

1. File No. 14
2. Date 24-9-34
3. Initials of [illegible]

M.E.O. 1-22,400-22-11-30.

MADRAS RECORD OFFICE.

Government of Madras.

Public **DEPARTMENT.**

G.O. No.	966	Press Mis.
Dated	24-9-1866	

Not to be folded or roughly handled

1

Proceedings of the Madras Government, Public Department,
24th September 1866.

No. 136. Read the following Proceedings of Government in the Public Works Department, dated 15th September 1866, No. 2959.

Communicating the replies of the several
Superintending Engineers as to the
course adopted by them for regulating
the issue of stationery to their Subor-
dinates. } (Vide Proceedings, Public Works De-
partment, dated 15th September 1866,
Nos. 390—398.)

No. 137. ORDER THEREON, 24th September 1866, No. 966.

To be recorded.

(Signed) J. D. SIM,
Secretary to Government.

Exd. T. Cartledge.

3

*Proceedings of the Madras Government, Public Works Department,
15th September 1866.*

Read the following letters :—

No. 390. From the Superintending Engineer, 1st Division, to the Secretary to Government, Public Works Department, dated Camp, Dowlaishweram, 21st July 1866, No. 66.

1. With reference to your Memorandum, dated 13th instant, reminding me of the call* for a report on the method of checking the issue of stationery to the subordinate of the Department Public

* G. O. No. 1,195, 18th April 1866.

Works, I beg to explain that I overlooked that portion of the G. O., understanding only that it directed the adoption of the method in force in the Public Works Department.

2. I now have the honor to report that the issue of stationery is intrusted to the Store-keeper. Indents from Ranges are examined by him, and submitted to me for countersignature, after he has checked the entry of last supply and balance in hand. The Store-keeper is required to bring specially to notice, any Indent in which the expenditure or demand for stationery in any subordinate office exceeds the recognized average requirements.

3. I do not know whether the averages fixed for the several offices are not more than they might be kept down to.

No. 391. From the Superintending Engineer, 2nd Division, to the Secretary to Government, Department Public Works, dated Masulipatam, 20th June 1866, No. 23.

1. Agreeably to paragraph 2 of G. O. No. 1,195, dated 18th April 1866, I have the honor to report on the distribution of the stationery sent to this Division during the current year.

2. The Range Offices, as well as that of the Superintending Engineer, having been remodelled during the past year, it has been necessary to settle what proportion of stationery should be allotted to each and after a careful enquiry. I have fixed the various articles needed, according to the number of the Writers and the general work of each office, as per Tabular Statement annexed, and hope both economy and efficiency will be ensured.

No. 392. From the Officiating Superintending Engineer, 4th Division, to the Secretary to Government, Public Works Department, dated Madras, 25th August 1866, No. 1,808.

Indents for Stationery from the Range Officers of the 4th Division, for 1865-66.

1. In obedience to the instructions conveyed in the Orders of Government, Public Works Department, No. 2,538, dated 11th August 1866, I have the honor to submit the papers noted in the margin, which will show the check provided in this office in connexion with the Indents for stationery from the year 1863-64.

2. The practice has been simply to reduce or altogether disallow such articles of stationery included in the local annual Indents, as appeared to be either unnecessarily large or unusual as a supply, the Indents being then forwarded to the Superintendent of Stationery for compliance. The articles when received in this

*Proceedings of the Madras Government, Public Works Department,
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office were despatched to the indenting Officers, who rendered no accounts beyond showing in their next annual Indent, the expenditure of the previous year. There has consequently been no formal correspondence or proceedings on the subject, the only papers being a few references between this and the Executive Offices, and the Stationery Office, on purely routine matters.

3. As stated in my letter of the 7th August 1866, No. 1,455, I shall follow the plan adopted by the Board of Revenue, in regard to the Indents which will be received shortly.

No. 393. From the Superintending Engineer, 5th Division, to the Secretary to Government, Department Public Works, dated Cuddalore, 16th July 1866, No. 72.

1. With reference to paragraph 2, of G. O. of the 18th April 1866, No. 1,195, and your Memorandum No. 240, of the 13th instant, I have the honor to state that the Indents of the Range Officers for pencils, quills, &c., articles specified in the Notification of the Inspector General of Ordnance and Magazines, published in the "Fort Saint George Gazette" of the 3rd July 1860, page 8, were checked in this office with reference to the quantity prescribed for each person, and any article applied for in excess was struck out in this office, and a similar reduction made in the General Indent for the Division.

2. As regards papers, books, &c., other than those mentioned in the Notification above referred to, the Range Indents were checked with reference to the quantity consumed during the previous years, and any excess applied for was similarly reduced in this office. In fact nothing more than what was deemed actually necessary was provided for in the general Indent.

3. Since the submission of my Indent for the current official year, several forms of accounts having been supplied to the Ranges by the Controller of Public Works Accounts, I have issued to the Range Officers a Circular directing them as to exercise strict economy in the consumption of the articles supplied to them, and to report what quantity of papers they can save from the current year's supply.

4. I did not deem it necessary to intimate to the Range Officers the retrenchments made in my office, and consequently I could not furnish the Government with copies of my proceedings on the Range Indents.

No. 394. From the Superintending Engineer, 6th Division, to the Secretary to Government, Department Public Works, dated Lower Anicut, 23rd July 1866, No. 467.

1. With reference to G. O., No. 1,195, dated 18th April, I have the honor to inform you that the Indents of the Range Officers are checked in this office before they are passed, and any items applied for in excess of the actual requirements are disallowed.

2. Range Officers have hitherto purchased Goa and country paper in the local bazaars, this has now been put a stop to under the G. O. under reply, and an allotment of these papers has been made to the several Ranges according to their actual requirements, or as nearly so as can be judged.

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3. In the Quarterly Indents the supply used during the previous quarter is shown. The expenditure of stationery in the various Ranges has not hitherto been sufficiently compared, and a check thus established. A tabulated Statement is now to be kept by which the expenditure of stationery may be easily compared and checked, and some accurate idea of the quantities of the various papers required in each Range will shortly be ascertained.

4. The Range Officers have been furnished with a list of the various documents they are required to submit, in which the paper on which the documents are to be prepared is mentioned, and they have been called upon to keep a record of the stationery issued to their Subordinates and office establishments, to strike a balance at the end of each month, and to furnish this office with a copy of this balance sheet showing an abstract of the issues to each Subordinate or Office.

No. 395. From the Superintending Engineer, 7th Division, to the Secretary to Government, Department Public Works, dated Camp, Coonoor, 20th July 1866, No. 90.

Enclosure 1.

I have the honor to report with reference to G. O., No. 23 of 8th May, and your reminder No. 240, of 13th July, on the subject of paragraph 10 of G. O. in the Public Department, No. 331 of 30th March 1866, that I have not had occasion to issue any Circular relating to the supply of stationery to offices subordinate to mine. Range Officers' Indents are dealt with, as received, on their individual merits, a first supply being issued, in proportion to their presumed wants, on first receipt of the divisional supply from Madras; with reference to which I take this opportunity of calling attention to non-compliance with my Indents to a considerable but unexplained extent, as shown in the accompanying statement. One article named therein, tracing cloth, I have lately been supplied with from the Public Works Stores.

No. 396. From the Officiating Superintending Engineer, 8th Division, to the Secretary to Government, Department Public Works, dated Madura, 23rd May 1866, No. 169.

1. With reference to G. O., No. 1,195 of the 18th April, I have the honor to state, that it has been customary in this Division for Range Officers to procure the ~~Goa~~ French paper in the local markets; as this practice is now objected to, a supplemental Indent must be sent to the Stationery Department for a further supply of this class of paper for the current year.

2. As to the proceedings carried out in checking the issues to subordinate offices, quarterly Indents are sent in by the Range Officers, showing the amount of the last supply, the balance in hand, and the requirements. The figures are examined in my office, and only a fair average supply is issued.

3. The annual Indent for stationery for the Division is prepared in this office; the quantities of each article being calculated from the average expenditure of each office establishment, a check is thus instituted on the requirements for the coming year, and afterwards kept up in each quarter of the year; there is thus not much likelihood of an excessive demand being made for any of the items of the stationery list.

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15th September 1866.

No. 397. From the Superintending Engineer, 3rd Division, to the Secretary to Government, Public Works Department, dated Bellary, 3rd September 1866, No. 1,593.

1. With reference to G. O., No. 1,195, dated 18th April 1866, I have the honor to inform you that the system of docket slips has been introduced throughout this Division, and instructions have been issued to Range Officers to limit the use of Foolscap paper to such documents as have to be sent to your office.
2. The issue of pencils, pens, &c., is regulated by the scale laid down in "Fort Saint George Gazette," with slight modifications, according to the amount of work in each Range.
3. I am having all the different forms printed, and have already distributed a considerable number to the Ranges, and am endeavouring to reduce the office work to a minimum.

* File books.
Vinegar.
Gum.
Flour for paste.
Other petty articles.
Goa or Pot paper.

4. The only articles at present allowed to be purchased and charged for in the contingent bills are entered in the margin; * provision will, however, be made in my future stationery Indent for the last mentioned article.

No. 398.

ORDER THEREON, 15th September 1866, No. 2,959.

ESTABLISHMENT, No. 30.

Ordered that the foregoing papers be communicated to the Public Department with reference to the Orders in that Department, No. 331, dated 30th March 1866.

(True Extract.)

(Signed) CHARLES A. ORR, Colonel, R. E.,
Secretary to Government.

True copy
Charles A. Orr Colonel R.E.
Secretary to Govt.

To the Public Department, with Enclosures.
Superintending Engineer

Allocation of Stationery for 1866/67-

Allocation for 1866/67-

Names of Articles-	Supplies 1st Class 2d Class 3d Class			
	Engineers Office	Range Office	Range Office	Range Office
(Medium) Wp. Made - D ^y	4	"	"	"
Imperial W. Made - "	8	"	"	"
Denny Wp. Made - "	5	1	1/2	1/4
Folscape W. Made - }	200	40	30	20
D ^y Wp. Made - }				
Range Arson - "	100	25	20	15
Quarks Pack - "	23	2	1	1
Blotting paper - "	10	1	1/2	1/2
Marble paper Royal - "	1/4	"	"	"
French Folscape - "	250	125	100	80
Country Cartridge - "	15	1	1	1
D ^y Denny - "	40	14	10	7
D ^y Folscape - "	15	1	1	1
Country Chellam Medium - "	100	20	12	8
D ^y D ^y Denny - "	40	12	10	8
Europe Chellam Medium - "	18	"	"	"
4 Quires Royal Books				
leather bound - W ^y	2	1	1	"
4 D ^y Medium D ^y - "	5	2	1	1
4 D ^y Denny D ^y - "	4	2	2	2
4 D ^y Folscape D ^y - "	5	4	3	3
1 D ^y Marble Books				
Denny slip - "	12	6	5	4
1 D ^y D ^y Folscape D ^y - "	7	3	2	2
Handwritten - "	10	6	4	4
Quills - "	1200	500	300	200
Black Ink Powder - packs	60	14	12	10
Red - D ^y - D ^y - "	10	1	1	1
Indian Rubber - pieces -	10	4	3	2
Black lead pencils - W ^y	100	36	24	18
Red lead pencils - "	40	20	15	10

Cutlery & Tools -	54	48	36	36
Do. Penholders -	9	8	6	6
Indian Ink & Sticks -	6	2	1	1
Needles large & small -	13	3	2	2
Do. 3 Corners -	5	1	1	1
White Tape in Balls -	15	2	1	1
Do. in pieces -	10			
Cotton thread of Colors -	10	2	1	1
Bengal Twine -	10	"	"	"
Europe Twine -	10	"	"	"
Do. -	12	"	"	"
Europe Thread -	8	2	1	1
Wax Cloth -	24	4	2	2
Sponges -	8	3	2	2

Suply. Engr. Officer *D. D.*
 Naval Station
 20th June 1866 -

Commr. *Lt. Col.*
 Suply. Engineer *D. D.*

Memo: of Stationery Indented for, for the official year ending 30 April 1866. 64 and short supplies. —

Description of article	Quantity Indented as per for the year 1866-67.			Quantity Received			Quantity not supplied		
Drawing Antiquarian	do	2				2			
Do Double Elephant	Do	2				2			
Do Single Do	Do	2				2			
Do Imperial Note.	Do	2				2			
Writing Medium	Do	20	20	18	15	1	2	1	9
Do Foolcap.	Do	350		192					158
Do Pitt or Kingman	Do	150	127	12	22				12
Do Thick Quarter Post.	Do	10		5					4
Tracing Paper	Do	3		13	2				11
~~Drawing Paper~~	~~Do~~	~~20~~		~~10~~					~~10~~
Wax Cloth	Do	60	44	2					16
Wafer Paper	Boxes	5							5
Black Ink Powder	No.	200		190					10
Red do	No.	100		46					54
Drawing Pencil	No.	150		84					66
Red sealing Wax	lbs.	24		8 1/2					15 1/2
Black do do	Do	4		2					2
Bengal Twine	Skens	150		95					55
Wax Cloth	yds	100		56 1/2					43 1/2
Leather Bound Book Demi size	No.	12		8					4
Marble Cover book 12mo Demi size	No.	50		22					28
Do Foolcap size	Do	50		30					20
Do do Quarto size	Do	35		30					5
Do do Octavo size	"	35		30					5

Sup. Engr's office 7th Dec
Camp Co. near

Wm. L. Smith
Sup. Engr's office 7th Dec

Enclosed in a letter
No 23 dated 20 June 1866
from the Chief Engineer
of the 6th Cavalry
to the 1st Lt. Major

of the 1st Lt. Major
Stationery for 1866/67

Vol 12 No 1188/65

In answer to no 90 of 20th
July 1866 from the City
Engineers 3rd Dec to the
deputy Surveyor (1866)
Madras

P. B. 3058/66

Memo: of statement
submitted for 1866-67
shortly after

In file no 1188/66

No 30 March 1866 Aug 142 D
and 142 C

Pub Lic 1866. Dep.

Sept 25 Sept 1866

N^o 137

Proceedings of Government in the
Pub. Works Department.
No. 2,957

Dated 15th September 1866.
Received 18th

2 Enclosures.

No. 1188

Among the replies of the
several Dept. Engrs as to the
cause accepted by them for
regulating the course of
stationing to their orders.

quite
No 906 dated 24 Sept 1865
to be correct