

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No. 1264	Press Mis.
Dated 10—10—1870	19

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Department,
10th October 1870.*

No. 44. Read the following letter from the Acting Inspector-General of Ordnance and Magazines, to the Chief Secretary to Government, Fort Saint George, dated Fort Saint George, 10th September 1870, No. 167-G :—

Ordnance Department.

I have the honour to submit the Administration Report of the Superintendent of Stationery for the year 1869-70 of the Dépôt under his charge.

2. It is unnecessary for me to enter into any further details than those given in the report. I would, however, beg to offer the following observations :—

1. Paper got out specially for a Department is, after receipt, stated to be not required by that Department; thus, in the case of 500 reams of blue paper obtained from England upon the special requisition of the Post Office, this supply has not been used, as not being required.

2. The want of stowage room has already been noticed in former annual reports. No better store rooms than those at present occupied by the Stationery Dépôt can readily be procured elsewhere; but the accommodation is scanty, and a number of bales of paper are stowed, some in one of the rooms of this office, and others in an open area in the Grand Arsenal. It is, however, necessary, to ensure the requisite security and responsibility, that the whole stock of the Stationery Dépôt should be under one roof; and, with a view to this, the arrangements proposed in paragraph 2 of section II of the Superintendent's report appear to be judicious and advisable.

3. In regard to the charges connected with the despatch of stores, the suggestions of the Superintendent of Stationery under this head appear to be advisable.

4. The Home Authorities should be made acquainted with the want of satisfaction which some of the stationery stores afford, especially in respect to machine-made paper.

5. The supply of Bibles and Prayer Books locally, through the means of the Christian Knowledge Society, to soldiers, hospitals, Army schools, and for use in churches, appears to me to be more advantageous and economical than obtaining them direct from the Home Authorities at enhanced rates and additional cost on account of postage and inland transport charges; and I would strongly recommend the adoption of the measure. A clear understanding with the Agents of the Society in question would be necessary, however, to ensure a supply adequate to the demand at all times available, before any definite arrangements are made.

From the Superintendent of Stationery, to the Inspector-General of Ordnance and Magazines, Fort Saint George, dated Fort Saint George, 11th August 1870, No. 253.

With reference to the Order of Government in their Proceedings in the Public Department, dated 28th November 1861, No. 1577, I have the honour to submit, for transmission to Government, a report of the operations of the Stationery Office for the official year ending 31st March 1870, which was necessarily delayed, till now, on account of the Invoice lists, with prices of the stationery articles from England, having been received on the 21st and 28th June 1870, respectively.

I. STOCK.—The value of stock at the commencement of the year was Rupees 3,90,231-5-9. The value of receipts from all sources during the year aggregate Rupees 3,98,144-12-6, while that of issues is Rupees 3,06,491-2-8; consequently, the value of stock at the close of the year was (as shown in statement appendix, marked A) Rupees 4,81,884-15-7.

2. The Medium and Demy papers alluded to in the last annual report were obtained from Calcutta. There was no occasion to resort to the local market during the year for any article of Europe stationery. This was obviated by the judicious arrangements in the office to maintain a sufficient reserve stock by regulating the demands on the Home Government more from personal experience of probable requirements than by basing the General Indent upon Departmental Estimates, which, not unfrequently, prove erroneous. This obviated the purchase of Europe stationery articles in the local market at rates very much higher than they can be obtained direct from England, particularly when competitors take advantage of any emergent demand for special requirements. The difficulty in determining the probable requirements for stationery articles will be understood when it is pointed out that the descriptions of paper included in the indents often differ from those shown in the estimates.

3. The yellow paper alluded to in Government Proceedings, dated 19th April 1869, No. 501, obtained upon the requisition of the General Post Office, afterwards stated to be not required, has since been all expended by that Department; while it has been intimated that the 500 reams of blue paper got from England upon its special requisition are not required.

II. RECEIPTS.—The value of receipts from England aggregates Rupees 2,93,661-7-4, against Rupees 3,25,830-1-3, the average of the two previous years. Small deficiencies still continue in English paper among the packages received from England, especially in foolscap and letter papers. This was explained by a wholesale stationer to be of common occurrence in the trade, because papers are made and sold in reams, of a certain exact weight in lbs., instead of being counted in sheets.

2. The remark in my last annual report of the increased price of Europe stationery articles of late years has led to a reduction of cost in the last Invoice lists of articles received during the year, by which a saving of Rupees 3,385-1-8 was effected, viz.:—

	RS.	A.	P.
572 Reams of Medium, H. M.	357	8	0
991 „ of Demy do.	536	12	8
3623 „ of Foolscap, M. M.	2,490	13	0

There was no reduction in price in the hand-made foolscap paper.

III. LOCAL PURCHASES.—The local purchases of country articles and French paper aggregate, in value, Rupees 98,797-3-10, against Rupees 87,212-14-4, the average of two preceding years; the increased expenditure being accounted for by the local purchase of black country ink powder for Rupees 1,500, the supply of stationery articles to the Lock-Hospitals and Health Office at Madras for the whole year, instead of for a fractional period only during the preceding year, and to the increased demands of Public Departments, especially the Public Works Department, the expenditure of which, it is proposed, should not be written off wholly as an imperial charge, but that a portion should be reimbursed from the Local Funds.

2. Although the Budget Estimates of this office show a large increased expenditure in local purchases of stationery articles since 1860, referred to by the Government of India in their Proceedings, dated 17th August 1868, No. 2000-A, there has been, notwithstanding, a very large saving to Government, instead of, as supposed, an increased expenditure; for instance, in one item only, namely, French paper, its purchase was effected last year for Rupees 64,975-3-6, against Rupees 92,589-7-1, the minimum price shown in Government Proceedings, dated 8th October 1862, No. 1182, viz.:—

	RS.	A.	P.
3,150 Reams, large size, at Rupees 3-8-0 per ream	11,025	0	0
36,704 „ small „ at „ 2-3-6½ „ „	81,564	7	1
Total...	92,589	7	1

3. The difference between the actual cost last year and the minimum rates shown above is Rupees 27,614-3-7; the saving, therefore, on this one item may safely be taken for more than 30,000 Rupees in round numbers, if we calculate the mean value therein given.

4. The large increase in the Office Estimates since 1860 must, therefore, be explained by the fact that the cost, under the present system, is shown in one estimate only, instead of, as heretofore, in fifty or more separate estimates, when every department provided and estimated for its cost.

5. The advantage of the new system is obvious. It has also increased the confidence of the traders generally, with a knowledge that all purchases for the Stationery Office are made by open contract only, so that the leading members of the mercantile community do not hesitate to compete for the supply of articles by contract. Our present contractors for French paper are Messrs. Arbuthnot & Co., on behalf of Messrs. Glenison et fils.

IV. ISSUES.—The cost of issues to public offices during the year aggregate Rupees 3,02,915-0-7, against Rupees 2,64,958-15-0 in the preceding year. This large difference is to be accounted for, as already explained in my letter, dated 24th September 1869, No. 377, to the increased demands of the Revenue Board and Gazette Press and other public offices, as also to a supply of Lithographic Plate and Drawing papers, upon special requisition of the Revenue Survey Office; the latter aggregating in value Rupees 9,849-13-2. The particulars of issues are shown in Statement appended (marked B). The increased demands of the several offices were admitted upon the check and responsibilities of controlling Heads of Departments, while the saving effected during the year, by the check exercised in this office, aggregate Rupees 1,528-0-3.

V. STOWAGE ROOM.—This want still exists: the stores continue deposited in the open area of the Arsenal, and every possible precaution is taken to protect this large quantity of paper from weather damage. The bales are covered with tarpaulins, and their expense, consequently, becomes a necessity until arrangements can be made to get from the Arsenal the additional room so much needed, referred to in your letters, dated 22nd November 1867 and 6th November 1869, Nos. 4147 and 4102, respectively, and Government Proceedings, dated 10th December 1869, No. 1690.

2. The most economical plan that suggests itself to meet this requirement would be, if, instead of the proposed delivery of a portion of the central (north and south) wing of the Armoury, it could be arranged to make over to this office the lower apartment in the range at present occupied by it, with an entrance from outside at the north end communicating with the upper apartments, and a partition wall constructed inside, to separate the Stationery Office premises from the Arsenal. This will enable the numerous employes of the several public offices and the public generally to transact business with the Stationery Office without intruding in any portion of the Arsenal limits. This arrangement will also admit of carts being drawn up conveniently outside the entrance to the Stationery Office, instead of coming into the Arsenal-yard to be laden and unladen, a practice which is so frequently complained against, especially when large consignments of stores are being received from England or when they are being despatched to out-stations. Another great advantage of this arrangement will be that all the public stores will be brought under cover, guarded against the risk of damage by any stress of weather, while the cost to effect these trivial alterations will, it is presumed, not exceed the cost of the wear and tear of tarpaulins used to cover the bales in the open area of the Grand Arsenal; the security of the stores will also be equal to others kept within the fortress, or of those now lodged in the room in your office building.

VI. RAIL CHARGES.—A saving of Rupees 2,527 was effected during the year in rail charges, on account of the reduction of fare for conveyance of stationery goods, sanctioned in Proceedings of Government, dated 8th June 1868, No. 694, and 11th December 1869, No. 3900. It will be necessary, for uniformity of practice, to lay down some definite rules to meet the cost of transit of stores to out-stations; I would, therefore, suggest that, for all stores sent from Madras by sea, the cost should be provided for and met by this office up to the port of disembarkation. The hire for carts and coolies, &c., to convey goods to the office, at the station, should be met by the department itself; for stores sent partly by rail and partly by carts, the rail charges are to be met in the Stationery Office, while the department to which the goods are consigned must arrange for their further progress, upon receipt of advice of the date of their despatch by rail. The arrangement for cart hire, &c., will be more economical, if made in the district itself, than any that can be entered into with contractors at the Presidency. For stores sent from Madras uninterruptedly the whole distance to their destination, the cost will be provided for by the Stationery Department.

VII. COMPLAINTS.—Complaints continue to be made of the inferiority of the supply of machine-made papers. Even the Government Secretariat object to its use for ordinary requirements, and apply to exchange this description of paper for the hand-made; indents have also been received for hand-made papers for official envelopes, although its supply has been restricted for the use of documents requiring permanent record only. The use of hand-made Europe papers for envelopes is prohibited in Government Orders, dated 17th May 1841 and 16th May 1860, respectively.

2. The Consulting Engineer for Railways has reported that a penknife (herewith sent) was broken by one of his clerks when in the act of mending a quill. The penknife is one of fifteen recently supplied to that officer; he has been instructed to submit an indent for its exchange, if urgently required. The minimum period the article is required to be in use is four years.

3. The Revenue Board, in an Official Memorandum, dated 27th May 1870, state that “the country ink-powder supplied last year is of inferior quality, compared with that received from England.”

VIII. BIBLES AND PRAYER BOOKS.—These books continue to be supplied from this office to Protestant Soldiers, Regimental Hospitals, and Army Schools upon indents countersigned by the Adjutant-General; but, considering the desideratum of reducing public expenditure to its lowest limit, consistent with efficiency, it may not be out of place for me to express an opinion that I doubt the expediency of obtaining these books from England when they can be got much cheaper from the Christian Knowledge Society's depôts in India. Their supply from this source was sanctioned by the late Honourable Court of Directors, in their Despatch published in G. O. G., No. 35, of 3rd February 1854, and this system of supply, if continued, will facilitate their compliance at a reduced cost and a saving of much scriptory labour and banghy postal charges; for, immediately upon receipt of the usual sanctioned indent from the Adjutant-General, the Officer Commanding the Corps has only to obtain the books from the depôt at the station in which the regiment is serving and to adjust the cost by the usual bill, the sanctioned indent being attached thereto in support of the charge.

2. A Bible and Prayer Book are procurable at the depôt in India at a cost varying from 12 Annas to 1 Rupee, while the cost for the supply from this office will be Rupees 3-1-11, viz., Rupees 2-1-11, prime cost of books, and 1 Rupee, banghy charges, exclusive of other postal charges for letters of advice and the transmission of a receipt for the books supplied.

3. There is no doubt that the plan proposed will be advantageous to Government; for 500 Prayer Books, 8vo. size, Pica type, were received from England for Regimental Hospitals at a cost of Rupees 3-7-2 each, although it was shown in the indent itself that the Secretary to the Christian Knowledge Society offered to supply them in India at 1 Rupee and 8 Annas each, and at 10 Annas and 8 Pice each, if of Long Primer, 24mo., of clear type.

4. Similar arrangements might also be made for the supply of books for use in churches, and there will be no occasion then to maintain these books as “Reserve Stock,” perhaps to deteriorate in store.

IX. COST OF ESTABLISHMENT.—The whole cost of the Stationery Office Establishment and superintendence for the past year is Rupees 7,767-9-9. If from this are deducted the sums realized in the margin, the net cost will then be Rupees 5,268-8-6, or nearly 12 Annas per cent. of the cost of the receipts and issues, which proves the economical working of the office. Although

the duties of the office have increased very considerably during the last ten years, the Stationery Office alone, it is presumed, can be pointed out as costing Government less now than it did some forty years ago, when its abstracts show an expenditure of Rupees 708 monthly or Rupees 8,496 for one year.

2. All the savings adverted to in this report are chiefly owing to the careful scrutiny and effective check exercised by the Manager, Mr. James Clark, who has never failed to bring to notice

any measure suggestive of a reduction in public expenditure, and to exercise a watchful and careful scrutiny of the several vouchers for monetary transactions of this office. His various and responsible duties are most satisfactorily and zealously performed. In conclusion, I have to reiterate the expression of opinion recorded by my predecessors, that the Government have, in Mr. Clark, a faithful, zealous, and intelligent public servant, and I shall be glad if his prayer, before submitted, to continue in the Service for a few years longer until physically disqualified, receives an indulgent and favourable consideration.

No. 45. ORDER THEREON, 10th October 1870, No. 1264.

The Administration Report of the Superintendent of Stationery for the year 1869-70, submitted with the foregoing letter from the Acting Inspector-General of Ordnance and Magazines, shows that the balance in stock brought forward from the preceding year, 1868-69, was valued at Rupees 3,90,231-5-9, and that the value of supplies received from England during the year and purchased in India amounted to Rupees 2,93,661-7-4 and Rupees 1,04,483-5-2, respectively. The aggregate value of stock dealt with in 1869-70 is Rupees 7,88,376-2-3, or Rupees 1,30,542-6-10 in excess of that for 1868-69.

2. The value of issues is shown to be Rupees 3,06,491-2-8, or Rupees 38,870-13-0 above that of the preceding year.

3. The net value of stock at the close of the year was also greater, being Rupees 4,81,884-13-7, against Rupees 3,90,231-5-9 in 1868-69.

4. The value of the supplies received from England, however, in 1869-70, was less than the average of the two preceding years by Rupees 32,168-9-11.

5. It is observed that, by the judicious arrangements made by the Stationery Department, the necessity for resorting to the local market during the year for articles of European manufacture was obviated. The attention of the Heads of Departments will, however, be drawn to the remarks of the Superintendent, that their estimates are not unfrequently erroneous, and that the descriptions of paper in the indents differ from those shown in the estimates, with a view to the indents and estimates being, in future, more accurately prepared.

6. Adverting to the large value of stock in hand at the close of the year, the Government are of opinion that the stock reserve in the Stationery Depôt should be restricted to what is likely to be required for about nine months, that period being ample to admit of indents being sent Home, and the requisite supplies obtained therefrom.

7. The Postmaster-General will be requested to explain the circumstances which induced him to indent for the large supply* of blue paper, referred to in Section I, Clause 3, of the Superintendent's report, which is stated to be not now required for use.

8. The question of debiting local funds with a per-centage of the cost of stationery supplied to Departments having the management of local funds will be disposed of on the receipt of a reply from the Government of India to a reference made on the subject by the Revenue Department.

29th March 1870, No. 404.

9. The Government notice with satisfaction that a large saving, which the Superintendent of Stationery estimates at Rupees 30,000, has been effected during the year in the expenditure incurred on account of French paper, by the paper having been purchased in direct communication with the manufacturers in Bordeaux.

10. An extract from the report of the Superintendent, regarding "stowage room," will be referred to the Military Department, in order that it may be ascertained whether the arrangements suggested by the Superintendent, for enlarging the accommodation assigned to the Stationery Department in the Grand Arsenal, can, without interfering with the arrangements of the latter institution, be carried out.

11. The suggestion of the Superintendent, that the department to which stationery is despatched by sea or rail should arrange for the conveyance of the stationery from the port or station to which it is consigned, and that the cost should be borne by the department itself, is approved, provided the port or place is within the consignee's jurisdiction. Timely notice of such despatches should be sent too to the consignees.

12. The attention of the Secretary of State will be requested to the remarks contained under Section VII. of the Superintendent's report, regarding the inferior quality of the machine-made paper and penknives obtained from England.

13. The proposal that the supply of Bibles and Prayer Books which is now obtained from England, for the use of European Soldiers, Hospitals, Army Schools, and Churches, should, in future, be procured through the Christian Knowledge Society's depôts in India, is also approved, the probable saving thereby being shown to be upwards of sixty-six per cent.

14. The Memorial of the Manager of the Stationery Department, to be allowed to continue in the Public Service, was disposed of in G. O., dated the 25th July last, No. 917.

(True Extract.)

R. S. ELLIS,
Chief Secretary.

To the Inspector-General of Ordnance and Magazines, with two statements and a penknife.

„ Accountant-General.

„ Revenue Department.

„ Military „

„ Public Works „

To

Reviewing the Administration Report of the
Superintendent of Stationery for 1869-70.

OCTOBER.
NOS. 44-45.

G. O. 10th October 1870, No. 1264

Dated October, 10th.
Recd. And.

75
THE INSPECTOR-GENERAL,
OF ORDINANCE AND MAGAZINES,
&c., &c.,
P.

PUBLIC.

Oct. of 1870 Madras.

Public DEPARTMENT.

List showing the distribution of the Proceedings of Government, dated 10 October 1870.
No. 1264

Revenue Department, for information and guidance and for communication to Sub-Officers..... 101
Public Works Department. do 131
Military Department... .. do 101
Legislative Department

Public.	<i>Board of Examiners</i>		<i>Committee for the Review of Subordinate Officers</i>		
	Principal Inspector General, Medical Department, for information and guidance and for communication to the Subordinate Officers.....				31
	Protector of Emigrants...				1
	Tamil Translator to Government				1
	Telugoo do. to do... ..				1
	Malayalim do. to do... ..				1
	Canarese do. to do... ..				1
	Persian do. to do... ..				1
	Government Astronomer... ..				1
	Private Secretary to His Excellency the Governor... ..				1
	Office in charge of Government Central Museum.				1
	Chemical Examiner				1
	Superintendent of Stationery.....				1
	Superintendent of the Government Press				1
	Municipal Commissioners... ..				1
	Postmaster General... ..				1
	Superintendent Electric Telegraphs.				3
Judicial.	<i>Sanitary Commissioners</i>				
	Judges of the Court of Sad and Faudaree <i>Madras</i> Madras , for information and guidance and for communication to the Subordinate Officers...				51
	Inspector General of Madras Police... .. do. do.				1
	Inspector General of Jails				1
	Commissioner of Police				1
	Magistrate of Police, 1st District..... <i>Town</i>				1
	Do. of Do. 2d Do				1
	Do. of Do. 3d Do..... <i>Royapetta</i>				1
	Judges of the Madras Court of Small Causes.....				1
	Advocate General				1
	Government Solicitor				1
	Government Pleader				1
	Administrator General				1
	Chief Clerk of the Insolvent Debtors' Court				1
	Coroner of Madras				1
	Sheriff of Madras				1
Political.	Clerk of the Council for making Laws				1
	Registrar of the Supreme Court				1
	Clerk of the Crown				1
	<i>Registrar General of Assurances Madras</i>				6
	Resident of Travancore and Cochin... ..				1
	Government Agent at Chepauk.....				1
	Government Agent at Tanjore.....				1
	Political Agent at Poodocottah.....				1
	Collector in charge of the Special Agent's Department at Cuddalore.				1
	Officer in charge of the Stipend Pay Office at Vellore.				1
Ecclesiastical.	<i>Commissioner of the Diocese, Madras</i>				
	The Right Reverend the Bishop of Madras.....				3
	Venerable Archdeacon of Madras.....				1
	Senior Chaplain of the Church of Scotland				1

Master attendant heads, for information

Marine.	Superintendent of Marine for information and guidance and for communication to the Subordinate Officers.					6
Financial.	Mint Master.....					3
	Assay Master & Commissioner Paper Currency.....					6
	Deputy Auditor and Accountant General.....					1
	Civil Paymaster.....					1
	Secretary, Government Savings Bank.....					1
	Commissioner of the Department of Issue of Paper Currency.....					1
Railway.	Consulting Engineer for Railways.....					1
Educational.	Director of Public Instruction.....					1
	Commissioner of the Uncovenanted Service Examination.....					1

Revenue.	Revenue Board for information and for communication to the Subordinate Officers.....					1
	Director of Revenue Settlement.....	do.		do.		1
	Superintendent of Revenue Survey..	do.		do.		1
	Commissioner of Inam.....	do.		do.		1
	Conservator of Forests.....					1
	Reporter of External Commerce.....					1
	Commissioners of Income Tax.....					1
	Superintendent Government Gardens, Ootacamund.....					1
	Superintendent of Stamps.....					1

Pub. Works.	Chief Engineer, Department Public Works.....	do.		do.		1
	Commandant of Engineers.....					1
	Consulting Engineer, Irrigation and Canal Company.....					1

Military.	Controller of Military Finance.....	do.		do.		1
	Adjutant General of the Army.....	do.		do.		1
	Quarter Master General of the Army.....	do.		do.		1
	Deputy Adjutant General Her Majesty's Forces.....	do.		do.		1
	Deputy Quarter Master General.....	do.		do.		1
	Inspector General of Ordnance and Magazines.....	do.		do.		1
	Superintendent Gun Carriage Manufactory.....					1
	Superintendent Gun Powder.....	do.				1
	Military Accountant.....					1
	Paymaster Presidency.....					1
	Examiner of Medical Accounts.....					1
	Brigade Major.....					1
	Fort Adjutant.....					1
	Commissary General.....	do.		do.		1
	Examiner of Commissariat Accounts.....					1
	Judge Advocate General.....					1
	Superintendent of Family Payments and Pensions.....					1
	Superintendent and Agent for Army Clothing.....					1
	Military Secretary to His Excellency the Commander-in-Chief.....					1
	Barrack Master, Presidency.....					1

N 253,

From
Lieut Col R. G. F. Henegan
Superintendent of Stationery
To The Inspector General
of Ordnance & Magazines
Fort St. George

Sir,
With reference to the order of Government in their Proceedings in the Public Department dated 28th November 1861 N. 1577, I have the honor to submit for transmission to Government a report of the operations of the Stationery Office for the Official year ending 31st March 1870, which was necessarily delayed, till now, on account of the Invoice lists with prices of the Stationery Articles from England having been received on the 21st and 28th June 1870 respectively.

I Stock

The value of stock at the commencement of the year was Rupees 3,90,231-5-9 the value of receipts

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2 The Medium and Demy papers alluded to in the last Annual Report were obtained from Calcutta. There was no occasion to resort to the Local market during the year for any article of Europe Stationery. This was obviated by the judicious arrangements in the Office to maintain a sufficient Reserve stock by regulating the demands on the Home Government more from personal experience of probable requirements than by basing the General Indent upon Departmental Estimates, which, not infrequently prove erroneous. This obviated the purchase of Europe Stationery Articles in the local market at rates very much higher than they can be obtained direct from England, particularly when competitors take advantage of any
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Viz.
 572 Reams of Medium A. M. Rupees 357 8 "
 991 " " " " 536 12 8
 3,623 " Foolscap No. 10 2,190 13 "

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Hospitals and Health Office at Madras for the whole year instead of for a fractional period only during the preceding year and to the increased demands of Public Departments, ^{especially the Public Works Department} the expenditure of which it is proposed should not be written off wholly as an Imperial charge but that a portion should be reimbursed from the Local Funds.

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50 Reams large size at Rs 3-8 of Rs 11025 "
 14 " " Small " at " 2-3-6 1/3 " 81564-7-1
Rupees 92,589-7-1

The

The difference between the actual cost last year and the minimum rates shown above is Rupees 27,614 3 7 the saving therefore on this one item may safely be taken for more than 30,000 Rupees in round numbers, if we calculate the mean value therein given.

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The cost of Issues to Public Offices during the year aggregate Rupees

Issues IV

Rupees 302,915 11 7 against Rupees 264,958 15 in the preceding year. This large difference is to be accounted for, as already explained, in my letter dated 24th September 1869 p. 377, to the increased demands of the Revenue Board and Gazette Press and other Public Offices, as also to a supply of Lithographic Plate and Drawing papers upon special requisition of the Revenue Survey Office, the latter aggregating in value Rupees 9849 13 2. The particulars of Issues are shown in statement appended (marked B). The increased demands of the several Offices were admitted upon the check and responsibilities of controlling Heads of Departments while the saving effected during the year by the check exercised in this Office aggregate Rupees 1528 11 3.

V Storage Room

This want still exists, the stores continue deposited in the open area of the Arsenal and every possible precaution is taken to protect this large quantity of paper from weather damage. The Poles are covered with Tarpaulins and their expense consequently becomes a necessity until arrangements can be made

made to get from the Arsenal, the additional room so much needed, referred to in your letters dated 22^d November 1867 and 6th November 1869. Nos 11117 and 11102 respectively, and Government Proceedings dated 10th December 1869 No 1690.

² The most economical plan that suggests itself to meet this requirement would be, if instead of the proposed delivery of a portion of the Central (K and F) wing of the Armoury, it could be arranged to make over to this Office the lower apartment in the range at present occupied by it with an entrance from outside at the North End, communicating with the upper apartments and a partition wall constructed inside to separate the Stationery Office premises from the Arsenal. This will enable the numerous employees of the several public Offices and the public generally to transact business with the Stationery Office without intruding in any portion of the Arsenal limits. This arrangement will also admit

admit of carts being drawn up conveniently outside the entrance to the Stationery Office instead of coming into the Arsenal yard to be laden and unladen, a practice which is so frequently complained against, especially when large consignments of stores are being received from England or when they are being despatched to Outstations. Another great advantage of this arrangement will be that all the public stores will be brought under cover guarded against the risk of damage by any storms of weather, while the cost to effect these trivial alterations will, it is presumed, not exceed the cost of the wear and tear of Tarpaulins used to cover the Bales in the open Area of the Ground Arsenal; the security of the stores will also be equal to others kept within the Fortrefs, or of those now lodged in the room in your Office Building.

VI Rail charges

A saving of Rupees 2527 was effected during the year in Rail charges on account of the reduction of fare for conveyance of Stationery goods sanctioned in Proceedings of Government.

Government dated 8th June 1868 No 694
and 11th December 1869 No 3900 It
will be necessary for uniformity of practice
to lay down some definite rules to meet
the cost of transit of stores to Outstations.
I would therefore suggest that for all
stores sent from Madras by sea the
cost should be provided for and met
by this Office up to the Port of disembarkation.
The hire for carts & Coolies ~~for~~ to convey
goods to the Office, at the station, should
be met by the Department itself; for
stores sent partly by Rail and partly
by carts; the Rail charges are to be
met in the Stationery Office while the
Department to which the Goods are
consigned must arrange for their further
progress, upon receipt of advice of the date
of their despatch by Rail. The arrangement
for cart hire ~~for~~ will be more economical
if made in the District itself than
any that can be entered into with
Contractors at the Presidency. For stores
sent from Madras uninterruptedly
the whole distance to their destination
the cost will be provided for by the
Stationery

VII Complaints

Stationery Department.

Complaints continue to be
made of the inferiority of the supply of
Machine made papers. Even the Govern-
ment Secretariat object to its use for
Ordinary requirements and apply to
exchange this description of paper for the
Hand made. Indents have also been
received for Hand made papers for
Official envelopes although its supply
has been restricted for the use of documents
requiring permanent record only. The use
of Hand made Europe papers for
Envelopes is prohibited in Government
orders dated 14th May 1841 and 16th
May 1860 respectively.

2 The Consulting Engineer
for Railways has reported that a
pencilknife (herewith sent) was broken
by one of his Clerks when in the act
of mending a Quill. The pencilknife
is one of 15 recently supplied to that
Office. he has been instructed to submit
an Indent for its exchange, if urgently
required. The minimum period the article
is required to be in use is four years.

3 The Revenue Board in
an Official Memorandum dated
24th

27th May 1870 state that "the foregoing
"Ink Powder supplied last year is of
"inferior quality compared with that
"received from England."

Bibles &

These Books continue to Prayer Books VIII

be supplied from this Office to Protestant
Soldiers, Regimental Hospitals
and Army Schools upon Indents
countersigned by the Adjutant General,
but considering the desideratum of
reducing public expenditure to its lowest
limit, consistent with efficiency, it may
not be out of place for me to express
an opinion that I doubt the expediency
of obtaining these books from England
when they can be got much cheaper
from the Christian Knowledge Society's
Depôts in India. Their supply from
this source was sanctioned by the
late Honorable Court of Directors
in their Despatch published in G.O.G.
N^o 35 of 3^d February 1854 and this
system of supply if continued will
facilitate their compliance at a
reduced cost and a saving of much
scriptory labor and Dundry postal
charges

charges Not Immediately upon receipt
of the usual sanctioned Indent from
the Adjutant General the Officer
Commanding the Corps has only to
obtain the Books from the Depot
at the station in which the Regiment
is serving and to adjust the cost by
the usual Bill, the sanctioned Indent
being attached thereto in support of
the charge.

2 A Bible and Prayer
Book are procurable at the Depot
in India at a cost varying from 12
Annas to 1 Rupee while the cost for
the supply from this Office will be
Rupees 3 1 11 viz Rupees 2 1 11
prime cost of Books and one Rupee
Dundry charges exclusive of other postal
charges for letters of advice and the
transmission of a receipt for the books
supplied.

3 There is no doubt that
the plan proposed will be advantageous
to Government for 500 Prayer Books
8^{vo} size Tea type were received
from

from England for Regimental Hospitals at a cost of Rupees 3-7-2 each, although it was shown in the indent itself that the Secretary to the Christian Knowledge Society offered to supply them in India at one Rupee and eight Annas each, and at ten Annas and eight pice each; if of Long premier 24^m of clear type.

4 Similar arrangements might also be made for the supply of Books for use in churches and there will be no occasion then to maintain these Books as "Reserve stock" perhaps to deteriorate in store.

The whole cost of the ^{Cost of} Stationary Office Establishment and Superintendence for the past year is Rupees 7767-9-9 If from this

are deducted	Commission realized on sale of Indents	146. 10 5
the sums	By Sale of Waste paper and Packing Materials	1911 6 8
realized in	Forfeiture of deposits	231. 6 10
the margin	Gain by Sale of Maps &c.	206 9 1
	<u>Rupees</u>	<u>2194 1 3</u>
the net cost will then be	Rupees	5268. 8. 6

or nearly twelve Annas per cent of the cost of the Receipts and Issues which proves the economical working of the Office. Although the duties of the Office have increased very considerably during the last ten years, the Stationary Office alone, it is presumed, can be pointed out as costing Government less now than it did some 40 years ago when its abstracts show an expenditure of Rupees 708 monthly or Rupees 8496 for one year.

2 All the savings adverted to in this report are chiefly owing to the careful scrutiny and effective check exercised by the Manager Mr. J. C. L. who has never failed to bring to notice any measure suggestive of a reduction in public expenditure and to exercise a watchful and careful scrutiny of the several vouchers for monetary transactions of this Office. His various and responsible duties are most satisfactory and zealously performed. In conclusion I have to reiterate the expression of opinion

opinion recorded by my predecessors that
the Government have in Mr Clark
a faithful zealous and intelligent
public servant and I shall be glad
if his prayer, before submitted, to continue
in the service for a few years longer
until physically disqualified receives
an indulgent and favorable consideration.

I have the honor to be
Sir

Yours Most Obedient Servant

Fort St George ~~paddington~~ ~~Stationery Office~~

11th August 1870

Superintendent of Stationery

8

W. G. T.

Recd. by Mr. Clark 11th Aug. 1870

By Mr. Clark 11th Aug. 1870

By Mr. Clark 11th Aug. 1870

Ordinance Department.

ORDNANCE OFFICE:
Fort Saint George,
11th September 1870

No. 467
From, Colonel H. Howlandson,
Acting Inspector General of Ordnance and Magazines.

To, The Chief Secretary to Government.

Sir,

I have the honor to submit the
Administration Report of the Superintendent
of Stationery for the year 1869/70 of the Dept.
under his charge.

2nd It is unnecessary for me to enter
into any further details than those given in
the report. I would however beg to offer the fol-
lowing observations.

1st Paper got out specially for a Depart-
ment is, after receipt, stated to be not required
by that Department, thus in the case of 500 Reams
of Blue Paper obtained from England upon the
special requisition of the Post Office, this supply
has not been used as not being required.

2nd The want of Storage Room has already been noticed in former
Annual Reports. No better Store Rooms than those at present
occupied by the Stationery Dept. can readily be
procured elsewhere, but the accommodation is
scanty, and a number of Bales of paper are
stowed some in one of the Rooms of this Office
and

and others in an open area in the Grand Arsenal.

It is however necessary to insure the requisite security and responsibility that the whole stock of the Stationery Depot should be under one Roof and with a view to this ^{the} arrangements proposed in para 2 of section II of the Superintendent's report appear to be judicious and advisable.

3. In regard to the charges connected with the Dispatch of stores, the suggestions of the Superintendent of Stationery under this head appear to be advisable.

4. The Home authorities should be made acquainted with the want of satisfaction which some of the Stationery stores afford, especially in respect to Machine made paper.

5. The supply of Bibles, and Prayer Books locally through the means of the Christian Knowledge Society to Soldiers, Hospitals, Army Schools, and for use in Churches, appears to me to be more advantageous and economical than obtaining them direct from the Home authorities at enhanced rates and additional cost on account of postage and inland transport charges, and I would strongly recommend the adoption of the measure. A clear understanding with the Agents of the

Society in question would be necessary however to ensure a supply adequate to the demand at all times available, before any definite arrangements are made.

I have the honor to be,

Sir,

Your most obedient servant,

G. Rivlance M. Colonel.

Acting Inspector General of Ordnance
and Magazines.

CV
x2H

Public Department

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the
Inspector General of Ordnance
& Magazines, D^o 10 Sept 70
No. 27.

Order thereon. 10 Oct 70 &c.

The Administration
Report of the Superintendent
of Stationery for the year
1869-70 submitted with
the foregoing letter from
the H^y. Inspector General
of Ordnance and Magazines,
shews that the balance
in stock brought forward
from the preceding year
1868-69 was valued at
Rs. 390,231-5-9, that the
value of supplies received
from

Public Department
D^o 10 Sept 70
No. 27

Inspector General of Ordnance & Magazines
D^o 10 Sept 70
No. 27
The Chief Secretary
to Government

Dated 10 Sept 70
No. 15

Chief Secretary to Government
D^o 10 Sept 70
No. 15
The Inspector General of Ordnance & Magazines
D^o 10 Sept 70
No. 27

24/10/70

from England during the year and purchased in India amounted to Rs 2,93,661-7-4 and Rs 1,04,483-5-2 respectively. The aggregate value of Stock dealt with in 1869-70 is Rs 7,88,376-2-3, or Rs 1,30,542-6-10 in excess of that for 1868-69.

2. The value of issues is shown to be Rs 3,06,491-2-8, or Rs 38,870-13-11 above that of the preceding year.

3. The net value of Stock at the close of the year was also greater, being Rs 4,81,884-13-7 against Rs 3,90,231-5-9 in 1868-69.

The

4. The value of the supplies received from England, however, in 1869-70 was less than the average of the two preceding years by Rs 32,168-9-11.

5. It is observed that by the judicious arrangements made by the Stationery Department, the necessity for resorting to the local market during the year for articles of European manufacture was obviated. The attention of the Heads of Departments will, however, be drawn to the remarks of the Superintendent, that their estimates are not unfrequently erroneous,

and that the descriptions
of papers in the Ledgers
differ from those shown
in the Estimate, with
a view to the Ledgers
and Estimates being
in future more accurate-
ly prepared.

6. Adverting to the
large value of Stock
in hand at the close
of the year, the Govt.
are of opinion that
the Stock reserve in
the Stationery Dept.
should be restricted
to what is likely to be
required for about nine
months, that period
being ample to admit
of Ledgers being sent
Home, and the requisite
supplies

500 Reams.

29 March 170 R. 404.

supplies obtained therefrom.
7. The Postmaster Ge-
neral will be requested
to explain the circumstances
which induced him to in-
dent for the ^{last} supply of
Blue paper referred to in
Section I clause 3 of
the Superintendent's Report,
which is stated to be not
now required for use.
8. The question of debiti-
ng Local Funds with
a percentage of the cost
of Stationery supplied
to Departments having
the management of local
funds will be disposed
of on the receipt of a
reply from the Govt.
of India to a reference
made on the subject
10.

by the Revenue Depart^t
G. The Government
notice with satisfaction
that a large saving,
which the Superintendent
of Stationery estimates
at Rs. 30,000, has been
effected during the
year in the expenditure
incurred on account of
French paper, by the
paper having been pur-
chased in direct com-
munication with the
Manufacturers in Paris
direct.

10. An Extract from
the Report of the Super-
intendent regarding
"Storage Room" will be
referred to the Military
Department in order
that

421
that it may be ascertained
whether the arrangements
suggested by the Superin-
tendent for enlarging
the accommodation as-
signed to the Stationery
Department in the Grand
Arsenal, say, without
interfering with the
arrangements of the
latter institution, be
carried out.

11. The suggestion
of the Superintendent
that the Department
to which Stationery is
despatched by Sea or
Rail, should arrange for
the conveyance of the
Stationery from the Port
or Station to which
it is consigned, and
that

that the cost should
be borne by the Depart^t
itself, is approved, provided the port or /
12. The attention of is within the Consign
the Secretary of State jurisdiction. Tim
will be requested to the of such despatches
remarks contained under, be sent too to the
Section VII of the Super-
intendent's report re-
garding the inferior
Quality of the Machine
made in India and hence
obtained from
England.

The proposal that
a supply of Bibles
and Prayer Books which
is now obtained from
England for the use of
European Soldiers, Hos-
pitals, Army Schools
& Churches should in
future

1532
future be procured thro'
the Christian Knowledge
Society's Depôts in India
is also approved, the
probable saving thereby
being shown to be upwards
of 66 per Cent.

14. The Memorial of
the Managers of the
Stationery Department
to be allowed to continue
in the Public Service,
was disposed of in G.O.
dated the 25th July last
No 917.

To the Draft Genl of Order Images
with two Statements & a pen knife
Accountant General
Revenue Department
Military Department
Public Works Depa. tment
In all other Heads of Offices as
per List appended.

Printed by the
State of New York
1870

Cont. of 18 1870

Public

To
The Sup. Court of the State
for

Dated Dec 10.
Recd. } 1870, North.

Nos 44. 45.

Receiving the Administrator
Report of the State of New York
for 1869-70.