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M.B.O. 1-82,400-28-11-80.

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	726	Press
		Mis.
Dated	18-7-1866	

Not to be folded or roughly handled

Proceedings of the Madras Government, Public Department,
18th July 1866.

No. 103. Read the following letter from the Accountant General, Madras, to the Acting Chief Secretary to Government, Fort Saint George; dated Fort Saint George, 5th July 1866, No. 98.

Book Department.

I have the honor to submit, for the orders of Government, a letter, in original, from the Deputy Inspector General of Ordnance and Magazines, No. 20, dated 26th June 1866, forwarding a report on Stationery Store Accounts, audited by the Head Uncovenanted Assistant of his office.

From the Deputy Inspector General of Ordnance and Magazines, to the Chief Secretary to Government, Fort Saint George; dated Fort Saint George, 26th June 1866, No. 20.

Ordnance Department.

In obedience to instructions conveyed to this Department, I have the honor to report, that the Stock-taking of Stationery has now been completed by Mr. Cardozo, the Head Uncovenanted Assistant in my office.

Proceedings of Government, Financial Department, No. 4, dated 6th January 1866.

2. Government will best understand the nature and extent of the duty that has been performed by Mr. Cardozo, by my forwarding his own report,* which has been submitted for observation to the Superintendent of Stationery, and in

* Dated 11th May 1866, with Statements marked A & B attached.

which that Officer substantially concurs, but remarks as follows, with reference to paragraph 3:—
“ I think the conclusion of 3rd paragraph may cause misunderstanding. It would, of course, take weeks of uninterrupted attention and attendance for one individual really to count each article of the daily varying Stock on hand, but, practically, a constant check and taking of Stock goes on by continuous careful countings of receipts and issues and of balances of different articles.”

3. The result of this investigation is satisfactory, and is proof of the regularity and accuracy with which Stationery transactions extending over a long period of years, and including all branches of the Public Service, Civil and Military, have been conducted.

4. The amount of Stock in hand has for many years varied in value between 1½ and 3½ lakhs, and the aggregate difference in the Store accounts now shown exhibits a surplus balance of Rupees 289-11-4, and I must beg Government to grant me authority to adjust the accounts, by writing off deficiencies, and bringing the surpluses to account.

5. I think I should now be doing an injustice, both to the Superintendent of Stationery and his Manager, if I did not, in presenting this Report, ask the consideration of Government

Superintendent of Stationery...	Rupees 100
Manager...	150.

Proceedings of Government, No. 153, dated 7th February 1865.

*Proceedings of Government, No. 1391, dated 15th December 1863, paragraph 11.

to the rates of remuneration accorded to those Officers. I am aware that the subject has before engaged the attention of Government, but it is perhaps at no time so likely to receive favorable attention as when accompanied by a Statement, showing how the economical working of the establishment (as has been acknowledged by Government*) has been combined with great accuracy of account and carefulness of Government property. From my own personal experience of many years, I am enabled to speak of the large responsibility and onerous character of the duties attaching to the Superintendent's Office.

6. That the responsibility and amount of work in the Stationery Depot has of late years greatly increased, is evidenced by the Memorandum marked C, which I beg to append, and I would therefore ask for an increase to the salaries of the Superintendent and his Manager, to the extent of 100 Rupees to each, that of the latter being gradually increased according to the plan adopted in Bengal, by an annual addition to his monthly salary of 25 Rupees, thus fixing it at the

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expiration of 4 years at the maximum of Rupees 250; and in the event of casualty occurring, each successor to the Manager's office to be appointed on the minimum salary of Rupees 150, and in the same manner work his way to the maximum of Rupees 250.

7. As this has been the first occasion on which a thorough and consecutive examination of this nature has ever been made, for the information of Government, it has perhaps been carried out under difficulties, which will not henceforth occur, although I shall take care that each annual examination, as now proposed, is equally scrutinizing in character. My own experience is corroborated by that of the Officer appointed to take stock in the Stationery Office. Mr. Cardozo had to devote some hours nearly daily for upwards of a month to the measuring, counting, and weighing items of Stationery Stock of great extent and value. I would only observe that the time so occupied by the Gentleman to whom the work has been entrusted has not been taken from his official duties in my office, and I am therefore, I think, justified in asking for him some recognition of his labors. I may be permitted respectfully to suggest that it be rateably on the scale accorded to the Officer appointed to perform the similar examination in Calcutta.

From Mr. J. B. CARDOZO, Head Uncovenanted Assistant to the Inspector General of Ordnance and Magazines, to the Inspector General of Ordnance and Magazines; dated Fort Saint George, 11th May 1866.

In conformity with the arrangement contained in your No. 9278, dated 21st February 1866, to the address of the Superintendent of Stationery, I have the honor to inform you that I have completed the "taking of Stock" of the articles of Stationery under the custody of the Superintendent of Stationery.

2. Though the items in stock were very numerous, yet from the admirable manner in which the Stores are kept in the Depot, and from the Store accounts being kept current, I have been enabled to perform the task with rapidity, and without, to a great extent, interfering with the duties either of the Depot Establishment or my own. I received the fullest and most cordial assistance from the Manager and from the Storekeeper of the Stationery Depot, who afforded such aid under the directions of the Superintendent.

3. I understand that, although successive Superintendents had stock taken piece-meal, no steps were ever taken for the adjustment of discrepancies, there not having been any order on the subject previous to that issued by Government in their Proceedings, Financial Department, No. 4, dated 6th January 1866, and, consequently, many of the surpluses and deficiencies now found by me were known to have existed prior to 1862, the last occasion of taking stock under the directions of the then Superintendent.

4. It is very advisable, however, that the Store Accounts should be adjusted annually,* and with this view I attach a statement of deficiencies, (A), with the counterpart of Surpluses, (B), and would suggest that they should be submitted for any observations the Superintendent might wish to offer, before being sent on, through the Accountant General, for the sanction of Government to the deficiencies being written off, and surpluses being brought to account, at an early date.

Gazette of India, Extraordinary, Calcutta, Thursday, October 13th, 1864, paragraph 6. "At paragraph 394, the Commissioners suggest that all unserviceable, obsolete, or redundant articles should be eliminated from the Stores, re-issued to the ensuing financial year, so that the Stores in Stock at the commencement of the year, may represent those actually fit and ready for service. Arrangements should be at once made to give effect to this recommendation. The Stores, so excluded, should be fully advertised, and should be sold to the highest bidder, with the reservation only of an upset price, founded upon a low calculation of the sum which may be expected to be realized at the nearest favorable market, after deducting all the expenses of conveying them thither."

5. Acting on the principle enunciated in the Resolution of the Governor General of India, Financial Department, quoted marginally for easy reference, I think it would be desirable to obtain the sanction of Government to the elimination of all such Stores as may not be required to be retained in the Depot, thereby considerably lessening the number of items to be kept up and accounted for.

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18th July 1866.*

	RS.	A.	P.
507 Red Ink Glasses.....	78	3	2
134 Bristol Boards.....	77	4	5
307 Erasers.....	161	3	11
354 Ivory folders.....	121	5	8
553 Mill Boards.....	187	6	9
45 Cakes Bister.....	57	2	1
45 " Burnt Sienna.....	53	8	6
33 " Burnt Umber.....	31	10	8
81 " Light Red.....	95	11	6
32 " Neutral Tint.....	38	15	9
20 " Permanent Green.....	25	8	11
59 " Sap Green.....	70	3	6
30 " Indian Yellow.....	76	0	10
Total.....	1073	5	8

Vide Circular Order, 6th June 1866.
Proceedings of Government, Public Department, 28th November 1861, No. 1577.

6. The articles, as per margin,* aggregating in value Rupees 1073-5-8 are obsolete, and might, with the exception of two items, Erasers and Ivory folders, be sold by auction, or offered to any of the Departments of Government requiring them; and even the stock of Erasers and Ivory folders might be considerably reduced, as they are being issued in very small numbers on payment to Adjutants and Quarter Masters of Regiments.

7. In addition to the above, there are sundry articles, as per margin,† in value Rupees 7631-10-11, for which there are no demands, and if not required for the Educational or other Departments of Government, might also be advantageously sold. The School books are principally those not sanctioned as Class Books in the allotment of 1854. The beautiful and expensive "Walker's Map of India," of which 35 remain in Store, would appear admirably adapted for Schools. Thirty-six of them were received from England long ago, and, I find, that only one copy has been applied for during the last nine years.

8. I was much struck with the large stock of Indian Atlas sheets in Store. It would appear that 100 copies of each of the sheets, as published in England, have been sent to this Presidency, and doubtless a

similar course has been observed as regards the other Presidencies; should such be the case, it would appear very desirable, that an inter-Presidential exchange should be made—the numbers, as per margin, in red ink,

Nos. 24, 51, 56, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

Nos. 42, 43, 44, 61, 62, 63, 77, 78, 80, 81, 107, 108, and 109.

constant demand at Madras, and might be available from Bengal and Bombay.

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A.

List of Articles found deficient upon taking Stock in Stationery Office.

Articles.	Quantity.	Value.			Explanation for deficiency.
		RS.	A.	P.	
Imperial, H. M. Reams...	0 3 11½				This seeming deficiency is covered by the actual surplus of Machine-made paper. The differences are occasioned by the first supply of Machine-made paper received per <i>Clive</i> in 1862, being blended in accounts with, instead of being shown separate from, hand-made paper.
Medium do.	71 11 16½				
Demy do.	190 6 23½				
Foolscap do.	3 6 16				
King's Arm do.	6 4 7				
Quarto, M. M. do.	67 13 6				
Printing Double Pott, thin, Reams	16 7 21	45	0	0	This is covered by the equivalent in the Double Double Pott paper surplus. Double Pott must have been issued in lieu of Double Double Pott, according to special arrangement by the Revenue Board; but some mistake, not of probable recurrence, must have occurred in the entry.
Printing Double Foolscap. do.	0 0 17	0	2	8	These deficiencies were occasioned by the distribution of samples, at different times, which were not returned, and have not been written off. Samples now going out are at once written off.
Europe Chellaun... do.	0 2 3	0	5	8	
Salampore, Royal... do.	0 0 5	0	1	4	
Do. Medium... do.	0 1 11	0	6	8	Corresponds with the surplus in "Country foolscap" and "Country Chellaun, Medium." One description of paper must have been issued by mistake for another at some former period.
Country Demy... do.	0 11 19				These discrepancies existed prior to 1862—See surplus in Royal Medium and Memorandum Books.
Country Chellaun, Demy.. do.	11 6 3				
Demy Book ... No.	1	2	12	6	
Marble Books of sizes... do.	6	2	14	7	Six delf ink bottles were received broken, per <i>Cheviot</i> —see Packing Account, dated 30th September 1865—the remainder is supposed to have become broken when packing stores at various periods.
Glasses for Ebony Inkstands do.	3	0	8	0	This number was cut up under instructions conveyed in a letter from the Inspector General of Ordnance and Magazines, dated 19th August 1864, No. 3693, but they were not written off, as further instructions were expected.
Delf Ink bottles... do.	10	1	7	5	
Red-lead Pencils... do.	71	4	12	7	This deficiency is covered by the surplus quills, for which this article is generally issued in lieu. It has sometimes happened that after quills were issued upon Indent an exchange has been made for the equivalent in steel pens, without being noted. This, however, cannot happen under the present and recently introduced system of book-keeping.
Steel Pens... Gross.	0 3 0	0	3	4	
Do. for Schools... do.	8 6 0	7	1	9	

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List of Articles found deficient upon taking stock in Stationery Office.—(Concluded.)

Articles.	Quantity.	Value.			Explanation for deficiency.
		RS.	A.	P.	
Rubber... .. oz.	656½	55	5	11	This deficiency is accounted for by dryage in the course of years. The Packing Accounts show that, upon examination of Stores after their arrival from England, the dryage of this article within a short time after its receipt varies from ¼ to 7 per cent., notwithstanding the precautions of sending it out in metal lined cases filled with water. The dryage is great during the hot season, and I would suggest that this article be exhibited in the accounts in future in pieces instead of by weight, ¼ piece being issuable to each clerk annually, instead of ½ oz.
Vellum... .. Skin..	4				This is covered by the Parchment. The one article must have at some former period been issued by mistake instead of the other.
Scissors... .. No.	17	7	6	9	These discrepancies cannot be traced;—some of them existed prior to 1842; but the error in tape pieces, it is supposed, has been occasioned by the issue of the packs from Stores at the rate of one dozen pieces in each, as the packs heretofore contained this number, only some packs have, however, been found afterwards to contain two dozen pieces. This error will not occur again.
Strop... .. do.	10	4	4	9	
Twine, Europe... .. lbs.	2½	1	13	10	
Indian Ink... .. Sticks.	2	0	6	0	
Hair Pencils and Sticks ... No.	2	0	1	8	
Hymns Books, Watts'..... do.	1	0	1	8	
Carpenter's Spelling Book... do.	1	0	13	7	
Pictures Illustrated... .. Set.	1½ sheets in a set.	1	1	9	
Multiplication Table..... No.	1	0	1	3	
Scripture History, Part 2nd. do.	5	1	15	5	
Reid's School Dictionary ... do.	1	3	0	1	
Tape Rolls... .. do.	57	30	15	5	
Tape Pieces... .. do.	1,355	53	10	2	
Total...		226	14	9	

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B.

List of Articles found surplus upon taking stock in Stationery Office.

Articles.	Quantity.	Value.			Explanation for surplus.
		RS.	A.	P.	
Imperial, M. M. Reams ...	0 4 12				
Royal do. do. ...	0 2 18½				
Medium do. do. ...	71 3 8				
Demy do. do. ...	190 13 2				
Foolscap do. do. ...	10 19 21½				See explanation for the deficiency in Hand-made papers.
Ruled Foolscap do. ...	0 2 0				
Quarto Post, H. M. do. ...	63 13 3				
Octavo Post do. ...	2 10 0				
French paper, 2nd sort do. ...	42 0 0				
Double Double Pott do. ...	8 4 5	73	2	0	See explanation for the deficiency in "Double Pott."
					Some reams contain an outer sheet, when issued in whole reams. This does not interfere with accounts but when reams are issued broken up, the extra sheets have come in the way, and caused a slight surplus in time.
Europe Cartridge do. ...	0 0 8	0	4	6	See explanation for deficiencies in "Country Demy" and "Country Chellaun Demy."
Country Foolscap do. ...	0 11 19				
Country Chellaun, Medium do. ...	11 6 3				
Royal Books No. ...	2	12	0	11	See explanation for deficiencies in Demy and Marble Books of sizes.
Medium do. do. ...	1	2	15	10	
Memorandum do. do. ...	3	0	8	9	
Black Ink Powder Packets ...	1,923	173	12	4	
Red Ink do. do. ...	46	5	0	11	
Drawing Pencils No. ...	20	0	14	10	These surpluses cannot be traced from records in this office. Some of them have existed for a lengthened period.
Black-lead Pencils do. ...	1,460	46	12	3	
Slate Pencils do. ...	478	0	12	4	
Penholder Gross. ...	1 0 0	0	12	11	
Penknife No. ...	1	0	5	5	
Quills do. ...	5,167	61	10	2	See explanation for deficiency in "steel pens."
Wafer Box do. ...	4	0	5	8	These cannot be traced from records in this office; some having existed prior to 1862.
Colored Thread lbs. ...	3½	7	8	10	
Parchment Skin. ...	5½	4	0	3	See explanation for deficient "Vellum."
Sealing Wax, Black lbs. ...	3	1	4	3	
Red Sealing Wax do. ...	50	32	8	10	
Bengal Twine do. ...	4	1	6	0	
Copy Books No. ...	800	76	7	4	
Hughes' Geography for Beginners do. ...	9	3	3	2	These cannot be traced from records in this office.
Glasgow Infant School Magazine do. ...	4	5	6	1	
History of the Colonies do. ...	6	2	6	0	
History of England, Part 1st. do. ...	4	1	5	9	
Mayo's Lessons on Objects do. ...	1	1	10	9	
		516	10	1	

FORT SAINT GEORGE.
STATIONERY OFFICE.
17th May 1866.

(Signed) R. CADELL, Captain and Lieut. Colonel,
Superintendent of Stationery.

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18th July 1866.

7

C.

Memorandum of Stationery Receipts, &c.

Year.	Receipts from England.	Total Receipt.	Total Issue.	Total Receipts and Issues.	Local purchases.	Cost of Establishment.	Gain from sale of waste, paper, &c.	Stock remains at close of year.
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
1860-61.....	36,557	56,941	1,64,410	2,21,351	20,197	4,709	1,867	2,14,356
1861-62.....	18,503	56,115	1,33,072	1,89,187	35,826	4,709	2,908	1,37,399
1862-63.....	99,573	1,72,301	1,74,363	3,46,664	27,584	5,381	3,820	1,35,337
1863-64.....	2,17,018	2,81,085	1,80,892	4,61,977	40,294	5,346	5,239	2,35,530
1864-65.....	2,19,414	2,80,712	1,75,594	4,56,306	53,745	6,509	5,203	3,33,230
			In 1865-66		86,768			

The receipts from England, which should have been received, are now coming in, they are above 2½ lakhs value.

Although the stock in 1862-63 is less in value than the two previous years, the bulk of the articles has not been diminished, the difference being accounted for by the cheaper cost of Machine-made papers.

The large increase to stock is owing to the supply of printing paper from England, instead of being purchased locally, as heretofore, by which a large saving is effected annually.

The local purchases will be still further increased, in reference to the Proceedings of Government, No. 548, of 31st May 1866, but the additional expenses incurred on this account, will be more than covered by the savings referred to therein.

(Signed) J. L. BARROW, Colonel.

Forwarded through the Accountant General.

INSPECTOR GENERAL'S OFFICE,
FORT SAINT GEORGE,
26th June 1866.

(Signed) J. L. BARROW, Colonel,
Dy. Insptr. Genl. of Ord. and Magazines.

No. 104. ORDER THEREON, 18th July 1866, No. 726.

These papers relate to the examination of the Stock of the Stationery Store Office.

2. The examination was made by Mr. Cardozo, Head Uncovenanted Assistant in the Office of the Inspector General of Ordnance and Magazines, and has been highly satisfactory. There does not appear hitherto to have been any thorough and complete stock-taking. Successive Superintendents of Stationery have carried out partial examinations of stock, but the discrepancies discovered on these occasions were never adjusted.

3. The Governor in Council sanctions the writing off of the deficiencies, and the bringing to account the surpluses, reported by Mr. Cardozo.

4. In future Stock will be taken annually. The Inspector General will report when this may most conveniently be done, and the Government will nominate an Officer for the purpose.

5. The Inspector General will have printed and priced lists of the articles referred to in paragraphs 6 and 7 of Mr. Cardozo's letter sent to the Heads of

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all Departments, in sufficient numbers for them to distribute to their subordinate offices, in order to ascertain which of the articles are required for the Public Service. The balance remaining unapplied for after four months will be reported for the orders of Government.

6. The Inspector General will act on the suggestion contained in paragraph 8 of Mr. Cardozo's report, taking care to reserve a sufficient number of the maps for local requirements.

7. The Government resolves to grant Mr. Cardozo a gratuity of Rupees 200 for the extra labor devolved on him, and the satisfactory manner in which he has performed the duty.

8. A Store-keeper, on Rupees 70 per mensem, having been added to the Establishment in February 1865, the Government are not prepared to apply to the Government of India for an increase to the salaries of the Superintendent and Manager.

(True Extract).

Chief Secretary.

To the Inspector General of Ordnance and Magazines.

„ Accountant General.

„ Examiner of Claims.

Department.

General No.

*Inspector General's Office,
Fort Saint George,
11 June 1866.
No. 63.*

Official Memo-

*Forwarded to the
Under Secretary to Government
Public Department with
reference to his communication
Letter No. 226 dated 4 July
1866. The price of a set of
these Maps is Rs. 21, 15, 5.*

*Map returned
23/7/66
To the Under Secy to Government
Public Department*

Enclosure

Ordinance Office
Fort Saint George
11th May 1866

To
The Inspector General of Ordnance
and Magazines.

Sir,

1 In conformity with the arrangement contained in your W^g 9278 dated 21st February 66, to the address of the Superintendent of Stationery, I have the honor to inform you, that I have completed the "taking of stock" of the articles of Stationery under the custody of the Superintendent of Stationery.

2 Though the items in stock were very numerous, yet from the admirable manner in which the stores are kept in the Depot, and from the Store Accounts being kept current, I have been enabled to perform the task with rapidity, and without to a great extent interfering with the duties either of the Depot Establishment or my own. I received the fullest and most cordial assistance from the Manager and from the Storekeeper of the Stationery Depot, who afforded such aid under the directions of the Superintendent.

3. Understand, that although successive Superintendents had stock taken piecemeal, no steps were ever taken for the adjustment of discrepancies, there not having been any order on the subject previous to that issued by Government in their Proceedings, Financial Department, No. 12, dated 6th January 1866, and consequently, many of the surpluses and deficiencies now found by me, were known to have existed prior to 1862, the last occasion of taking stock under the directions of the then Superintendent.

4. It is very advisable however, that the Store Accounts should be adjusted annually, and with this view

I attach a Statement of deficiencies A. with the counterpart of Surpluses B. and would suggest that they should be submitted for any observations the Superintendent might wish to offer, before being sent on through the Accountant General for the sanction of Government to the deficiencies being written off, and Surpluses being brought to account at an early date.

* Vide Order of Government Public Department No. 1003 dated 31st August 1864 clause III, page 3, para 9, of Committee's Report dated 25th March 1864, to Secretary to Government Bengal.

III. There should be an Annual Stock taking. This is done in Her Majesty's Stationery Office in London between the 7th and 7th April of every year, when no issues are made except in emergency.

5. Acting on the principle enunciated in the Resolution of the Governor General of India, Financial Department, quoted marginally for easy reference, I think, it would be desirable to obtain the sanction of Government to the elimination of all stock stores as may not be required to be retained in the Depot, thereby considerably lessening the number of items to be kept up and accounted for.

Gazette of India Extraordinary. Calcutta. Thursday October 13th 1864. para 6. At paragraph 394, the Commissioners suggest that all unserviceable, obsolete, or redundant articles should be eliminated from the stores previously to the ensuing financial year, so that the stores in stock at the commencement of the year may represent those actually fit and ready for service. Arrangements should be at once made to give effect to this recommendation. The stores so excluded should be fully advertised and should be sold to the highest bidder, with the reservation only of an upset price, founded upon a low calculation of the sum which may be expected to be realized at the nearest favorable market, after deducting all the expenses of conveying them thither.

quoted marginally for easy reference, I think, it would be desirable to obtain the sanction of Government to the elimination of all stock stores as may not be required

to be retained in the Depot, thereby considerably lessening the number of items to be kept up and accounted for.

	Rs.	P.	D.	
507 Red Ink Glasses	78.	3.	2.	Vide Circular order 6 th June 1864.
134 Bristol Boards	44.	4.	5.	
307 Erasers	161.	3.	11.	
354 Ivory folders	121.	5.	9.	
553 Mill Boards	187.	6.	9.	Pro. Govt. P. D. Dept. No. 28 Nov 2 nd Feb 1877.
46 Canvas Binder	54.	2.	1.	
45 " 13 th Diagonal	52.	8.	6.	
38 " 13 th Number	31.	10.	9.	
81 " 2 nd Red	95.	11.	6.	The Articles, as per margin, aggregating in value 1073. 5. 8. are obsolete, and might with the exception of two items, Erasers and Ivory folders, be sold by auction, or offered to any of the Departments of Government requiring them, and even the stock of Erasers
32 " Neutral Tint	38.	15.	9.	
20 " Port Green	25.	8.	11.	
59 " Super Green	70.	3.	6.	
30 " Indian Yellow	74.	"	10	

Total Papers 1073. 5. 8

exception of two items, Erasers and Ivory folders, be sold by auction, or offered to any of the Departments of Government requiring them, and even the stock of Erasers

Eraser and every folder might be considerably reduced, as they are being issued in very small numbers in payment to Adjutants and Quarter Masters of Regiments.

7- In addition to the above, there are

Sundry Articles as per margin, in value Rs 10. 11. 1/2, for

which there are

no demands, and

if not required

for the Educational

or other Depart-

ments of Govern-

ment, might

also be advantage-

ously sold. The

School Books are

principally those

not sanctioned

as Class Books

in the allotment

of 1856, the

beautiful and

expensive "Walker's

Map of India"

of which 35 remain

in stock.

1 Copy Nautical Almanac 1856	10. 11. 1/2
484 Sheets Parchment	" 16. "
35 Copies Walker's Map of India	368. 10. 8.
57 Collectors' Trichinopoly map	285. " "
70 " " in sheets	367. 8. "
88 Sets pictures Illustrative of Natural History	464. 3. 2
329 Bibles Gaelic	168. " 8.
341 " " in 2 Vols	192. 6. 5
451 Copies Madras's Antiquities	451. " "
10 " " " " " "	27. 8. "
173 " " " " " "	164. 1. 6
91 " " " " " "	142. 4. 11
51 " " " " " "	17. 11. 2
474 " " " " " "	323. 6. 6
585 " " " " " "	801. 1. 8.
75 Saltington's Grammar Book	12. 15. 1.
990 Walls " " " "	148. 9. 4.
989 Carpenter's Spelling	103. 15. "
378 Mavers " " " "	842. 5. 3.
5 Copies East's measurement	227. 9. "
Incidental are	
24 " " " " " "	92. " 6.
6 " " " " " "	73. 4. 6.
1 " " " " " "	28. 12. 10.
2 " " " " " "	1. 3. 2
4 " " " " " "	3. 6. 5
7 " " " " " "	3. 9. 7
17 " " " " " "	6. 6. 9
24 " " " " " "	35. 4. 2
19 " " " " " "	64. 12. 8
19 " " " " " "	17. 1. 7
19 " " " " " "	15. 9. 6
25 " " " " " "	29. 15. 11
5 " " " " " "	14. 15. 11
20 " " " " " "	29. 15. 11
19 " " " " " "	56. 15. 10
11 " " " " " "	92. 6. 1.
9 " " " " " "	8. 1. 7
30 " " " " " "	11. 4. "
Total	Rs 10. 11. 1/2

appear admirably adapted for Schools. 36 of them were received from England long ago, and I find that only one copy has been applied for during the last nine years.

8- It was much struck with the large stock of Indian Atlas sheets in store, it would appear that 100 copies of each of the sheets, as published in England, have been sent to this Presidency, and doubtless a similar course has been observed as regards the other Presidencies; should such be the case, it would appear very desirable that an interpresidential exchange should be

made, the number,

as per margin, in

red ink are those

which are rarely

if ever sold or issued to Departments at this Presidency, and would doubtless be accepted at

Bengal and

Bombay; the

black ink number

bers are those

which sell rapidly, and are in constant demand at Madras, and might be available from Bengal and Bombay.

I have the honor to be,

Sir,
Your obedient servant,

J. S. D. Head Quarters
Adjutant-General of Madras

Ed. 1856

C. 19

Memorandum of Stationery Receipts &c.

Year	Receipts from England	Total Receipts	Total Issue	Total Receipts Issues	Local purchases	Cost of Establishment	Gain from Sale of Waste Paper &c.	Stock Remains at Close of year
1860/61	56.557	56.940	164.410	221.351	20197	4709	1067	214356
1861/62	18.503	56115	133072	189187	35026	4709	2908	137399
1862/63	99573	172301	174363	346664	27584	5381	3820	135337
1863/64	217018	281085	100092	461977	40294	5346	5239	235530
1864/65	219414	280712	175594	456306	53745	6509	5203	333230
				IN 1865/66	86768			

The receipts from England which should have been received are now coming in, they are at the 2 1/4 per cent value.

Although the stock in 1862/63 is less in value than the two previous years, the bulk of the articles has not been diminished, the difference being accounted for by the cheaper cost of machine made papers.

The large increase to stock is owing to the supply of printing paper from England, instead of being purchased locally as heretofore, by which a large saving is effected annually.

The local purchases will be still further increased, in reference to the Proceedings of Government No. 548 of 31st May 1866, but the additional expenses incurred on this account will be more than covered by the savings referred to therein.

J. S. G. C. C.

Compd. A. H. D.

I have the honor to acknowledge the receipt of the above mentioned sum of money from the Treasury on the 11th May 1866. I am, Sir, very respectfully,
 Yours, Sir, very obediently,
 J. S. G. C. C.

Memorandum of
Stationery receipts for
Martin C.

Ordnance Department.
3 Inclosures.

25
Inspector General's Office,
Fort St. George,
20 June 1866.

No. 20
From
Colonel J. L. Barrow.
Deputy Inspector General
of Ordnance and Magazines.

To,
The Chief Secretary to Government.

Sir,

In obedience to instructions conveyed to
this Department, I have the honor to report, that

the Stock taking of Stationery
Proceedings of Government Financial
Department No. 4 dated 6 January 1866. has now been completed

by Mr. Cardozo the Head Uncovenanted Assistant
in my Office.

2 Government will best understand the
nature and extent of the duty that has been
performed by Mr. Cardozo, by my forwarding his
own report, which has been submitted for ob-
servation to the Superintendent of Stationery,
and in which that Officer substantially concurs,
but remarks as follows with reference to para

3, "I think the conclusion of 3rd para may cause
"misunderstanding. It would of course take

weeks

* Dated 11 May 1866.
with Statement
marked A. & B.
attached.

DA & M. O. L. No. 20
Recd 27 6 1866

25
The Hon. Secy to Govt.
Fort St. George.

Forwarded through
The Hon. Secy to Govt.

General No. 20
Inspector General's Office,
Fort St. George,
June 1866.

No. 20

"weeks of uninterrupted attention and attendance
"for one individual really to count each Article
"of the daily varying Stock on hand, but prac-
"tically, a constant check and taking of Stock
"goes on by continuous careful countings of receipts
"and issues and of balances of different Articles."

3. The result of this investigation is satisfac-
-tory and is proof of the regularity and accuracy
with which Stationery transactions extending
over a long period of years, and including all
branches of the Public Service, Civil and Military,
have been conducted.

4. The amount of Stock in hand, has for
many years varied in value between $1\frac{1}{2}$ and
 $3\frac{1}{2}$ Lacs, and the aggregate difference in the
Store Accounts now shown exhibits a surplus
balance of $289-11-4$, and I must beg Govern-
-ment to grant me authority to adjust the
accounts, by writing off deficiencies, and bring-
ing the Surpluses to account.

5. I think I should now be doing an in-
-justice both to the Superintendent of Stationery
and his Manager, if I did not, in presenting
this Report, ask the consideration of Government

to the rates of remuneration²⁷⁰ accorded to
to those Officers
Superintendent of Stationery Papers ~~200~~ 150
Manager

the subject has before engaged the attention of
Government, but it is
Proceedings of Government No 153 dated
7th February 1865, perhaps at no time

so likely to receive favorable attention as when
accompanied by a Statement, showing how the
economical working of the Establishment, as
has been acknowledged
Proceedings of Government No 1391 dated
15 December 1863 Para II. by Government, has

been combined with great accuracy of accounts
and carefulness of Government Property. From
my own personal experience of many years, I
am enabled to speak of the large responsibility
and onerous character of the duties attaching
to the Superintendent's Office.

6. That the responsibility and amount of
work in the Stationery Depot, has of late years
greatly increased, is evidenced by the
Memorandum marked C. which I beg
to append, and I would therefore ask for an
Increase to the Salaries of the Superintendent
and his Manager, to the extent of 100 Rupees
to

to each, that of the latter being gradually in-
-creased according to the plan adopted in
Bengal, by an Annual addition to his Monthly
Salary of 25 Rupees, thus fixing it at the re-
-tirement of 4 Years at the Maximum of
Rupees 250, and in the event of casualty
occurring, each successor to the Manager's
Office to be appointed on the Minimum
Salary of Rupees 150, and in the same man-
-ner work his way to the Maximum of
Rupees 250.

7. As this has been the first occasion on
such a thorough and consecutive examination
of this nature has ever been made for the infor-
-mation of Government, it has perhaps been
carried out under difficulties which will not
henceforth occur, although I shall take care that
each Annual Examination as now proposed
is equally scrutinizing in character. My own
experience is corroborated by that of the Officer
appointed to take Stock in the Stationery Office.
Mr. Cardozo had to devote some hours (nearly)
daily for upwards of a month to the measuring,
counting and weighing, items of Stationery Stock

94
of great extent and value, I would only desire
that the time so occupied by the Gentleman
to whom the work has been entrusted, has not
been taken from his official duties in my Office,
and I am therefore, I think, justified in
asking for him some recognition of his labors.
I may be permitted respectfully to suggest,
that it be rateably on the scale accorded to
the Officer appointed to perform the similar
examination in Calcutta.

I have the honor to be,

Sir,

Your most Obedient Servant.

J. Barrow Coll.
Deputy Inspector General
of Ordnance and Mags.

E. P. E. P.

Public

Ind Prob Levy 1866 Nos 508-
Pub 31 May 173-174
7 Feb 1865 42-44
31 Aug 1864 147-148
15 Dec 1863 82-83
28 Nov 1861 124-125

14.6.1861

1866 Reprintment
From
The Accountant General
To The Acting Chief Secretary
to Government

Dated 17 July 1866
No. 26
1866

No. 90

No. 26

Submitting for orders
the audit Report of Station,
Store Accounts.

95.12.20

for the discrepancies

From
The Inspector General
of Ordnance and
To the Chief Secretary
to Government.

Dated 26 June 1866

Report that the West India
Stationery has been
completed by Mr. Cundage the
Head Munitions Officer
in the Inspector General's
with suggestions for
improvement, and in view of
taking to the Inspector General
and Managers of the Stationery
Dept.

No. 18 July 1866 No. 108.

No. 18 July 1866 No. 108.

Public

Read letter to the Post General 25 July 1866.

Order thereon 18 July 1866 No. 726

These papers related to
the examination of the
Stock of the Sta Wining
Store Office.

The examination was
made by Mr. C. L. L. L.,
Heads Mr. L. L. L. in
the Office of the Inspector
Genl of Ordnance &
Magazines, and has
been highly satisfactory.
There does not appear
hitherto to have been
any thorough & com-
plete stock-taking.
Incessive but the
Stationery have ac-
crued out partial
Examinations of stock
for the discrepancies

W. L.

discussed on these occasions were never adjusted.

The final sanction the writing of the deficiencies & the bringing to account the surpluses, reported by Mr. Cardozo.

In future stock will be taken annually - the P. S. J. will report when this may most conveniently be done & the fut. will nominate an officer for the purpose.

The P. S. J. will have printed & priced lists of the articles referred to in items 5 & 7 of Mr. Cardozo's letter sent to the ~~all~~ of all

(Next time are out.
Is due or? be desirable).

over
two hundred
day ~~and~~
refused
W.D.H.

depts in sufficient
numbers for ^{them to} the ~~the~~
to their subordinate
offices - in order to as-
certain which of the
articles are required
for the public service.
The balance ~~was~~
mainly was applied
for, as the four men
will be referred to
the order of fut.

The P. S. J. will
act on the suggestion
contained in para 8
of Mr. Cardozo's report.
to bring case to
a to the ~~number~~
of the maps for local
reference men to.

The fut. member
I grant Mr. Cardozo
a quantity of Rs 20
for the extra labor de.

103-104
looked on him & the
satisfactory manner
in which he has per-
formed the duty.

A store keeper on
R. 70. R. M. having been
added to the list of those
men in Feb 1885. The
put me not prepared
to apply to the put of R.
for an increase
of the salaries of the
Sub: & Managers.

S. D.

X This Col. Harrison
in the present case
but we had better
decide to increase
allowance W.D.

The head of the
Department of Claims
J. S. S. 28/7

Note

The put. in some cases
paid & in others do not
pay - Extra remunera-
tion. It is a special
duty - not forming
part of regular business
& I think the put. may find
pay some thing - say
150 or 200 Rs -

These applications for
more pay are now the
natural finale of
every report from Col
Simpson. The Sub: & Sup
is really ex-officio - the
Manager is simple
enough - and I should
think the present rates
100 to the former (in
addition to his other
allowances) and 150 to
the latter fair enough.
Others expected.

S. D.