81-5-38 II

M.R.O. 14—10,000—21-4-22.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 2250	Press ~~Mis.~~
8-9	
Dated 3-12-1864.	

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 3rd December 1861.

No. 8. Read the following Proceedings of the Madras Government in the Public Department, dated 28th November 1861, No. 1,577A :—

Passing orders on the Report of the Superintendent of Stationery for the past five official years. (Vide Public Proceedings, 28th November 1861, Nos. 124, 125A.)

No. 9. ORDER THEREON, 3rd December 1861, No. 2,250.

Ordered to be communicated to the Conservator of Forests, Inám Commissioner, and the Director of Revenue Settlement, for their information and guidance.

(Signed) J. D. SIM,

Secretary to Government.

PUBLIC DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following letter from Colonel G. W. Y. SIMPSON, Inspector General of Ordnance and Magazines; to T. PYCROFT, Esq., Chief Secretary to Government, Fort Saint George, dated 30th July 1861, No. 84.

Ordnance Department.

With reference to the Order of Government, No. 765, dated 29th May 1861, I have the honor to forward, herewith, a Report* in original, received from the Superintendent of Stationery, detailing transactions of his Department in respect to receipts and issues of Stationery, and Stationery supplies, during the past five official years, and their financial results.

No. 827, dated 18th July 1861.

2. I beg to express my entire concurrence in the views of the Superintendent of Stationery, and the suggestions contained in his report, towards effecting further reductions in the annual expenditure on account of Stationery, and recommend that sanction be accorded for giving effect to the same.

3. The proposition relative to the "allotment system" referred to in the 16th paragraph of the report, is one calculated to operate beneficially, and was commended to the consideration of Government in my memorandum quoted in the Proceedings of Government, No. 597, dated 23rd April 1860. I have now called on the Superintendent of Stationery to furnish the details for carrying out the system, which will be submitted to Government in due course.

4. I would beg earnestly to recommend for favorable consideration of Government, the appeal made by the Superintendent on behalf of the Manager of his Office, to whose great merits as a public servant, it affords me much pleasure to bear testimony, having invariably received from Mr. Rencontre, the most zealous and able co-operation in carrying out measures of reform.

From Lieutenant Colonel J. L. BARROW, Principal Commissary of Ordnance and Superintendent of Stationery; to the Inspector General of Ordnance and Magazines, Fort Saint George, dated 18th July 1861, No. 827.

No. 492, 17*th May* 1861.
,, 649, 22*nd May* 1861.

**Herewith returned.*

Referring to your communications noted in the margin, forwarding portions of the Fort William Official Gazette, containing certain propositions of the Civil Finance Commission at Calcutta, relative to the Stationery Department; and to the Proceedings* of the Madras Government, Public Department, No. 765, dated 29th May 1861, forwarded with your Memorandum, No. 927, dated 4th instant, for early report, I have the honor to state, with reference to the Stationery Department at this Presidency, that the late Commission for Investigating Public Establishments in the 25th paragraph of their report dated 31st October 1859, observe, that "as regards the Department itself, "it does not appear to the Commission that any change in the mode of conducting or recording "its transactions is desirable, or that there is room for improvement; their investigation under- "taken with a view to check expenditure on account of Stationery in the Military Departments, "upon which they are now, in connection with the Military Auditor General, and Inspector "General of Ordnance and Magazines, framing a report shortly to be submitted, have however "brought to light transactions, which go far to prove, that the operations of the Stationery Office, "large as they undoubtedly are, might with great advantage be extended, of course this does not "mean that there is no scope for retrenchment in other quarters. The Commission find that "not only is the check upon the quantities supplied evaded by the purchase of Stationery out- "side, but that the bills which are submitted in respect of them exhibit prices immensely in advance "of those at the Stationery Office, the result of an examination of 17 Returns being, that while

"the State gained 63 Rupees, the loss was 354 Rupees. The saving was as there is reason to "believe, effected by the purchase of an inferior article, and it becomes a question whether "under the circumstance, and in order to do away with the system of local purchase, which "opens the door to all kinds of irregularities, it would not be better to lay in a stock of the "cheaper articles."

A.

	1856-57.	1857-58.	1858-59	1859-60.	1860-61.
Stock.					
Value of Stock on hand 1st May of articles including Stationery, Sundries, School Books, Maps, and Mathematical Instruments, &c., received from England... ...	78,046	74,602	1,58,377	3,03,738	2,07,961
Ditto of articles obtained from the local market.	10,228	12,583	17,587	14,101	6,395
	88,274	87,185	1,75,964	3,17,839	2,14,356
Receipts.					
Receipts of Stores from England...	88,595	1,50,283	2,38,099	2,94,487	36,557
Do. Gun Carriage Manufactory... ...	526	839	852	371	187
Do. Commissary General...	21,924	44,457	35,643	22,663	20,197
	1,11,045	1,95,579	2,73,994	3,17,521	56,941

2. The accompanying Statement A, exhibits the stock of Stationery on hand during the past five years ending 1860-61, as well as the receipts, for the same period; an increase in both the above items will be observed in the years 1858-59 and 1859-60, and this is owing to the stock of the articles noted in the margin having run short in the year 1857-58 in consequence of the short supplies received from England, in that year; when it became necessary to represent the matter to Government, who sanctioned the purchase of such articles as were procurable at the local market, the balance for 1857-58 was received in the subsequent year 1858-59 and 1859-60 together with regular supplies for those years; and further by an Order† of Government contained in Extract from Minutes of Consultation, Public Department, forwarding an Extract from a Despatch from the late Court of Directors, this Department was directed to fix the established proportion in indenting for its annual supplies of Stationery on an average expenditure of three years in accordance with the rule prevailing in Calcutta, hence the increase noted in the above years. Looking to the *receipts* and *issues* of 1860-61 it will be seen that a supply of only 56,941 Rupees was received, and from the Statement B, that the issue of that year amounted to 1,64,000 Rupees, so that Stationery to the value of 1,07,059 *Rupees* was issued from the stock of 1859-60. It is evident that the large stock on hand at the end of 1859-60, had proved advantageous as the issues for the following year were made from that stock; a very small portion of the supplies for 1861-62 having as yet been received, and as the indents for 1862 will have to be complied with, from August next, the issues for this year also will have to be made from the stock remaining, amounting to Rupees 2,14,356. Had this stock not been on hand, Government would in all probability have been compelled to purchase Stationery largely from the local market, at enhanced rates, to meet the wants for 1860-61 and this year. It has been also advantageous, as it has allowed sufficient time to make arrangement in England for supplies of cheaper description of Stationery which this Department is in expectation of receiving, without putting it, or any other Department of Government to any inconvenience for want of supplies.

Foolscap, Blotting, Folio-Post, Red ink powder, Rubber, Slates, Sponge, Europe Cartridge, Red Pencils.

†*Dated 19th August* 1857, *No.* 1,173.

3. The stock of 1859-60 has been so worked up, that there has been a decrease of 1,03,183 *Rupees* between that year and the following.

B.

	1856-57.	1857-58.	1858-59.	1859-60.	1860-61.
Value of Europe Stationery issued... ...	1,04,075	1,26,172	1,48,314	1,20,756	1,00,973
Ditto of Articles obtained in the local market issued... ...	20,748	27,743	29,308	25,346	27,452
Total...	1,24,823	1,53,920	1,77,622	1,46,102	1,28,425
Value of School Books issued... ...	3,400	3,792	2,742	3,591	3,538
Ditto of Maps, &c., issued.. ..	1,864	2,167	1,455	2,862	1,070
Ditto of Drawing and Surveying Instruments issued to the Public Works Department... ..	8,987	32,570	6,142	...	20,648
Ditto of Water marked Paper to the Accountant General...	199	295	...	256	
Ditto of Drawing and Surveying Instruments to the Civil Engineering College..	...	...	...	..	8,719
Ditto of Papers, Ink, &c., for the Fort Saint George Gazette... ...	5,323	4,732	10,607	12,224	2,010
	19,773	43,556	20,946	18,933	35,985
Grand Total...	1,44,596	1,97,476	1,98,568	1,65,035	1,64,410

4. There was an increase in the expenditure of Stationery up to the year 1858-59, but during the past two years 1859-60, and 1860-61, a reduction of Rupees 33,000 on an average annually, has been effected, as will be seen from the above Statement B, which, exhibits the value of stores (received from England, and obtained locally) issued; also the value of Maps, School Books, Drawing and Mathematical Instruments, and Printing Materials supplied, all which during the year 1860-61 amounted to Rupees 35,985, so that the value of Stationery alone issued in that year, amounted to only 1,28,425 Rupees; contrasting this with the corresponding item of even the previous year 1859-60, there has been a reduction of about 18,000 Rupees. It is expected that the expenditure in this year 1861-62, will be still less.

5. This Department was in expectation of receiving certain cheap descriptions of paper applied for, from England, when new Rules for the issue of Stationery were to be prepared, and thereby further reductions effected. The necessity for substituting Machine made, or a cheaper description of paper, for portions of laid paper, so much recommended by the Civil Finance Commission at Calcutta, has been already brought to the notice of this Government, in your Memorandum reporting on the Annual Indent of this Department, on England for the year 1860-61, in which a cheaper description of paper than the expensive laid now issued was applied for, and which has been dealt with in the Proceedings of the Madras Government, No. 597, dated 23rd April 1860; and from the 21st paragraph of the Order of Government passed in the above Memorandum, it would appear, that some arrangements were then already made for carrying out the above proposition, nothing, however, has been yet heard of what these arrangements are.

21. The Government are therefore of opinion that they cannot do better than to use the standard qualities of papers prescribed for the different Departments of Her Majesty's Government at Home, and to avail themselves of the Stationery Office contracts for obtaining the requisite supplies of each. Indeed they have reason to believe that this has been already arranged by the Secretary of State; one of the authorized qualities of paper, is that used for Parliamentary printings. It is of the same kind as that proposed by Mr. Smith, Superintendent of the Govt Press, in a late Memorandum but rather larger; meanwhile Colonel Simpson's Memorandum, and his revised Indent will be sent home with these Proceedings for communication to the Stationery Office.

6. The first instalment of the above Indent for the year 1860-61, has been just received per Ship "Maori," but that portion of the Indent applying for cheaper paper has not yet been complied with; as it cannot be long 'ere further supplies will come to hand, it would be desirable to await the compliance of the above Indent, and it will then be seen what cheap paper the Honorable the Secretary of State proposes to substitute for the laid paper.

7. That a large amount of saving may be effected by the substitution of Machine made paper which would answer all purposes for which the expensive laid paper is now used, there can be no doubt, and from the following Statement C, it is evident that a saving annually of about 24,000 Rupees at the very least, may be estimated; the prices quoted in the Statement may not be the exact rates at which the expected supply of Machine made paper may be invoiced at,

but as a very fair quality of paper may be had at those rates they may be taken as a guide. It is difficult, not knowing what arrangements have been made by the Honorable the Secretary of State, to fix the amount of saving. Referring to the Statement, I beg to recommend the discontinuance of certain size papers and the substitution of cheaper descriptions, Imperial paper being of too large a size should not be furnished; a small supply of about five reams may be reserved in store, to meet demands for any special work that Government may require, and which it would not be possible, to prepare on smaller sized paper, and as a general rule that Machine made paper of Royal, Medium, Demy, Foolscap, Kingsarm, and Quarto Post sizes be substituted instead of the laid in the following proportions, viz:

Royal.—One-third laid, two-thirds Machine made.
Medium.—One-third laid, two-thirds Machine made.
Demy.—One-third laid, two-thirds Machine made.
Foolscap.—One-third laid, two-thirds Machine made.
Kingsarm.—Laid to be discontinued, and Machine made substituted whole.
Quarto Post.— Do. do.

and if in some Departments the Machine made paper can be entirely substituted for the laid, it should be done, the head of each office being held responsible for carrying out this measure. It is necessary here to state that all Officers should be made to understand that the laid paper is to be used only for documents that may be required for *frequent reference*, and *permanent record*, the Machine made paper being used for all other purposes; by the adoption of this proposition no department will be deprived of even a single sheet of paper.

C

Imperial.—The supply to be entirely discontinued and five reams reserved for special work. Annual expenditure, 10 reams at 48-13-3....	.....	.....	488
Royal.—Annual issues 150 reams at 26-2-5..	.....	3,923	
One-third proportion or 50 reams laid paper at 26-2-5...	1,308		
Two-thirds do. or 100 reams Machine made paper at 15-0-0.	1,500		
		2,808	1,115
Medium.—Annual issues 480 reams at 20-5-3... ...	.....	9,758	
One-third proportion or 160 reams laid paper at 20-5-3...	3,253		
Two-thirds do. or 320 reams Machine made paper at 12...	3,840		
		7,093	2,665
Demy.—Annual issues 850 reams at 13-2-10.... ...	.....	11,201	
One-third proportion 280 reams laid paper at 13-2-10	3,690		
Two-thirds proportion 570 reams Machine made paper at 8...	4,560		
		8,250	2,951
Foolscap.—Annual issues 4,500 reams at 8-13-1... ...	.....	39,680	
One-third pro. or 1,500 reams laid paper at 8-13-1.	13,227		
Two-thirds do. or 3,000 reams Machine made paper at 5...	15,000		
		28,227	11,453
King'sarm.—Annual issues 1,000 reams to be discontinued at 7-6-9...	.....	7,422	
Whole quantity 1,000 reams, Machine made paper to be substituted at 4...	.....	4,000	3,422
Quarto-Post.—Annual issues 650 reams to be discontinued at 5-11...	.....	3,697	
Whole quantity 650 reams Machine made paper to be substituted at 3...	.....	1,950	
			1,747
Total Rupees...	.....	.....	23,841

8. It seems to me, that paper of all qualities, and at all prices is obtainable in England, and that Machine made paper can be manufactured, I believe, in England, at as reduced rates as the German, it being only necessary that the exact description of paper required should be made known in England; it would therefore, be much more advantageous to Government to obtain the supply at cost price as hitherto from England where the competition from manufacturers will certainly be greater, than to obtain it from the local market here, where not only the prices fluctuate according to stock, but also a liberal profit will always be charged by merchants and dealers. A supply of Foolscap was lately obtained through the Commissariat at the rate of 5¼ Rupees per ream, a quire of which is herewith forwarded for inspection; this or similar paper can be well substituted for the laid, in the proportions mentioned in paragraph 7, and it would answer both for scriptory as well as printing purposes, and I have no doubt but that similar paper can be obtained in England at a less price than 5¼ Rupees per ream.

Issue of 1857-58...	7,88,000
Do. 1859-60...	6,37,000
Difference...	1,51,000
Issue of 1858-59...	8,16,000
Do. 1859-60...	6,37,000
Difference...	1,79,000

9. In the item of Quills between the year 1859-60, and 1857-58, and 1858-59, there has been a reduction of 1,51,000 and 1,79,000 Quills respectively and consequently a saving of about Rupees 3,722 on an average.

Black lead Pencils.
Penknives.
Hone.
Strop.
Scissors.
Ebony Inkstand.
Wooden do.
Ruler.

10. A reduction in the expenditure of the articles noted in the margin will also be effected by the Circular dated 6th June 1860, as not only has the number to be supplied been shortened, but the time of their use has been extended from two and five, to four, eight and ten years.

11. The wooden articles supplied by this Department at the Presidency are obtained from the Gun Carriage Manufactory, and there can be no doubt, but that this is the most economical mode of obtaining these supplies, as the articles are obtained at cost price, and much Government timber which would be otherwise useless, or perhaps wasted, is now worked up.

Octavo Post.
Bristol Board.
Message Card.
Sponges.
Pounce.
Erasers.
Europe Twine.
Swan Quills.
Red Ink glass.
Pewter round Inkstand.
Wooden sand box.
Wafer seals.
Ivory folders.
Brass Compass.
Lamp thread.
Punjum cloth.

12. A saving of about Rupees 2,800 has been effected by the discontinuance of the articles noted in the margin, and I beg to suggest that the issue of the following articles also may be disallowed, and colored cotton thread substituted for silk, a further saving of about 3,000 Rupees may thereby be estimated.

120 reams Folio Post at 11...		1,320
10 do. Blue Royal at 7-1...		70
10 dozens Mill Board at 5-5 each...		40
500 rolls Ribbon...		500
165 lbs. Silk thread, discontinued at 8¾...	1,443	
165 lbs. Cotton do., substituted at 3...	495	
		948
Total Rupees...		2,878

13. It would appear from the Report of the Civil Finance Commission that Europe bound books are supplied by the Stationery Department at Calcutta very largely; but at this Presidency a different system is adopted; the paper is supplied at cost price by this Department, and the books are bound by contract, at very reduced rates, viz., leather bound books, Royal and Medium sizes at 8 Annas each, Demy and Foolscap at 7 Annas each, Marble covered Demy, Foolscap and Memorandum books at 1 Anna each; the following is the average number of blank books issued by this Department annually and their cost.

4 Quires Royal size	Leather bound.	150...	910
4 „ Medium „		250..	1,230
4 „ Demy „		600...	1,935
4 „ Foolscap „		460...	1,103
1 „ Demy „	Marble covered.	950...	516
1 „ Foolscap „			
½ „ Memo. Quarto size		850...	179
½ „ do. Octavo. „		Total Rupees..	5,903

14. The greatest economy is exercised by this Department in packing and despatching supplies of Stationery to out-Stations; the packing cases in which Stationery is received from England are reserved, and used again for re-packing, and not a single Rupee is expended in making up fresh cases; again, in the transit of stores every opportunity of despatching them at the least cost to Government is taken; such supplies as can be forwarded by Sea, are despatched by Government Ships whenever available; and the following rule is observed in transmitting stores by land; all Indents for one station, for instance Bellary,* are collected, and whenever it is possible to include small parcels in some of the larger cases of Stationery this is done, and the supplies are despatched all together, so that the carts are full, and the expense of transmitting the smaller parcels whenever practicable saved to Government. The following statement exhibits the cost of account of freight, boat, cart, and cooly hire for transmission of Stationery stores on an average of five years.

Civil and Session Judge.
Sub Judge.
Collector.
Commissariat Officer.
Paymaster.
District Engineer.
Superintendent Mofussil Police.

	1856-57.	1857-58.	1858-59.	1859-60.	1860-61.	Average.
	RS.	RS.	RS.	RS.	RS.	RS.
Amount of Freight paid..	1,546	1,989	432	3,601	1,782	1,870
Do. of Boat hire do...	230	231	328	362	297	290
Do. of Cart and Cooly hire... ...	1,421	1,494	1,156	1,073	1,174	1,265
Total Average Rupees...	.....	.....	.....	.....	.....	3,423

FORM.

Indent for Stationery and Sundries required for the use of the for the year.

Description of Articles.	Quantity on hand 1st January of last year.	Supply of last year.	Used in last year.	Quantity on hand 1st January of this year.	Supply required this year.	Explanation.	Remarks of the Controlling authority.

15. The system of indenting for Stationery in this Presidency, is as follows: all Officers are required to submit their annual indents in the form exhibited in the margin to their respective controlling authorities, who after checking the same, forward them to the Inspector General of Ordnance and Magazines for final sanction, and when passed by the above two authorities the Indents are then complied with; for instance, all Revenue Officers are required to send their Indents to the Board of Revenue and this authority being the only one who can know the routine of the work and of the returns required to be submitted by each Collector, can be the only one who can judge whether the quantity of Stationery applied for is absolutely necessary or not, similarly the Sudder Court for all Judicial Officers, &c., &c.

16. If in addition to this Government will be pleased to sanction the allotment system by which a standard may be fixed for each Office, I am quite confident that not only would an effectual check in the expenditure of Stationery be exercised thereby by the controlling authorities, but that a large amount of saving would also be effected. The allotment or standard for each Office should be determined on an average expenditure of three years; should you approve of this suggestion and wish to submit it for the sanction of Government, I shall be prepared to furnish the necessary details for carrying it out.

17. Stationery is supplied now to nearly 500 Offices both at the Presidency and at out-stations, and of late years there has been an increase in the number drawing supplies—for instance, Revenue Settlement, Revenue Survey, Inam Commission, and the Mofussil Police, who draw Stationery largely.

18. Taking *Rupees* 1,65,000 on an average as the annual expenditure of Stationery up to the past year 1860-61, and deducting therefrom 34,241 *Rupees* the amount of probable reductions likely to be effected in carrying out the propositions suggested in this report, the total amount value of the expenditure of Stationery in 1861-62 may be estimated at Rupees 1,30,759, from which the value of School Books, Maps, Drawing and Mathematical Instruments, &c., printing materials, which as an average of the past two years amount to *Rupees* 27,000 should be deducted, the value of Stationery alone will then be Rupees 1,03,759 as per statement.

Average annual expenditure.....		1,65,000	
Deduct estimated saving by substituting Machine made paper for laid...	23,841		
Do. reduction already effected in the issue of Quills...	3,722		
Do. do. in the value of articles ordered to be discontinued as per Circular dated 6th June 1860...	2,800		
Do. do. to be effected by the discontinuance of the articles referred to in para. 10...	2,878		
Do. do. on the issue of Pencils, Penknives, Hones, Strops, &c., &c...	1,000		
		34,241	Probable amount of reduction.
Balance...		1,30,759	
Deduct value of School Books, Maps, Drawing and Mathematical Instruments and Printing materials issued.		27,000	
Balance Rupees...		1,03,759	

19. I believe that a large quantity of Stationery and petty articles is purchased by several Departments (exclusive of that obtained at the Stationery Office) at very high rates and charged for, in their respective contingent Bills, and as there appears to be no check in this expenditure, it would be much to the advantage of Government were all supplies obtained from one Department.

20. The cost of maintaining the Stationery Office to Government is comparatively very trifling indeed. The Principal Commissary of Ordnance who has charge of this Department under the control of the Inspector General of Ordnance and Magazines draws no allowance for it, and the entire cost of the Establishment including Peons, and Lascars is only *Rupees* 392-6-8 per mensem or *Rupees* 4,709 per annum; from this may be deducted the charge of five and ten per cent. added to the cost of Stationery sold, the amount realized by sale of waste paper, unserviceable articles, and packing cases, which on an average of three years amounts to 1,505 *Rupees* annually, so that the Stationery Office Establishment really costs Government only *Rupees* 3,204 annually or 267 per mensem, being not even two per cent. on the value of stores issued alone, on account of Clerkage, the details of the work done by the Department being receiving, custody, issuing, packing and despatching of stores, keeping detailed account of both receipts, and issues; and I would beg here to observe that no Agent would execute a Com-

	1858-59.	1859-60.	1860-61.
Amount of five per cent. realized on sale of Stationery... ...	936	374	824
Do. ten per cent...	.....	1	126
Do. Waste Paper... ...	61	90	426
Do. Unserviceable articles, &c.	551	637	491
Total...	1,548	1,102	1,867

Rupees...	1,548
„	1,102
„	1,867
Total	4,517
Average...	1,505 *Rs.*

mission for a constituent for obtaining goods except on a Commission of at least five per cent. The sale of waste paper alone this year will probably amount to *Rupees* 900.

21. I further beg to observe, that only two changes, viz., the substitution of Machine made paper, for certain portions of the laid, and the introduction of the allotment system, appear to me to be necessary; the former it is to be hoped will be soon carried out, and should you be pleased to recommend for the sanction of Government the latter likewise, all that could be desired, will I believe be effected as regards the Stationery Department at this Presidency.

22. In conclusion I beg to state, that the whole of the above report has been drawn up by Mr. Rencontre, the Manager of the Stationery Office, and I consider it due to that deserving Uncovenanted servant, that I should bring his merits thus prominently to notice, and to recall to the recollection of Superior Authority that the Commission for investigating Public Establishments, in their report on the Stationery Office, dated 31st October 1859, remarked especially upon the inadequate manner in which he was remunerated with a salary of *Rupees* 100 per mensem. Many of the points in the foregoing report had been discussed by me with Mr. Recontre, and from the intimate knowledge which an experience of many years had given him in the Office, of all its details, I felt that I could not do better than leave the preparation of the report in his hands; and the clear and able manner in which he has dealt with the entire subject, fully justifies me, I should hope, in having done so.

ORDER THEREON, 28th November 1861, No. 1,577.

A.

	1856-57.	1857-58.	1858-59.	1859-60.	1860-61.
STOCK.					
Value of Stock on hand, 1st May of articles including Stationery, Sundries, School Books. Maps, and Mathematical Instruments, &c., received from England.	78,046	74,602	1,58,377	3,03,738	2,07,961
Ditto of articles obtained from the local market.. ...	10,228	12,583	17,587	14,101	6,398
	88,274	87,185	1,75,964	3,17,839	2,14,356
RECEIPTS.					
Receipts of Stores from England...	88,595	1,50,283	2,38,099	2,94,487	36,557
Do. Gun Carriage Manufactory...	526	839	852	371	187
Do. Commissary General ...	21,924	44,457	35,643	22,663	20,197
	1,11,045	1,95,579	2,73,994	3,17,521	56,941

With this letter the Inspector General of Ordnance and Magazines submits the report called for in the Order of Government, No. 765, dated 29th May 1861.

2. Statement A, which accompanies Colonel Barrows report gives the stock of Stationery on hand, as also the Receipts for the five years ending 1860-61.

The increase in these items for the years 1858-59 and 1859-60 is shown to have been occasioned by the supplies required for 1857-58 not having been fully sent out from England, when under the Orders* of Government recourse was had to the local markets for such articles as were procurable.

* December 24th, 1857, No. 1,826.

The balance of supplies for 1857-58 was received in 1858-59 and 1859-60, along with the supplies for those years, and as, under the Orders† of Government the Stationery Department in indenting for its annual supplies fixed the established proportion on an average expenditure of three years, the increase is thus explained.

† August 19th, 1857, No. 1,173.

In 1860-61 the supply received was only Rupees 56,941, and the issue of the same year was Rupees 1,64,000. The difference Rupees 1,07,059 was made good from the stock of 1859-60. Moreover, as only a very small portion of the Indents for 1861-62 have, as yet, been received, and the issues for 1862 must commence from the current month, they will be drawn from the stock remaining on hand, which will be thus well worked up.

3. Statement B shews the amount of Stationery and Stores of other descriptions received from England, and procured in this country which were actually issued in the five years ending 1860-61, and it is stated that there has been a decrease of Rupees 1,03,483 between 1859-60 and 1860-61. The Government observe, however, that the calculations of this

statement do not tally with them in Statement A. Thus, in 1856-57 the stock and receipts of articles of Stationery and Sundries is said to have been Rupees 1,99,319 and the expenditure in the same period was Rupees 1,44,596; the stock in hand in May 1857 should therefore have been Rupees 54,723 whereas it is represented to have been Rupees 87,185. Similar inaccuracy is also to be noticed in the calculations for subsequent years. The attention of the Inspector General of Ordnance is directed to these discrepancies, and he will report specially upon them.

4. Colonel Barrow points out that while there was an increase in the expenditure of Stationery up to 1858-59, there has been in the past 2 years, 1859-60, 1860-61. an average annual decrease of Rupees 33,000. Comparison of the expenditure of Stationery in 1860-61, with the same item in 1859-60 shews a reduction of about Rupees 18,000 to have been effected, and the expenditure for the current year is expected to be still less. It is possible however that part of this decrease is owing to purchases having been made in the local markets by Heads of Departments. Such purchases, of course, lessen the demand on the Stationery Department, and so cause an apparent saving in its issues.

5. The first instalment only of the Indent for 1860-61 has yet been received from England, and as none of the cheaper description of paper which it is proposed to make use of in future has yet arrived, Colonel Barrow proposes that the preparation of new Rules for the issue of Stationery should be postponed until the Indent for cheap paper has been complied with by the Secretary of State, and it is known what description of paper can be procured, and how far it may be made use of in the various Departments. This is the course proposed in paragraph 24 of G. O. dated 23rd April 1860, No. 827. The Government resolve to request the Secretary of State to cause the remainder of the Indent for 1860-61 to be sent out at an early date; and, at the same time, to include in it a due proportion of the cheaper paper required. His attention will also be drawn to the irregularity with which the supplies of former years have been despatched. The regular receipt of these is most important as otherwise Government cannot reduce their stock to a minimum.

G. O. 23rd April 1860, No. 597.

6. Colonel Barrow remarks that it is difficult at present to calculate the amount of saving that may be effected by the substitution of machine made paper for the expensive description now in use, but he is of opinion that, taking the prices noted in Statement "C" as a general guide, a saving of Rupees 24,000 per annum may be reckoned on at the very least.

7. The recommendation in paragraph 7 for the discontinuance of certain descriptions and size of papers, and substitution of others in their stead is sanctioned.

8. A quire of foolscap paper out of a supply lately obtained through the Commissariat at the rate of Rupees 5-4 per ream is forwarded for inspection; the Government approve of the paper, and are of opinion that if, as Colonel Barrow believes, it can be procured in England at a lower price than Rupees 5-4 a ream it may, with advantage, be made use of in lieu of the paper that is now proposed to be discontinued, but they would wish first to see the standard qualities of paper used by the Home Government, and to learn its price.

9. A saving of about Rupees 3,722 on an average in the 3 years ending 1859-60, it is observed, has been effected; and a further saving of Rupees 2,800 has already been obtained by the discontinuance of supply of the articles and small stores specified in G. O. No. 597, dated 23rd April 1860, paragraph 22.

Colonel Barrow calculates that an additional saving of about Rupees 3,000 will be effected if the supply of certain other articles (a list of which is appended) be discontinued in future.

The Government sanction this arrangement. They observe that an annual saving of Rupees 1,060, has* lately been effected by the substitution of cotton instead of silk thread in all Government Offices.

* G. O. 26th October 1861, No. 1,453.

10. In paragraph 13 a Statement is given of the bound books supplied annually by the Stationery Department and it is shown that the practise in vogue at this Presidency is more economical than that at Calcutta.

11. Colonel Barrow points out the inexpensive manner in which the Stationery Department is conducted and shows that the average annual cost of carriage of stores has, for the last 5 years been only Rupees 3,423.

The Government are of opinion that this is very satisfactory, considering that the Department at present supplies Stationery to nearly 500 Offices both at the Presidency and in the Provinces, and that some of them, such as the Revenue Settlement, Revenue Survey, Inam Commission, and Mufassil Police draw upon it very largely for supplies.

12. In paragraph 23 of their Order, No, 597, dated 23rd April 1860, Government remarked that it is impossible to establish any fixed standard for the quantity of Stationery to be supplied to the different offices; and they are not now prepared to adopt generally the "allotment system" proposed by Colonel Simpson. A fixed allowance however might be made to those offices whose requirements are small, and of these a list may be submitted with the total value of their average annual supplies.

13. It is estimated that, taking Rupees 1,65,000 as the average annual expenditure of Stationery, up to the year 1860-61 and deducting therefrom Rupees 35,301 as the probable amount of saving to be effected in the manner mentioned above the total expenditure on Stationery for 1861-62 will be Rupees 1,29,699, from which, however, Rupees 27,000 the value of the School Books, Maps, Drawing instruments, &c., (calculated at the average amount of the past 2 years) should be deducted, and the remaining sum Rupees 1,02,699 will be the total cost of Stationery alone for this year.

14. In paragraph 19, Colonel Barrow mentions his belief that large quantities of Stationery and sundries are actually purchased by Heads of Departments (exclusive of the supplies made to them from the Stationery Office) at very high rates, and charged for in contingent bills, and he remarks that as, at present, there is no check upon this expenditure, it would be much to the advantage of Government for all supplies of this nature to be made from one Department alone. In this suggestion the Government fully concur. It is of the greatest importance that some definite rules should be framed regulating the mode in which, in future, supplies of Stationery, &c., shall be obtained by heads of Offices.

[illegible] of opinion that the only way to exercise a real check and supervision on the consumption is to insist upon all supplies of European Stationery of whatever description or for whatever purpose, being procured from the stationery Department alone, and that, if recourse to the local markets becomes necessary from time to time, the Superintendent of Stationery, as a rule, should be the purchaser on their account, by open contract. This Officer, from making extensive purchases, would generally be able to procure better, and cheaper articles than officers in isolated situations.

15. The Government resolve therefore to order enquiries to be made as to what articles can best be obtained from the Stationery Office and what locally. Each Officer who has hitherto been in the habit of making purchases of supplies of Stationery, &c., on account of Government will lose no time in sending to the Inspector General of Ordnance samples of each articles required by him as are usually procured in the local markets, with the average prices of the last 3 years, including the cost of carriage and all other real charges.

When these have all been received it will be easy for the Inspector General to lay before Government a list of such articles as should be supplied from the Stationery Department, and of those which should be bought in the local markets. The Inspector General will report the result of these enquiries to Government, stating similarly his prices for the different articles with cost of carriage and other *bonâ fide* charges.

16. The supervision of Indents is an important point that requires notice here. It is impossible for the Inspector General to exercise any check over them, and all pretence of it should be abandoned, and Heads of Departments made responsible. The original Indents from Officers who are subordinate to other Officers, as for instance, Collectors to the Board of Revenue, Judicial Officers to the Sudder Court, should not, in future, be sent to the Stationery Office. They should remain with the controlling authority who should prepare one General Indent to be forwarded to the Superintendent of Stationery. This will, propably, be found at first somewhat troublesome, but without its adoption it is plain to Government that no real check upon the Indents and Expenditure can be maintained, for it is otherwise almost impossible to compare the consumption of different Districts or Offices.

The controlling Officer will thus be directly responsible for the accuracy and propriety of the various items of the Indents.

Some alteration of the form of the Indents is necessary. Those of subordinate Officers should shew the consumption in the 2 preceding years of each article indented for, and for this purpose two new columns should be added to the present forms. The General Indent of the Controlling Officers should contain in the first column the names of the different Districts or Departments subordinate to them and then in successive columns the various articles required. Controlling Officers, and others who have no offices subordinate to them will indent in Form A.

17. The Superintendent of Stationery will annually submit to Government, through the Inspector General of Ordnance, a report shewing briefly and clearly the operations of his office, and the value of the stores supplied to each District, Department and Office, with remarks upon such points as may need explanation or the consideration of Government. The Indents themselves will be called for when required. Government will then be able to exercise a general control, but they look to heads of offices to maintain such degree of supervision as shall effectually prevent wasteful expenditure of stores.

18. As a check on the Stationery Department, in regard to quality and prices, it is necessary that as each Indent is supplied, the cost of each article (calculated as above explained) should be stated so that the indenting Officer may see that he is not charged a higher price than that for which he could get similar articles from other sources. All complaints against the price or quality of articles must be specially noticed in the Superintendent's Annual Report to Government. It would also be well to have the consignments from England examined on receipt by a Committee and all inferior articles rejected. On this the Inspector General will report.

19. Each office must in future provide in its own Budget for the supplies it will require, and pay for the same by Bills in such manner as the Accountant General may prescribe. The Superintendent should therefore circulate as soon as possible price lists with the probable

20. It is observed that the total cost to Government of maintaining the Stationery Office and its Establishment is only 3,204 per annum.

21. The Government will recommend to the Government of India that Mr. Rencontre's salary as Manager be raised to Rupees 150 per mensem.

(True Extract.)

Chief Secretary.

To the Inspector General of Ordnance and Magazines.
" Accountant General.
" Revenue Department.
" Public Works Department.
" Military Department.
" Sudder Court.
" Board of Revenue.

Exd. T. O'Connor.

Revenue 1861 Dept.
Prov. of Govt for 1862

Prov. of Gub in the
Public Departmen

Dated 28th Nov. 1861
Recd 30th "

No. 1577

Prov. of the Bd. of Revt.
21 March 62 C. No. 102 Fin

Noted.

Passing orders on the
Report of the Superin-
tendent of Statistics
for the last five
official years.

No. 2250. 3d Decr.

Noted

No. 2250

Ordered to be com-
municated to the Conser-
vator of Forests, Inam
Commissioner, and the Se-
cretary of Revenue Settlement
for their information and
guidance.

Fort St George
3d December 1861

J. D. L.

3 Copies. Conservator of Forests. Pin 23
with Govt P. D. No. 1577.
3 " Inam Comr. with do do
4 " Dr. of Rev: Settlement with do