioned. *Vide* G.O., No. 1016, Financial, dated 7th November 1898. |
| | | (4) That corrections in appendix A to the Stationery Rules in accordance with G.O., No. 177, Financial, dated 23rd February 1898, directing the supply of Gum to all mofussil offices, of Gum bottles with brushes to all officers drawing a salary in excess of Rs. 250 and of Postal scales generally may be ordered to be made. | | | | |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A. | II. Board of Revenue (Separate Revenue). | (5) That "Gum Arabic" be supplied to gazetted officers in the Board's office. | (5) At page 21 against "Gum Arabic," insert "Gazetted officers of the Board of Revenue (Separate Revenue)". | I would remark that "Gum Arabic" is used for a special purpose in the Gun Carriage Factory and the Survey Department. The cost of it is As. 12 a pound, as against 2½ annas, the price of ordinary office gum. It would be an invidious distinction to sanction "Gum Arabic" for the use of the gazetted officers of the Separate Revenue Branch of the Board only, and to make it an article of general supply to gazetted officers would involve a considerable increase of expenditure for which I see no justification. In every consignment of ordinary office gum that leaves the Stationery stores there will be found a quantity of pure, clear gum which the most fastidious gazetted officer should find good enough for ordinary use. The matter is entirely in the hands of the office Muchi. | ..... | The Government agrees with the Superintendent of Stationery. |
| | | (6) That the Commissioner, Secretary and Assistant Secretary as "Heads of Departments" be supplied with "Cachet Crampons" and the requisite seals. | (6) In the addendum to appendix A, enter "Cachet Crampon" and against it insert "Commissioner, Secretary and Assistant Secretary, Board of Revenue (Separate Revenue)." | The proposal may be approved. | Same addendum as in col. 4. | Sanctioned. |
| | | (7) That "Finger tip apparatus" may be supplied to important sub-factories remote from circle head-quarters and for use wherever necessary | (7) In the addendum to appendix A, insert at the end "Finger tip apparatus," and against it insert "Important sub-factories of the Salt Department remote from circle Head-quarters." | Do. do. | Do. do. | The question will be remitted to the Pension Department for consideration. |
| Do. (pages 21 and 26). | III. Board of Revenue (Land Revenue—Forest). | (a) That Forest Settlement-officers be supplied with—<br>(1) Drawing Pencils.<br>(2) Box wood plotting scale 50 feet to an inch. | (a) (1) At page 21 against "Drawing Pencils," insert "Forest Settlement-officers."<br>(2) At page 26 against "Scales, plotting, &c." under "*Drawing and Mathematical Instruments*," insert "Forest Settlement-officers." | ..... | ..... | Sanctioned. |
| Do. (page 23). | Do. | (b) That "Ink and pencil erasers" may be supplied to Draughtsmen employed in District Forest offices. | (b) At page 23, against "Ink and pencil eraser" insert "Draughtsmen employed in District Forest offices." | There is no objection to the Draughtsmen being supplied with Ink and pencil erasers as their work is similar to that of Draughtsmen in the Public Works Department. | Same addendum as in col. 4. | Sanctioned. |
| Do. (pages 23 and 24). | Do. | (c) That the District Forest-officer, Tinnevelly, be supplied with—<br>(1) Long Cloth,<br>(2) Tracing Cloth,<br>(3) Ink and pencil erasers. | (c) (1 & 2) At page 24 against "Long Cloth" and "Tracing Cloth," insert "the District Forest-officer, Tinnevelly."<br>(3) At page 23 against "Ink and pencil eraser" insert "District Forest-officer, Tinnevelly." | ..... | ..... | The supply of long cloth and tracing cloth to all District Forest-officers is sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (page 18). | III. Board of Revenue (Land Revenue—Forest). | (*d*) That File Books may be supplied to the District Forest Officer, Ganjám. | (*d*) At page 18, against "Half-bound File Books" insert "District Forest Officers." | The request may be granted. The supply should apparently be extended to all District Forest officers. | Same addendum as in col. 4. | (*d*) *Vide* remarks under item No. I (3). |
| Do. (page 19). | IV. Board of Revenue (Land Revenue). | (*a*) That 15 jars of Blackwood's Red Ink may be supplied as the Board's office should be treated as an account office. | (*a*) In page 19, against "Blackwood's Red Ink" insert "Board of Revenue (Land Revenue)." | The proposal may be sanctioned. | Same addendum as in col. 4. | (*a*) *Vide* remarks under item No. I (5). |
| Do. (page 24). | Do. | (*b*) That Paper-fasteners are a necessary adjunct to the system of flagging references and that 100 gross of them may be sanctioned for the Board's office. | (*b*) At page 24, against "Paper-fasteners, Brass," insert "Board of Revenue (Land Revenue)." | The sanction asked for may be accorded. | Same addendum as in col. 4. | (*b*) Sanctioned. |
| | | (*c*) That Tahsildars may be supplied with tracing cloth. | (*c*) At page 24 against "tracing cloth" insert "Tahsildars". | ..... | ..... | (*c*) Sanctioned. |
| Do. (pages 19 and 23). | V. Board of Revenue (Settlement Department). | (*a*) That Ink erasers (6) and Red Ink jars (6) be supplied to the Board's office. | (*a*) At page 23 against "Ink eraser" insert "Board of Revenue (Revenue Settlement)". At page 19 against "Blackwood's Red Ink" insert "Board of Revenue (Revenue Settlement)." | | | (*a*) *Vide* remarks under items Nos. I (5) and I (8). |
| Do. (page 27). | Do. | (*b*) That "Measuring Tapes" may be made an article of supply to Minor Irrigation Maistries. | (*b*) At page 27 under "*Drawing and Mathematical Instruments*" in the end enter "Measuring Tapes" and against it insert "Minor Irrigation Maistries." | | | (*b*) The Board of Revenue will, in consultation with the Chief Engineer for Irrigation, draw up a statement of the requirements of Minor Irrigation establishments generally and forward the same to the Superintendent of Stationery for embodiment in the Stationery rules in lieu of the present Appendix U. |
| Do. (pages 15, 16, 19 and 24). | VI. Inspector-General of Ordnance, Madras Command. | That he may be supplied with the following articles:— | | The proposal in column 3 may be approved with the exception that the supply of Blackwood's red ink should be restricted to the "Account" section of the office. | Same addenda as Nos. 1, 2 and 3 in column 4. At page 19, insert "Office of Inspector-General of Ordnance," Madras Command, "Account Section" against "Blackwood's Red Ink." | (1) to (3) Sanctioned. |
| | | (1) *Paper, Writing*, Medium, Hand-made, Blue-laid, 22″ × 17½″, 34 lb., for the preparation of Home Indents. | (1) At page 15, against "Medium, Hand-made, Blue-laid, 34 lb.," under "*Paper, Writing*" insert "Inspector-General of Ordnance, Madras Command." | | | |
| | | (2) Paper, Octavo, Post, Machine-made, thin, superfine, for economising postage in demi-official correspondence. | (2) At page 15, after Octavo, Post, Cream-wove (Crown Vellum,)" insert "Do. thin, superfine," and enter against it "Inspector-General of Ordnance, Madras Command." | | | |
| | | (3) *Papers, Coloured*, Double Foolscap, 27″ × 17″, 25 lb., yellow and red, for preparing "urgent" and "confidential" slips. | (3) At page 16, against "Double Foolscap, yellow, 25 lb." and "Double Foolscap, red, 25 lb.", under "*Paper, Coloured*" insert "Inspector-General of Ordnance, Madras Command." | | | |
| | | (4) Blackwood's Red Ink, as the red-ink powder is found unsuitable. | (4) At page 19, against "Blackwood's Red Ink" insert "Inspector-General of Ordnance, Madras Command." | ..... | ..... | (4) *Vide* remarks under item No. I (5). |
| | | (5) Tracing Cloth, dull, black, in rolls of 24 yards. | (5) At page 24, against "Tracing Cloth" insert "Ordnance Department." | The proposals may be approved. | Same addendum as in col. 4. | (5) to (7) Sanctioned. |
| | | (6) Binder's Cloth for making cases for preserving records. | (6) At the same page against "Binder's Cloth" insert "Ordnance Department." | | | |
| | | (7) Straw-boards for making cases for preserving records. | (7) At page 19, against "Straw-boards" insert "Ordnance Department." | | | |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (pages 19 and 24). | VII. Superintendent, Gun Carriage Factory. | (*a*) That the following articles may be included as articles of supply to his department:—<br>(1) Straw-boards } for making<br>(2) Calico Cloth } record cases.<br>(3) Long Cloth 36″ wide for mounting drawings.<br>(4) Gum bottles for the use of officers and the office.<br>(5) Paper-fasteners, Brass, for the use of records. | (*a*) (1) At page 19 against "Straw-boards" insert "Gun Carriage Factory."<br>(2) At page 24 against "Binder's Cloth" insert "Gun Carriage Factory."<br>(3) At the same page against "Long Cloth" insert "Gun Carriage Factory."<br>(4) The supply of Gum bottles to the Factory does not necessitate any addition as sanction is conveyed by G.O., No. 177, Financial, dated 23rd February 1898.<br>(5) At page 24 against "Paper-fasteners, Brass," insert "Gun Carriage Factory." | (*a*) The proposal to supply the Factory with the articles mentioned in column 3 may be approved in the circumstances explained by the Superintendent with the exception of the two extra Gum bottles for the use of the office. | (*a*) Same as in column (4) ... | (*a*) These articles are included in the list referred to in proposal (*b*) below. |
| Do. (pages 16, 17, 23 and 24). | Do. | (*b*) A list of special articles required for drawing, sketching, heliograph, lithograph and record purposes is submitted, and it is requested that those articles may be supplied according to the scale proposed. | (*b*) Insert at the end "Appendix A, Special articles to be supplied to the Gun Carriage Factory, Madras," and enter the list as forwarded by the Superintendent. | (*b*) Of the articles enumerated in the list, "Transfer paper," "Gum Arabic," fine and "*Sponge*, Best, Turkey" are among the articles of supply sanctioned for the "Gun Carriage Factory"—*vide* Appendix A to the rules. *Paper, Printing,* Royal, fine, thick, 28 lb., is not kept in stock; 32 lb. paper of the same quality can be supplied instead. Lithograph Medium drawing paper is an obsolete article. Imperial paper can be supplied in lieu. The other articles mentioned may be supplied. | (*b*) Same addendum as in column 2 and omit from Appendix A, articles "Transfer paper", "Gum Arabic", and "*Sponge*, Best, Turkey," for the Gun Carriage Factory and enter in the list of special articles "4" instead of "6" against Gum bottles, "quires 5—6 sheets" instead of quires 2—6 sheets against "Imperial Drawing paper" and "32 lb." instead of "28 lb." against "Printing, Royal, fine, thick"—(*vide* column 3 of the statement that accompanied this office letter, No. 924, dated 18th April 1899, as regards Gum bottles).<br>The addenda proposed in column 4 of that statement are now unnecessary. | (*b*) The articles mentioned in the list of special articles submitted by the Superintendent, Gun Carriage Factory, are sanctioned subject to the following remarks:—<br>(1) Paper, printing, royal 32 lb., will be supplied in lieu of 28 lb. paper which is not kept in stock.<br>(2) Imperial paper will be supplied in lieu of lithograph medium paper drawing.<br>(3) Transfer paper, Gum Arabic, and *Sponge*, Best, Turkey, are already sanctioned for supply.<br>(4) Gum bottles are allowed only to officers drawing a salary in excess of Rs. 250 *per mensem* (G.O., No. 177, Financial, dated 23rd February 1898.) The two gum bottles required for the use of the office cannot, therefore, be admitted. |
| Do. (pages 16 and 19). | VIII. Deputy Adjutant-General, Madras Command, Ootacamund. | (*a*) That the Royal Artillery Office, Madras Command, may be supplied with—<br>(1) Double Foolscap, dark-blue, 25 lb., 27″ × 17″—(4 quires), for covers for the annual report.<br>(2) White Cartridge, Europe, 40 lb. (4 quires), for covers when transmitting confidential documents.<br>(3) Card-boards, white, 24½″ × 19¼″—(No. 12) for mounting diagrams.<br>(*b*) That straw-boards for the manufacture of file-books may be supplied to the Commissary-General, Madras Command. | (*a*) (1) At page 16 under "*Paper Coloured*" against "Double Foolscap, blue, 25 lb.", insert "Royal Artillery office, Madras Command (4 quires)."<br>(2) On the same page, against "White Cartridge (Europe) Royal, 40 lb.", insert "Royal Artillery Office, Madras Command (4 quires)."<br>(3) At page 19, against "Europe Card-boards, white, 24½″ × 19¼″", insert "Royal Artillery Office, Madras Command (one dozen)."<br>(*b*) At page 19 against "Straw-boards" insert "Commissary-General, Madras Command." | (*a*) The proposals in column 3 are unobjectionable.<br>..... | (*a*) Same addenda as Nos. (1), (2) and (3) in column 4.<br>..... | (*a*) (1) and (3) Sanctioned.<br>(2) *Vide* remarks under item No. I (2).<br>(*b*) Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (pages 16 and 19). | IX. Chief Engineer for Irrigation and Joint Secretary to Government, Public Works Department. | (*a*) That (1) Brown Cartridge, Royal, 46 lb. paper, and (2) Stephen's Blue-black Ink may be supplied for the use of the whole office. | (*a*) (1) At page 16, against "Brown Cartridge, Royal, 46 lb.," insert "Chief Engineer for Irrigation" and Joint Secretary to Government, Public Works Department.<br>(2) At page 19, against "Blue-black Ink," insert "Office of the Chief Engineer for Irrigation and Joint Secretary to Government, Public Works Department. | The proposal regarding the supply of Brown Cartridge, Royal, 46 lb., can be accepted. As the office of the Chief Engineer for Irrigation is also a Secretariat office, Stephen's Blue-black ink is authorised for the use of that officer. Country Blue-black may be issued for the use of the "other gazetted officers," but the office establishment should use black ink made from powder as in the case of the establishments of the other branches of the Secretariat. | Same addendum as No. 1 in column 4. | (*a*) (1) *Vide* remarks under I (1).<br>(2) The Superintendent's suggestion in regard to the supply of blue-black ink and black ink powder in column 5 is approved. |
| Do. (pages 19, 21 and 24) | IX. Chief Engineer for Irrigation, Tank Restoration Scheme. | (*b*) That the following may be included as articles of supply to his office :—<br>(1) Straw-boards, 30″ × 25″, 2 lb.<br>(2) Blue-black Ink.<br>(3) Blackwood's Rubian Red Ink.<br>(4) Swan Quills.<br>(5) Tape Tags. | (*b*) (1) At page 19, against "Straw-boards, 30″ × 25″, 2 lb." insert "Chief Engineer for Irrigation, Tank Restoration Scheme."<br>(2) At the same page, against "Blue-black Ink," insert "Chief Engineer for Irrigation, Tank Restoration Scheme."<br>(3) At the same page, against "Blackwood's Red Ink," insert "Chief Engineer for Irrigation, Tank Restoration Scheme."<br>(4) At page 21, against "Swan Quills," insert "Chief Engineer for Irrigation, Tank Restoration Scheme."<br>(5) At page 24 against "Tape Tags," insert "Chief Engineer for Irrigation, Tank Restoration Scheme." | ..... | ..... | (*b*) (1) and (5) Sanctioned.<br>(2) *Vide* item IX (*a*) 2 *supra*.<br>(3) *Vide* remarks under item No. I (5).<br>(4) The supply of Swan quills is sanctioned, but the issues of these articles are restricted to Heads of Departments and Covenanted Assistants. |
| Do. (pages 18 and 19). | X. Inspector-General of Prisons. | That the Jail Department may be supplied with—<br>(1) File-books for filing Government Orders and Circulars, and<br>(2) Straw-boards for preparing History tickets of convicts. | (1) At page 18, under "*Blank Books*" against "Half-bound File Books", insert "Jail Department."<br>(2) At page 19, against "Straw-boards" insert "Jail Department." | The proposals in column 3 are unobjectionable.<br>..... | Same addenda as in column 4.<br>..... | (1) *Vide* remarks under item No. I (3).<br>(2) Sanctioned. |
| Do. (pages 15, 19 and 23). | XI. Registrar, High Court, Madras. | That the Judges of the High Court may be supplied with—<br>(1) Quarto, Post, Hand Made, Cream Laid paper.<br>(2) Square envelopes to match Hand Made Cream Laid paper.<br>(3) Ink and pencil erasures. | (1) At page 15, against "Quarto Post, Hand Made, Cream Laid, $8\frac{1}{2}'' \times 13\frac{1}{4}''''$", insert "Judges of the High Court."<br>(2) At page 19, under *Covers* against "To match, Foolscap, Hand Made, &c.", insert "Judges of the High Court."<br>(3) At page 23, against "Ink and pencil erasure" under "*Rubber*" insert "Judges of the High Court." | I have no objection to offer to the Judges of the High Court being supplied with these articles. | Same as in column 4. | Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (pages 16, 17, 18, 21, 22, 24 and 27). | XII. Superintendent, Government Museum. | That the following articles of stationery may be supplied:—<br>(1) Tissue paper.<br>(2) Filtering paper.<br>(3) File Books.<br>(4) Long Cloth.<br>(5) Cambric Cloth, bleached.<br>(6) Drawing paper and materials.<br>(7) Mathematical instruments (Brass-bound Foot-rule, Scale one foot divided into 12 inches up to $\frac{1}{20}$ of an inch, Foot-rule, ordinary, 2 feet).<br>(8) Turpentine. | (1) At page 16, against "Double Royal Tissue, 40″ × 25″" under "*Paper Printing*" insert "Superintendent, Government Museum."<br>(2) At page 17, against "Paper, Filtering," insert "Superintendent, Government Museum."<br>(3) At page 18, against "Half-bound File books" insert "Superintendent, Government Museum."<br>(4) At page 24, against "Long Cloth" insert "Superintendent, Government Museum."<br>(5) At the same page, between "Long Cloth, 60″ wide" and "Salampore Cloth" insert "Cambric Cloth, bleached," and against this insert "Superintendent, Government Museum."<br>(6) At pages 17, 18, 21 and 22 wherever Drawing paper and materials are mentioned insert "Superintendent, Government Museum."<br>(7) At page 27, at the end of Mathematical Instruments insert "Brass-bound Foot-rule, Scale 1 foot divided into 12 inches up to $\frac{1}{20}$ of an inch" and "Foot-rule, ordinary, 2 feet" and enter "Superintendent, Government Museum," against those articles.<br>(8) At page 27, after "Collodion Thomas, etc.," insert "Turpentine" and against this enter "Superintendent, Government Museum." | These suggestions may be approved with the exception of "Cambric Cloth, bleached," which is not supplied by this office. | Same addenda as in column 4 with the exception noted in column 5. | *Vide* remarks under item No. I (3) as regards File books. The supply of the other articles, except "Cambric cloth, bleached," is sanctioned. |
| Do. (page 20). | XIII. Superintendent, Madras Survey. | (*a*) That Printing Ink may be included as an article of supply to his office. | (*a*) At page 20 insert "Survey Department" against "Printing Ink (Black, Blue and Red)." | ..... | ..... | *Vide* remarks under item No. I (7). The supply of Printing Ink (Blue and Red) to the Superintendent, Madras Survey, is sanctioned. |
| Do. (page 21). | Do. | (*b*) That Drawing Pencils may be supplied to the following officers:—<br>Draftsman ... ... 12<br>Computer draftsman ... 12<br>Lithographer (plate corrector) ... ... 12 | ..... | ..... | ..... | The attention of the Superintendent of Survey will be drawn to the fact that the Survey Department is shown against Drawing Pencils. |

| Stationery Rules affected. | Department or officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix A (pages 17, 19 and 24). | XIV. Superintendent, Government Press. | That the following articles may be included as articles of supply to his department :—<br>(1) Blue-black Ink.<br>(2) Ivory cards, double, large packs.<br>(3) Gum Arabic.<br>(4) Eyelets.<br>(5) Carbonic paper. | (1) At page 19 against "Blue-black Ink," insert "Government Press."<br>(2) At the same page after Drawing boards, wooden, under "*Boards, &c.*," insert, "Ivory Cards, double, large packs" and against this item insert "Superintendent, Government Press."<br>(3) At page 24 against "Gum Arabic" under "*Miscellaneous Articles*" insert "Government Press."<br>(4) At the same page under "*Needles, &c.*," against "Eyelets" insert "Government Press."<br>(5) At page 17 against "Paper, Carbonic," insert "Government Press." | The proposal may be accepted. | Same as in column (4). | Sanctioned. |
| Appendix A (page 19). | XV. Director of Public Instruction. | That Straw-boards 400 (1 lb.) and 100 (2 lb.) may be included as articles of supply to the Secretary to the Board of Examiners for Teachers' Certificates. | At page 19 against "Straw-boards" insert "Secretary to the Board of Examiners for Teachers' Certificates." | May be approved. | Same as in column (4). | Sanctioned. |
| Appendix A (page 24). | XVI. Inam Commissioner. | That the full supply of forty rolls of Country Tape, White, may be passed for supply. | This requires no addition to the rules as tape is an article of general supply. | The full quantity of Country Tape claimed by the Inam Commissioner has been passed in the light of the explanation furnished.<br>*Note.*—The Superintendent of stationery has supplied these articles in anticipation of the sanction of Government. | | No alteration in the rules is called for. |
| | XVI-A. Superintendent of Family Payments and Pensions. | That (1) Red ink jars and (2) Grass mill boards may be supplied to his office. | At page 19 against "Blackwood's red ink" and "Straw-boards" insert "Office of the Superintendent of Family Payments and Pensions." | | | (1) *Vide* remarks under item No. I (5).<br>(2) Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Order of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix E (page 49). | XVII. Superintendent of Stationery. | (1) That Attenders may be allowed the following scale:—<br>2 Black lead pencils<br>2 Penholders<br>1 Rubber piece } per annum. | (1) At page 49, in the scale given for *Pencils, &c.*, against "Attenders" insert—<br>Black lead, 2 — Penholders, 2 — India rubber piece, 1 | ..... | ..... | The necessity for supplying attenders with rubber is not clear. The remaining proposals of the Superintendent of Stationery are approved. |
| Do. | Do. | (2) That in Appendix E the term "Heads of departments" in the scale for *Pencils, &c.*, may be altered to "Gazetted Officers and Local Heads of departments" so that rule and practice may agree. | (2) At page 49, in the scale given for *Pencils, &c., omit* "Heads of departments" and insert "Gazetted officers and Local Heads of departments." | ..... | ..... | Sanctioned. |
| Do. | Do. | (3) That the following scale of supply of Pencils for the establishment of the Stationery office may be sanctioned:— | (3) At page 49, in the scale given for *Pencils, &c., add*— | ..... | ..... | The scale of supply to the Manager, the Storekeeper, the Assistant Storekeeper and Packers of the Stationery office is sanctioned. The clerks should be restricted to the supply made to clerks in other offices. |
| Do. | Do. | (4) That the undermentioned members of the office establishment of the Examiner, Army Clothing Accounts, the Examiner, Ordnance Accounts, the Controller, Military Accounts, and the Pay Examiner, Madras, may be considered as Accountants in the matter of supply of pencils—<br>1. Superintendent.<br>2. Supervisors.<br>3. Apprentices (Assistant Auditors). | (4) At page 49 in the scale given for *Pencils, &c.*, insert "Superintendents, Supervisors and Apprentices (Assistant Auditors) of the offices of the Examiner, Army Clothing Accounts, the Examiner, Ordnance Accounts, the Controller, Military Accounts, and the Pay Examiner, Madras." | ..... | ..... | Sanctioned. |
| Do. | Do. | (5) That the Manager, Kanakapillay and Munshis, Remount Depot, Hosur, may be treated as Accountants in the matter of supply of pencils and that Chowdries, Duffadars and Maistries of that Depot may also be supplied with pencils as they are required to take notes regarding the feeding of horses under their charge. | (5) At page 49 in the scale given for "*Pencils, &c.*" insert "Manager, Kanakapillay and Munshis, Remount Depot, Hosur," and enter against them the scale fixed for "Accountants"; also insert in that scale "Chowdries, Duffadars and Maistries, Remount Depot, Hosur," and against them enter two black lead pencils. | ..... | ..... | Sanctioned. |

| — | Black lead. | Red pencil. | Blue pencil. |
|---|---|---|---|
| Manager .. | 4 | 2 | 2 |
| Storekeeper .. | 4 | 2 | 2 |
| Assistant Storekeeper .. | 4 | .. | .. |
| Ten Clerks (each) .. | 4 | .. | .. |
| Packers .. | 2 | 2 | 2 |

*Stationery office.*

| — | Black lead. | Red pencil. | Blue pencil. |
|---|---|---|---|
| Manager .. | 4 | 2 | 2 |
| Storekeeper .. | 4 | 2 | 2 |
| Assistant Storekeeper .. | 4 | .. | .. |
| Ten Clerks (each) .. | 4 | .. | .. |
| Packers .. | 2 | 2 | 2 |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix E (page 49). | XVII. Superintendent of Stationery. | (6) That the Gate-keepers attached to the offices of the Collector of Sea Customs, the Ordnance Officer in charge, Harness and Saddlery Workshops, Perambur, and the Superintendent, Government Maternity Hospital, may be supplied with the following scale of stationery:—<br>Black lead No. 2<br>Penholders „ 2 } per annum.<br>Rubber piece „ 1 | (6) At page 49 in the scale given for *Pencils, &c.*, insert "Gate-keepers attached to the offices of the Collector of Sea Customs, the Ordnance Officer in charge, Harness and Saddlery Workshops, Perambur, and the Superintendent, Government Maternity Hospital," and enter the following scale:—<br>Black-lead. 2 Penholders. 2 India rubber piece. 1 | ..... | ..... | The necessity for the supply of rubber is not apparent. The remaining proposals of the Superintendent of the Stationery are approved. |
| Do. | XVIII. Superintendent, Government Press. | That 26 Black-lead pencils and 112 Coloured pencils more may be supplied to his office as per lists A and B forwarded by him. | At the end of the scale given for *Pencils, &c.*, insert a distribution list (Extracts of lists A and B furnished by the Superintendent) showing the demand for 208 Black-lead pencils and 128 Coloured pencils for Government Press. | The demand for eight Coloured pencils for each Superintendent annually seems excessive. They may be classed as Heads of departments mentioned in G.O., No. 584, Financial, dated 1st August 1894, and allowed six Coloured pencils each. | Same as addendum in column 4, except that provision would be made for 122 Coloured pencils only as suggested in column 5. | The proposal of the Superintendent of Stationery is sanctioned. |
| Do. | XIX. Chief Engineer for Irrigation and Joint Secretary to Government, Public Works Department. | That four Black-lead pencils *per annum* may be supplied to the Manager and the Superintendent of the Finance Branch. | At page 49 in the scale given for *Pencils, &c.*, insert—<br>Black-lead. Red pencil. Blue pencil.<br>The Manager and the Superintendent of the Finance Branch of the Office of Chief Engineer for Irrigation, each } 4 ... ... | The proposal regarding the supply of 4 pencils for the Manager and the Head Clerk can be accepted. | Same addendum as in col. 4. | Sanctioned. |
| Do. | XX. Chief Engineer for Irrigation, Tank Restoration Scheme. | That Black-lead pencils may be supplied at the following scale:—<br>Pencils.<br>Assistant Chief Engineer for Irrigation ... 4<br>Manager ... ... 4<br>Seven Clerks ... ... 14<br>One Clerk (Draughtsman) ... ... 4<br>One Head Draughtsman... ... ... 4<br>Seven Assistant Draughtsmen ... 28<br>Four Tracers ... ... 12<br>One Muchi ... ... 2<br>72 | In the scale given at page 49, insert the names of officers given in column 3 and the number of Pencils opposite to them. | ..... | ..... | Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix E (page 49). | XXI. Board of Revenue (Land Revenue). | (1) That the following officers may be supplied with four blacklead and two coloured pencils of each sort *per annum*:—<br>(1) Huzur Sheristadars.<br>(2) English Head Clerks.<br>(3) Tahsildars.<br>(4) Deputy Tahsildars.<br>(5) Stationary Sub-Magistrates.<br>(6) Huzur Treasurers. | (1) At page 49, in the scale prescribed for "*Pencils, Penholders, &c.*," insert (1) Huzur Sheristadars, (2) English Head Clerks, (3) Tahsildars, (4) Deputy Tahsildars, (5) Stationary Sub-Magistrates, (6) Huzur Treasurers and enter against them—<br>Black lead. 4 Red pencil. 2 Blue pencil. 2 | There is a difference of opinion as regards the necessity for the supply of Coloured pencils for the use of the six officers mentioned in column 3, proposal (2). This has been brought to the notice of Government in this office letter, Reference No. 1614, dated 17th March 1899, recorded in G.O., No. 380 R., dated 23rd ultimo. | Same as in column 4. | The proposal of the Board of Revenue is sanctioned. |
| Do. | Do. | (2) That Deputy Collectors may be included among Heads of Departments who are entitled to six Coloured pencils according to G.O., No. 584, Financial, dated 1st August 1894. | (2) In the same page, in the list of "Heads of Departments entitled to six Coloured pencils *per annum*" insert "Deputy Collectors" under the heading "Revenue Department." | Personally I do not think any increase necessary. I would invite attention to G.Os., Nos. 1017 and 1107, Financial, dated 7th and 24th November 1898, respectively. | ..... | The inclusion of Deputy Collectors among the Heads of Departments who are supplied with six Coloured pencils under G.O., No. 584, Financial, dated 1st August 1894, is sanctioned. |
| Do. | Do. | (3) That it supports the proposal of the Collector of Ganjám that one coloured pencil of each sort may be allowed for each of the officers named below:—<br>Sheristadars.<br>English Head Clerk.<br>Tahsildars.<br>Deputy Tahsildars.<br>Stationary Sub-Magistrates. | (3) At page 49, in the scale for the supply of "*Pencils, &c.*," insert the five officers noted in column 3 and against them enter—<br>Red pencil. 1 Blue pencil. 1 | *Vide* my Dis. No. 924, dated 18th April 1899, and remarks *supra*, against (1). | Same as in column 4. | *Vide* item XXI (1). |
| Do. | Do. | (4) That the three Uncovenanted Assistants, Managers, Head Clerks, Indexer, Chief Auditor and twenty clerks doing the duties of Accountants may be treated as Accountants in the matter of supply of Coloured and Black lead pencils. | (4) At page 49, in the scale for the supply of *Pencils, &c.*, insert "Uncovenanted Assistants, Managers, Head Clerks, Indexer, Chief Auditor and twenty clerks, doing duty as Accountants in the office of the Board of Revenue (Land Revenue)" and enter against them the scale prescribed for Accountants. | The proposal may be sanctioned. | Do. | Uncovenanted Assistants, Registrars, Managers Head Clerks and Clerks doing the work of Accountants in the offices of the Secretariat and of the Board of Revenue will be granted the same supply of pencils as Accountants. |
| | | (5) That Taluk Head Gumastahs and Sheristadars may be supplied with 2 Black lead and 2 Coloured pencils of each sort *per annum*. | At page 49, in the scale prescribed for "*Pencils, &c.*," insert "Taluk Head Gumastahs and Sheristadars" and enter against them—<br>Blacklead. 2 Coloured pencils. 2 | | | (5) and (6) The Superintendent of Stationery will be requested to report on these proposals. |
| | | (6) That Despatching Clerks in the Collectors' and Divisional offices may be supplied with 2 Blue pencils each. | At page 49, in the scale prescribed for "*Pencils, &c.*," insert "Despatching Clerks in the Collectors' and Divisional offices" and enter against them—<br>Blue pencils ... ... 2 | | | |
| Do. | XXII. Board of Revenue (Land Revenue—Forest). | That Range officers may be treated as "Accountants" in the matter of the supply of Pencils (Black lead and Coloured). | At page 49, in the scale prescribed for *Pencils, Penholders, &c.*, insert "Range officers of the Forest Department" and enter against them the scale prescribed for Accountants. | The proposal may be approved. | Same addendum as in column 4. | Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix E (page 49). | XXIII. Board of Revenue (Separate Revenue). | (1) That the Deputy and Assistant Commissioners, Salt, Abkári and Customs Department, and the Assistant Secretary to the Commissioner of Salt, Abkári and Separate Revenue may be included in the list of officers entitled to six Coloured pencils *per annum*." | (1) At page 49 insert "Assistant Secretary to the Commissioner of Separate Revenue and Assistant and Deputy Commissioners of Salt, Abkári and Customs Department" in the list of officers entitled to six Coloured pencils *per annum* under the head "Revenue Department." | ..... | ..... | (1) The proposal of the Board to include Deputy and Assistant Commissioners of the Salt, Abkári and Customs Department, and the Assistant Secretary to the Commissioner of Salt, Abkári and Separate Revenue, among heads of departments entitled to six coloured pencils per annum is approved. |
| | | (2) That the following officers be treated as Accountants in the matter of supply of pencils:— The Head Clerks and Accountants, Special duty Sub-Inspectors and Clerks employed on credit work in the Board's office, as also Head Clerks of Deputy and Assistant Commissioners' offices and Inspectors and Assistant Inspectors. | (2) At the same page in the scale given for *Pencils, &c.*, insert the officers mentioned in proposal (2), column 3, and enter against them the scale prescribed for Accountants. | The proposal may be approved. | Same addendum as in column 4. | (2) Sanctioned. |
| | | (3) That the Emigration Agent, Tanjore, may be supplied with pencils at the following scale per annum:— Pencils. Black lead. 4 Red lead. 2 Blue lead. 2 | (3) In the scale given at page 49 insert "Emigration Agent, Tanjore" and against this entry enter the scale given in column 3, proposal 3. | | | (3) Sanctioned. |
| | | (4) That Customs Superintendents may be supplied with four coloured pencils each per annum. | (4) In the scale given at page 49 insert "Customs Superintendents" and against this entry enter the scale given in column 3. | | | Sanctioned. |
| Appendix E (page 49.) | XXIV. Board of Revenue (Revenue Settlement). | (1) That for the establishment of Settlement Parties and for the Superintendent, Civil Veterinary Department, and his establishment the following scale of *Pencils, &c.*, may be passed:— | (1) At page 49, after the scale for the issue of "*Pencils, &c.*," enter the scale given in column 3 and in the same page insert "Superintendent, Civil Veterinary Department," in the list of Heads of Departments entitled to six coloured pencils under "*Revenue Department.*" | In G.O., No. 1126, Financial, dated 29th November 1898, orders were passed regarding the supply of pencils for the Supervisor and Head Classifiers of the Field establishment and Head clerks and Head writers of Party office establishment. The scale now proposed by the Board is exhaustive and may be sanctioned in supersession of previous orders. I would, however, remark that the system on which the allowance of blotting paper ranging from 4 to 1 sheet *per mensem* has been arrived is not apparent seeing that it is proposed to allow all individuals concerned the maximum number of steel nibs, *i.e.*, six. | Same as in column 4. | The scale proposed by the Board is sanctioned in Supersession of previous orders. |

| Officers. | Black lead pencils. | Red pencils. | Blue pencils. | Steel nibs. | Blotting paper. |
|---|---|---|---|---|---|
| *Settlement Department.* | | | | | |
| 1. Supervisor .. | 4 | 2 | 2 | 6 | 3 |
| 2. Additional Supervisor .. | | | | | |
| 3. Inspector .. | | | | | |
| 4. Head Classifier .. | 4 | 2 | 2 | 6 | 1 |
| 5. Extra Head Gumasta .. | | | | | |
| 6. Superintendent .. | | | | | |
| 7. Classifier .. | 4 | .. | .. | 6 | 1 |
| 8. Extra Gumasta .. | 4 | .. | .. | 6 | 1 |
| 9. Head Clerk of Party office .. | 4 | 2 | 2 | 6 | 3 |
| 10. Head writer of Party office .. | 4 | 2 | 2 | 6 | 3 |
| *Civil Veterinary Department.* | | | | | |
| 11. Superintendent .. | 4 | 3 | 3 | 6 | 4 |
| 12. Head Clerk .. | 4 | 2 | 2 | 6 | 3 |
| 13. Stock Inspectors | 4 | .. | .. | 6 | 1 |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Appendix E (page 49). | XXIV. Board of Revenue (Revenue Settlement). | (2) That the Board in the Settlement Department may be treated as an Account Office in the matter of supply of Pencils—Black lead and Coloured ones. | (2) At page 49 in the scale given for Pencils, &c., insert "Board of Revenue (Revenue Settlement)" and enter—<br>Black lead. Red pencil. Blue pencil.<br>60 ministerial officers, each 4 2 2<br>Agricultural Inspectors 4 ... ... | | | *Vide* item XXI (4). |
| Do. | XXV. Inspector-General of Ordnance, Madras Command. | That seven of his clerks may be treated as Accountants in the matter of supply of Pencils, Black lead and Coloured, in consideration of the nature of their work. | At page 49, in the scale given for *Pencils, &c.*, insert "seven clerks of the office of Inspector-General of Ordnance, Madras Command," and enter—<br>Black lead. Red pencil. Blue pencil.<br>4 2 2 | The proposal in column 3 may be approved. | Same addendum as in col. 4. | Sanctioned. |
| Do. | XXVI. Deputy Adjutant-General, Madras Command. | That the Royal Artillery office, Madras Command, may be supplied with additional number of Black lead pencils (No. 2) for the use of the Head Clerk of the office. | At page 49, in the scale given for Pencils, &c., insert "Head Clerk, Royal Artillery, Madras Command," and enter against him under the heading "Black lead" 4 and *nil* under other heads. | The proposal is unobjectionable. | ..... | Sanctioned. |
| Do. | XXVII. Superintendent, Madras Survey. | That Black lead pencils may be supplied according to the scale in the statement enclosed. | In the scale given at page 49, insert the officers mentioned in the statement enclosed and the number of black lead pencils given against them. | ..... | ..... | The Superintendent of Stationery will report on this proposal. |
| Do. | XXVIII. The Director of Public Instruction. | (1) That the Assistant and Manager and the Head Clerk of his office may be treated as "Accountants" in the matter of the supply of Pencils, &c.<br>(2) That the following scale of Pencils, &c., may be sanctioned for the Text-Book Committee:—<br>Black lead pencils ... 24<br>Blue pencils ... ... 12<br>Red do. ... ... 12<br>Penholders ... ... 12<br>(3) That all Teachers of Schools and the Clerks of Sub-Assistant Inspectors of Schools may be treated as "Accountants" in the matter of supply of Pencils, &c. | (1) At page 49, in the scale for "*Pencils, &c.*," insert "The Assistant and Manager and the Head Clerk of the Office of the Director of Public Instruction" and enter against this entry the scale prescribed for Accountants.<br>(2) At page 49, in the scale for "*Pencils, &c.*," insert "The Text Book Committee" and enter against it the scale given in column 3.<br>(3) At page 49, in the scale for "*Pencils, &c,*" insert "All Teachers of Schools and the Clerks of the Sub-Assistant Inspectors of Schools" and enter against each the scale prescribed for "Accountants." | ..... | ..... | (1) Sanctioned.<br>(2) and (3) The Superintendent of Stationery will be requested to report on these proposals. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| Appendix E (page 49). | XXIX. Inam Commissioner. | That the Manager and the Examiner of his office may be allowed four Black lead pencils and two Coloured pencils of each sort per annum as Accountants, and the Head clerk of his department may be allowed two Coloured pencils of each sort per annum in addition to the two ordinary Black lead pencils allowed to him. | At page 49, in the scale prescribed for the supply of "*Pencils, Penholders, &c.,*" insert—<br>"Manager, Examiner, and Head clerk of the Inam Commissioner's office each"<br>Black lead. 4 Red pencil. 2 Blue pencil. 2 | The proposals regarding the supply of Black lead pencils and Coloured pencils to the Manager, Head clerk and Examiner are unobjectionable. | Same addenda as (1) and (2). | The necessity for the supply of coloured pencils to the Examiner is not apparent. The remaining proposals are sanctioned. |
| Do. | XXX. Inspector-General of Prisons. | That the "Statistical Assistants" of his office and "Assistant Jailors" in Jails (who are Head clerks and Storekeepers) may be treated as Accountants in the matter of the supply of Pencils in consideration of the nature of their work. | At page 49, in the scale given for *Pencils, &c.*, insert "Statistical Assistants of the office of the Inspector-General of Prisons" and "Assistant Jailors (who are Head clerks and Storekeepers in Jails)" and enter against them the scale prescribed for Accountants. | In his letter, dated 22nd December 1898, No. 6502 (copy and copy of that to which it is a reply enclosed), the permanent Inspector-General of Prisons stated that the extra supply of pencils to "Assistant Jailors" was unnecessary. | Same addenda as in column 4 omitting "Assistant Jailors (who are Head clerks and Storekeepers in Jails)". | The Statistical Assistants of the office of the Inspector-General of Prisons will be treated as "Accountants" in the matter of the supply of pencils. |
| Do. | XXXI. Controller of Military Accounts, Madras Command. | That four Black lead and two Coloured pencils of each sort may be supplied to the Superintendents, Supervisors and Apprentices of the several branches of his office as they are doing the duties of Accountants. | At page 49, in the scale prescribed for "*Pencils, Penholders, &c.,*" insert "Superintendents, Supervisors and Apprentices of the office of Controller of Military Accounts, Madras Command," and enter against them the scale prescribed for Accountants. | ..... | ..... | *Vide* remarks against item XVII (4). |
| Do. | XXXI-A. Superintendent of Family Payments and Pensions. | That the Manager and clerks of his office may be treated as "Accountants" in the matter of the supply of blacklead and coloured pencils. | At page 49, in the scale prescribed for "*Pencils, Penholders, &c.,*" insert "Manager and clerks of the office of the Superintendent of Family Payments and Pensions" and enter against them the scale prescribed for "Accountants." | ..... | ..... | Sanctioned. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. | Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| Appendix E (page 50). | XXXII. Superintendent of Stationery. | (1) That Attenders may be allowed the following scale:—<br>Blotting paper 1 sheet } per mensem<br>Nibs No. 2 } per mensem. | At page 50, under "*Quills and Steel Pens*," insert "Attenders, 2 steel pens" and under "*Blotting Paper*," "Attenders, 1 sheet, country." | ..... | ..... | Sanctioned. |
| Do. | Do. | (2) That the Gate-keepers attached to the offices of the Collector of Sea Customs, the Ordnance Officer in charge, Harness and Saddlery Workshops, Perambur, and the Superintendent, Government Maternity Hospital, may be supplied with the following scale of stationery:—<br>Blotting paper 1 sheet } per mensem<br>Steel pens No. 2 } per mensem. | At page 50, under "*Quills and Steel Pens*," insert "Gate-keepers attached to the offices of Collector of Sea Customs, the Ordnance Officer in charge, Harness and Saddlery Workshops, Perambur, and the Superintendent, Maternity Hospital," and enter against it 2 Steel Pens and under "*Blotting Paper*" insert "Gate-keepers attached to, &c"; and enter against it "1 sheet, country." | ..... | ..... | Sanctioned. |
| Do. | XXXIII. Board of Revenue (Separate Revenue). | That the Commissioner, Secretary and Assistant Secretary as Heads of departments be supplied with eight Steel Pens and eight sheets of Blotting paper each *per mensem*. | At page 50, under "*Quills and Steel Pens*," insert "Commissioner, Secretary and Assistant Secretary to the Commissioner to Board (Separate Revenue)" and enter eight nibs against them under "Steel Pens," and under "*Blotting paper per mensem*" insert "Commissioner, Secretary and Assistant Secretary to the Board of Revenue (Separate Revenue)" and against them enter "eight sheets." | As regards this proposal it is for the Government to say whether the increase over the sanctioned scale of supply of Steel pens and Blotting paper suggested for the use of the Commissioner, Secretary and Assistant Secretary is necessary. I would, however, venture to point out that it is impossible to restrict the concession to the three officers referred to. It would have to be extended to many other officers who could advance equally strong claims but who find it quite possible to do their work with the present sanctioned number of nibs and sheets of blotting paper. The extra expenditure involved would be appreciable. | ..... | The Government considers that the present scale of supply of Steel Pens and Blotting paper should be maintained. |
| Do. | Do. | That four sheets of Blotting paper *per mensem* may be supplied to the Emigration Agent, Tanjore. | At page 50, under "*Blotting paper per mensem*," insert "Emigration Agent, Tanjore," and enter against it "*4 sheets*." | ..... | ..... | Sanctioned. |
| Do. | XXXIV. Board of Revenue (Land Revenue). | That Tahsildars, Deputy Tahsildars, Stationary Sub-Magistrates, the Huzur Sheristadars and the English Head Clerks may be included among those officers who are entitled to four sheets of Blotting paper *per mensem*. | At page 50, Appendix E, to the rules under "*Blotting Paper per mensem*" insert "Tahsildars, Deputy Tahsildars, Stationary Sub-Magistrates, &c.," and enter "4 sheets" against each. | The proposal may be approved with the exception of Huzur Sheristadars and English Head Clerks. In their case the usual allowance of three sheets of Blotting paper should be quite sufficient and there appears to be no valid reason for an increase in the supply. | Same addendum as in column 4 with exception noted in column 5. | The suggestion of the Superintendent of Stationery is approved. |

| Stationery Rules affected. | Department or Officer proposing the change. | Proposal. | Additions to the Stationery Rules necessitated by the acceptance of the proposal in column 3. |
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| Appendix E (page 50). | XXXV Deputy Adjutant-General, Madras Command. | That the Royal Artillery office, Madras Command, may be supplied with additional quantity of Blotting paper (quires 3) for the use of Brigadier-General and the Orderly officer who have much clerical work to do during his annual cold weather inspection tour. | At page 50 under "*Blotting paper, &c.,*" insert "Brigadier-General, Royal Artillery, Madras Command" and "Orderly Officer, Royal Artillery, Madras Command," and enter against each 8 and 7 sheets, respectively. |
| Do. | XXXVI The Director of Public Instruction. | That the following scale of Steel pens, &c., may be sanctioned for the Text-Book Committee :—<br>Steel pens ... 48<br>Blotting paper ... 29 quires. | At page 50, under "*Quills, &c.,*" insert "Text-Book Committee" and enter "48 Steel Pens" against it and in the same page under "*Blotting Paper, &c.,*" insert "Text-Book Committee" and enter "29 quires" against it. |



| Suggestions of the Superintendent of Stationery. | Alterations in the Stationery Rules necessitated by the suggestions in column 5. | Orders of Government. |
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| As regards proposal 1) I would point out that the Brigadier-General and the Orderly officer are at present supplied with 4 and 3 sheets of Blotting paper, respectively, *per mensem*, and I don't think it necessary to increase the allowance to the unprecedented amount of 8 and 7 sheets *per mensem*. | ..... | The present scale of supply cannot be increased. |
| ..... | ..... | The Superintendent of Stationery will be requested to report on the proposal. |