

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.

889

Press
Mis.

Dated

18-4-

1866.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Revenue Department,
18th April 1866.*

No. 230. Read the following Proceedings of the Madras Government in the
Public Department:—

Passing orders on letters from the Deputy
Inspector General of Ordnance and Maga-
zines submitting a review of the operations of
the Stationery Depot for 1864-65. (Here enter 30th March 1866, No. 331.)

No. 231. ORDER THEREON, 18th April 1866, No. 889.

Miscellaneous.

Communicated to the undermentioned authorities:—

Board of Revenue.
Director of Revenue Settlement.
Superintendent of Revenue Survey.
Inám Commissioner.
Conservator of Forests.
Superintendent of Government Chinchona Plantations.
(True Extract.)

(Signed) J. GROSE,

Acting Under Secretary to Government.

To the Board of Revenue,
„ the Director of Revenue Settlement,
„ the Superintendent of Revenue Survey,
„ the Inám Commissioner,
„ the Conservator of Forests,
„ the Superintendent of Government Chinchona Plantations,

} With Proceedings Public Depart-
ment, No. 331.

Exd. S. T. Augustin.

*Proceedings of the Madras Government, Public Department,
30th March 1866.*

Read the following papers:—

No. 1421). From the Deputy Inspector General of Ordnance and Magazines, to the Chief Secretary to Government, Fort Saint George; dated 15th October 1865, No. 161.

Ordnance Department.

I have the honor to submit a review of the operations of the Stationery Depot for the year 1864-65.

1. **Stock.**—The balance of stock with which the transactions of the year began aggregated in value Rupees 2,35,530-7-7;

	Rs.	A.	P.
(a) From England.....	2,19,418	12	10
Gun Carriage Manufactory.....	257	11	9
Local purchase.....	50,557	0	6
Miscellaneous sources.....	2,657	3	5
Total.....	2,72,885	12	6

the receipts amounted to Rupees 2,72,885-12-6(a); and the issues to Rupees 1,72,405-11-0, leaving a balance of stock on the 30th April 1865, value Rupees 3,36,010-9-1.

To this sum, however, must, on the one hand, be added Rupees 4637-11-11(b), cash realized by sale of packing materials &c., and Rupees 7418-12-8 deducted on account of adjustments overcharged on account of stores received from England in 1863-64, thus making the net amount at debit of stock at the close of the last official year Rupees 3,33,229-8-4.

	Rs.	A.	P.
(b) By commission realized.....	138	13	7
Sale of packing materials deal-wood boxes, &c.....	2,484	9	9
Forfeited by Contractor, Shobroya Chetty.....	41	0	0
Gain by fractions.....	8	4	7
Total.....	4,637	11	11

2. The balance of stock at the commencement of the previous four years was as follows:—

1860-61.....	Rupees...	2,14,356
1861-62.....	"	1,37,399
1862-63.....	"	1,35,337
1863-64.....	"	2,35,530

that is at an average Rupees 1,80,655; or less by nearly a moiety than stock now on hand.

3. The charges connected with the receipt of stock, and its despatch to out-stations, amounted to Rupees 9839-9-8(c).

	Rs.	A.	P.
(c) Freight paid in India for stores received from England.....	5,875		
Do. do. for stores shipped from port to port.....	985		
Boat hire for landing and shipping stores.....	744	11	6
Cost of cart and coolie hire, and Railway charges for conveying stores to various stations.....	2,280	7	4
Total.....	9,839	9	8

4. The state of the stock during under review was such as enabled the Superintendent of Stationery to meet almost all demands; there was little or no necessity for having recourse to the local market for articles of

Europe manufacture, a measure which has always been attended with disadvantage, as merchants are generally disposed to avail themselves of the emergencies of the State to enhance the value of their stocks, and to raise up prices when any public demands appear.

5. In illustration of this, I may mention that, on a demand for double Elephant Drawing paper being received, the local market was had recourse to, and the lowest tender received was Rupees 342-8-6 per Ream; but as the demand was not considered sufficiently urgent to warrant so large an expenditure, compliance with it

was postponed until a supply could be obtained from England, and which eventually cost only Rupees 93-11-0 per Ream, being a difference of Rupees 248-13-6 per Ream in favor of Government.

6. The only supplies that had to be obtained from the local market were Printing ink for the Collectorates, and Yellow paper for the General Post Office. This was occasioned by the circumstance of estimates for these articles not having been received in due time for insertion in the requisition for 1864-65 on the Home Authorities.

7. I therefore beg that Government will be so good as to reiterate their Order, on the subject of early transmission to the Superintendent of Stationery, by Heads of Departments of their annual estimates, and that in the event of there being any anticipated delay in furnishing such estimates that Heads of Departments will send to the Superintendent of Stationery, a note of those articles most in requisition by them, which have to be obtained from England.

II. RECEIPTS FROM ENGLAND.—The receipts from England during the year under review aggregated in value Rupees 2,19,414, those of the preceding four years aggregated as follows:—

1860-61..... Rupees	36,557
1861-62..... "	18,503
1862-63..... "	99,573
1863-64..... "	2,17,018,

or, on an average, Rupees 92,912, that is, one and a quarter lack less than that received in 1864-65; but it is to be observed that in 1864-65 the receipts embraced large overdue demands of previous years.

With regard to particular items of supply, I would beg to notice that hand-made paper still continues to maintain its high price, as shewn in the margin(d), and this forms a very large item of expenditure.

(d)	Hand-made.	Machine-made.
	RS. A. P.	RS. A. P.
Imperial.....	2 5 9	1 13 2
Royal.....	1 4 7	1 0 3
Medium.....	0 15 10	0 9 6
Demy.....	0 9 11	0 9 1
Foolscap.....	0 6 6	0 4 6
Quarto Post.....	0 4 7	0 3 1

I have already brought to the notice of Government the inferior description of Red Pencils, so that no spe

III. LOCAL PURCHASES.—The total value of the local purchases amounted to Rupees 53,745-3-2, the purchases during the previous four years were as follows:—

1860-61..... Rupees	26,592
1861-62..... "	33,826
1862-63..... "	63,827
1863-64..... "	58,691

2. Amongst the articles of local purchase is French paper, an item of European manufacture largely used, as shewn in the margin; the price at which it is generally obtained is Rupee 0-1-4 to Rupee 0-2-0 per quire; but if the Home Authorities can arrange for the same description of paper being supplied

	1860-61.	1861-62.	1862-63.	1863-64.	1864-65.
Reams.	1,642	3,529	2,539	12,391	10,974

ed direct from the French Market at a cheaper rate, it would perhaps be advisable if supplies were so made. I enclose a specimen of the paper most in use, and if Government deem it necessary, a reference may be made to the Right Honorable the Secretary of State for India.

3. Government, in their Proceedings in the Revenue Department, dated 30th January 1865, authorized the purchase of country paper in the local market by Collectors, &c. This arrangement has not, I regret to state, worked advantageously. To take an instance in exemplification the Collector of Bellary purchased

	RS.	A.	P.
30 Reams country Demy, 1st sort paper.....	240	0	0
25 " Foolscap, 2nd do.	93	12	0

at a total cost of Rupees 333 12 0; but the same description of paper (supplied from the Stationery Depot on payment to the Collectors of Cuddapah, North Arcot, Nellore, Salem, and South Canara) would have cost much less had it been sent from Madras, the cost at which would have been as follows:—

	RS.	A.	P.
30 Reams country Demy, or 1st sort paper.....	102	15	6
25 do. 2nd do.	60	2	6
Cart hire from Madras to Bellary.....	36	0	0
Total.....	199	2	0

that is, at a saving of Rupees..... 134 10 0; and I would beg to recommend that all supplies of stationery, of this description, be obtained in future from the Stationery Depot*. In order to prevent Heads of offices purchasing articles of stationery, locally, I would beg to suggest that the Examiner of Claims in the Civil and Military Departments may be directed to retrench all disbursements that may be entered in office Contingent Bills for the purchase of articles of stationery.

* The Revenue Board have taken the necessary action in this matter in their Proceedings No. 2021, dated 22nd April 1865.

4. Another article of local purchase is wax-cloth. In my Report No. 53 dated 12th July 1864, I brought to notice the very large expenditure of this article, and recommended the use of a different fabric. The Government in Proceedings No. 1025, dated 6th September 1864, referred the matter to the Postmaster General, with sample of a description of oiled paper used in Bengal; but as no further Orders have been passed, so far as I am aware, by Government on the subject, and as the Notification of the Postmaster General, to have all official packets above 12 Tolas in weight, packed at all seasons of the year in cloth or wax-cloth, remains unrescinded, I venture to bring the matter again under the notice of Government.

	1860-61.	1861-62.	1862-63.	1863-64.	1864-65.
Drawing paper of sizes.....Quires.	187	560	49	944	1,789
Imperial....."	301	194	195	384	321
Royal....."	2,447	2,257	2,830	2,217	4,581
Medium....."	7,743	6,443	6,655	5,935	2,719
Demy....."	14,558	15,862	17,343	11,614	6,753
Foolscap....."	67,867	62,415	70,151	74,320	74,124
French Foolscap....."	22,810	70,677	50,777	2,47,816	1,96,410
Quarto Post....."	6,903	7,571	9,293	8,544	4,466
Printing double double post....."	200	396	380	58,330	40,984
Do. do. Post....."	200	396	380	58,330	40,984
Do. paper of other sizes....."	220	1,045	304	215	83,810
Country Cartridge....."	3,043	3,481	4,912	7,344	11,587
Do. Demy and Foolscap....."	21,543	25,245	19,124	75,143	29,810
Europe Paste Boards.....Number.	270	1,571	1,369	191	97
Country do....."	5,872	10,549	12,669	12,975	17,331
Chollam paper.....Quires.	16,771	15,481	16,843	18,909	9,191
Selling wax, red.....Pounds.	381	1,025	1,448	1,691	1,263
Book, leather bound.....Number.	1,289	1,300	1,291	1,445	1,083
Ink powder, black....."	30,720	24,250	19,033	36,094	16,869
Do. do. red....."	5,534	4,006	1,123	8,211	2,765
Black lead pencils....."	37,362	20,164	35,828	49,078	37,410
Red do. do....."	2,344	1,860	1,406	5,303	2,732
Rubber.....Bottle.	6,889	5,697	3,841	7,183	2,906
Penknives.....Number.	1,500	850	1,629	2,396	829
Quills....."	7,23,476	6,56,650	6,45,270	6,93,581	3,81,759
White tape.....Broad.	3,446	4,788	6,168	6,078	3,223
Do. do.....Pieces.	3,462	8,909	5,730	3,424	1,958
Steel Pens.....Gross.	135	154	113	63	87
Wax Cloth.....Yards.	7,389	9,147	7,307	8,347	8,387
Bengal Twine.....Pounds.	325	1,123	995	2,393	1,036
Needles.....Number.	3,495	2,568	5,042	6,034	2,502
Wafers.....Box.	579	616	662	1,305	427

IV. ISSUES FROM STOCK.—I annex in the margin a Statement shewing the issues made from Stock of the principal articles of stationery during the past five years. The money value of the issues made during the last five years is as follows:—

1860-61..Rs. 1,64,410
1861-62.., 1,33,072
1862-63.., 1,38,121
1863-64.., 1,71,493
1864-65.., 1,72,406

But from the last item must be deducted Rupees 8726-12-6, which represents the value

of Mathematical instruments transferred to the Department Public Works for proper custody.

2. By para 9 of the Order of Government, No. 153, dated 7th February 1865, the supply of printed forms has been directed to be made from the Stationery Depot. In order to enable the Superintendent of Stationery to exercise a proper check, and to arrange with the Government Gazette Press for a sufficient stock of each description being kept up, it is absolutely necessary that correct forms should be furnished to the Superintendent. The Circular that was issued by the Superintendent of Stationery, on receipt of the Order of Government, quoted above, has not been fully responded to. The Director of Public Instruction has, by Order of Government No. 87, dated 4th April 1865, been exempted receiving forms from the Stationery Depot. The Accountant General and Civil Paymaster have informed the Superintendent of Stationery that it would be useless for forms to be submitted by them until final Orders regarding the new organization of the Financial Department are received. The Revenue Board, on the other hand, state that no forms can be sent, as slight alterations are continually occurring in consequence of the Order of the higher authorities. If forms are well considered, it does not seem likely that such frequent alterations can be necessary; nor is the course of Revenue legislation so unequal as to require them; and I would therefore recommend that the Revenue Board be asked to re-consider the matter. The form of docket slip has been ordered to be adopted by all Departments; but no forms have been as yet received.

V. INDENTS (1). *Delays in submission.*—The General Indents from Departments should be furnished to the Superintendent of Stationery, according to Rule,

by the 1st November of each year, to admit of the articles being received in due time at the most distant stations. There have been several instances of delay, and I beg to request that Government will be so good as to issue stringent Orders on the subject, in reference to the Rules published in the *Fort Saint George Gazette* of 1st March 1864, as besides the delay in the transmission, additional carriage hire has to be incurred, which would not be the case if the Stationery required for all the Public Departments at a station were despatched at one and the same time. There have been several complaints received of the lateness in the receipt of Stationery supplies from Public Offices in the Mofussil; but in justice to the Superintendent of Stationery, I must inform Government that such delay would not have occurred had Indents of Departments been timely received. The Revenue Board which has its Subordinate officers widely scattered over the whole country has made arrangements for the early transmission of its Indent, and Collectors and others may expect in future to receive their supplies in proper time.

Vide Miscellaneous Circular, No. CXXIV of 1865.

(2.) *Check.*—Heads of Departments are beginning to exercise a closer scrutiny in checking the Indents of their respective subordinate offices. The Revenue Board has performed this duty well, as will be seen by its Circular No. 2133, dated 27th April 1865, and I would beg to suggest that Government call upon the Heads of all other Departments to prepare similar Rules for the use and guidance of their Subordinate Offices; for if these Rules be strictly adhered to, the requisitions of Subordinate Departments will of necessity be so correctly prepared as to entail little or no trouble in their audit, and consequently expedite the preparation of the General Indent.

(3.) There has been correspondence on the subject of the allotment of Books and Stationery for Army and Regimental Schools. The Order by which these requisitions are checked is G. O. G., No. 178, dated 4th August 1854. But Officers Commanding Corps base their demands on G. O. C. C., dated 6th June 1860, which being only an Extract from the "forthcoming Revised Code of General Regulations," is not yet an authority; a reference was made to Government in the Military Department to Bengal; but it would appear from the reply received that matters are their also in an unsettled state.

VI. OFFICE ESTABLISHMENT.—An addition has been made during the year to

	Rs.	A.	P.
By commission realized.....	138	13	7
Fluctuations in prices.....	3	4	7
Sale of waste paper.....	2,432	10	11
of deal wood cases.....	1,801	14	4
Unserviceable articles.....	220	0	6
Deposits forfeited.....	41	0	0
Sale of Indian Atlas in excess of cost price.....	565	0	2
Total.....	5,202	12	1

the cost of this office Establishment by the entertainment of a Store-keeper on a salary of Rupees 70, and by increases to the employees, aggregating Rupees 354. The cost of the Establishment during the last year is Rupees 5309, of which amount Rupees 5202-12-1 was met by the proceeds of articles sold, &c.

No. 142E. From the Deputy Inspector General of Ordnance and Magazines, to the Chief Secretary to Government, Fort Saint George; dated 1st November 1865, No. 181.

Ordnance Department.

I have the honor to acknowledge receipt of the Official Memorandum, No. 414, dated 30th October 1865, from the Under Secretary to Government, Public, &c. Departments, and in reference to the inquiries therein contained, to state

I. That the amount entered in the margin of paragraph 1 of my Report, No. 161, dated 19th October 1865, is not the total value of local purchases; but represents, as stated, the sum actually expended to replenish and maintain stock; that that entered in paragraph 1 of Section 3 of the Report, represents the total amount of purchases made, whether to replenish stock or to comply with requisitions on payment from Collectors, &c. The difference is the cash, as more particularly specified in the margin, received by the Superintendent of Stationery, to enable him to meet such requisitions.

	Rupees	As.	P.
From Collector of Arcot.....	399	1	0
of Godavery.....	32	12	8
of South Canara.....	1179	3	6
of Malabar.....	153	12	0
of Cuddapah.....	721	11	0
of Madras.....	205	15	0
of Salem.....	68	8	3
of Nellore.....	240	10	0
Postmaster General.....	191	7	9
Total.....	3153	2	6

II. That Printing ink and Yellow paper, which forms portion of stock authorized to be obtained from England, were the only items of such description of stock that had to be procured by purchase in the local market, for the reasons set forth in my Report referred to above.

III. French paper, though an article of Europe manufacture, is authorized to be purchased from the local market, and consequently fell to be noticed under those items, which, by Order of Government, are locally obtained.

No. 142F. MISCELLANEOUS CIRCULAR, No. XXXIV.

Proceedings of the Board of Revenue, dated 27th April 1865, Board No. 2133.

In the Board's Proceedings, dated 6th September 1864, No. 58, were desired to submit Supplemental Indents for Stationery articles January to April 1865, it having been ruled that future Stationery to be prepared for the *Official* instead of the *Calendar* year. The Indents from the several Collectors were passed (with some exceptions) in the proceedings, dated 17th November 1864, No. 7499. Since then further Indents for 1864-65 have been, from time to time, received from some Collectors, and have been passed by the Board, as they were stated to be urgent; many cases considerable quantities of French paper and other articles of Stationery, such as quills, pencils, &c., have been purchased locally and charged to Contingent bills. The Board have, however, been obliged to disallow such charges, as the purchase of such articles was against the positive Order of Government. The letter from the Superintendent of Stationery, requesting that such

articles should be included in the Stationery Indent, was communicated to Collectors with the Board's Miscellaneous Circular, dated 16th December 1862, No. 8191, and in several subsequent Orders the prohibition has been repeated, but these have been disregarded in some instances.

2. The Indents from the Collectors for 1865-66 have, after much delay, been received; but the majority of them do not, it would appear, provide for all requirements, nor are they framed so as to avoid the necessity of Supplemental Indents, or of local purchases, with the consequent necessity of charging in Contingent bills, as heretofore. The Board are constrained to remark that the manner in which the Supplemental Indents for 1864-65, and the Indents for 1865-66, have been prepared in the Districts clearly shows that many of the Treasury Deputy Collectors, whose duty it is to regulate these matters, have never taken any pains to ascertain the actual requirements of their Districts, with reference to the various articles of Stationery, nor even to read through the Orders which have been issued by the Board on the subject from time to time for their guidance. It has, therefore, been found necessary thoroughly to revise the Indents received from all the Collectors, and these revisions will on this occasion be noticed in detail for the information of the several Officers concerned.

3. The Indent from the Collector of Sea Customs, Madras, has been slightly modified. He indented for 4 reams, or 80 quires, of Royal paper, this item has been struck out, as the Board do not understand for what purpose such paper is required. In their Report to the Government of Bengal, dated 24th March 1864, (communicated to the Board with the Government Order, Revenue Department, dated 10th September 1864, No. 1660,) the Committee appointed to inquire into the working of the Stationery Office particularly remark upon the size and cost of this paper, and they suggest that such an expensive kind should be used only for really important purposes; that Forms of Accounts should be limited, as far as possible, to Foolscap size; and that where they cannot be so reduced, printed forms on double Foolscap printing paper would serve the required purpose. The difference of cost between the two kinds of paper is so great that the subject deserves much consideration. So far as the Board are aware there is no necessity for Royal size paper in the Sea Custom Office, except for the Annual List of establishment to be furnished on the 30th April: that size paper having been specially prescribed by the Civil Paymaster for this purpose. The Board will, however, in communication with that Officer, ascertain whether some other size paper cannot be used in its stead, and they will then determine what kind of paper shall be substituted for the Royal size paper.

4. Of the next size paper, viz., Medium, 14 reams, or 280 quires, have been indented for by the Collector of Sea Customs. The Monthly Returns of Imports, Exports, &c., submitted to the Board are prepared on this paper; but as printed blank forms will in future be supplied to the Collector from this Office, the quantity has been reduced to five quires, which will suffice to meet ordinary requirements. The quantity of Demy, Foolscap, and French paper, applied for by the same Officer, appears large; but on this occasion will be reduced. Mr. Blair will be requested to submit to this Office the different forms of Statements, Returns, Abstracts, Boat Notes, &c., which are required to be printed for use in his Office, with the neces-

sary number of each form, so that the Board may select the different kinds of paper to be employed for these purposes, with reference to the importance of the returns and other considerations. The supply of Country Chellan, Medium, and Foolscap is disallowed, as these are expensive papers, and French paper may well answer the purposes for which they are required. The demand for the other articles is moderate, and calls for no remark.

5. The Indent from the Superintendent of Stamps appears to have been prepared carefully, and requires but slight alteration; the Country Chellan Demy asked for is alone disallowed as unnecessary. A few quires of Octavo post and French paper, &c., have been provided for the use of the Collector of Sea Customs and Superintendent of Stamps.

6. The Board will now proceed to notice the Indents received from the Provinces. Some of them contain the names of articles which are not necessary, while others do not provide for those which are actually required. The quantities in some cases are unnecessarily large, in others too small. The disparity in a few instances is very great without any apparent reason. The different articles will be noticed in their proper order.

7. ANNUAL SUPPLY.—*Royal Medium and Demy paper for drawing.*—The Collector of the Kistna District is the only Officer who asks for 12 sheets of each of these papers; the Collector of Tinneyvelly indents for three sheets of the first kind. The supply of these papers to the Collector's Department is unnecessary. When any plans or sketches are required, thick Printing paper may be used; if neat drawings are wanted they can be supplied by the Engineer Department.

8. *Royal paper.*—The quantity applied for by several Officers, ranges from 30 to 2½ quires. The Collectors of Kurnool, Madura, Coimbatore, Salem, and South Canara have asked for none. In the Report already adverted to the Committee on Stationery in Bengal observe (paragraph 26) that the unanimous conclusion at which they have arrived is, that no paper of a larger or more expensive kind than Foolscap need be furnished at all to Mofussil Officers. Royal paper is not required for any of the returns of Revenue. The Board will communicate this size paper being discontinued for returns submitted to that Officer. No Royal paper has been provided for in the present Indent.

9. *Medium paper.*—The quantities entered in the Collectors' Indents range from 41 quires to three-quarters of a quire, and in some cases none has been asked for. It will hardly be necessary to use any large quantity of this paper in the Districts. Five quires are, however, allowed on this occasion to meet any unavoidable contingency.

10. *Demy paper.*—The quantities asked for in the several Districts (except Kistna and Salem) varies from 50 to 180 quires. The quantities noted in the margin have been provided for the several Districts, and these appear to the Board sufficient. Out of the allotment for each District, the Sub-Collector and Head Assistant Collector should be supplied with four quires each.

	Quires
1st class District.....	50
2nd do. do.	40
3rd do. do.	30

11. *English Foolscap paper.*—The highest demand for this paper is 374 quires, and the lowest 80. This paper should in future be used only for the correspondence addressed to the Presidency authorities, the Kings-arm paper and Quarto post paper being made use of for all other correspondence. Printed blank forms being supplied from this Office for all returns and statements submitted to the Presidency authorities from Districts, the quantity now provided for, as per margin, appears to be amply sufficient. Of this the Sub-Collector should be supplied with 15 quires, and the Head Assistant and General Deputy Collectors, with 10 quires each.

12. *Kings-arm, Quarto post, and Octavo post.*—The demand for the two first named descriptions of paper varies considerably in different Districts; Octavo post paper has not been included in the Collectors' Indents, the supply having on a former occasion been discontinued; but as the Superintendent of Stationery is again prepared to issue it, this paper also is now included in the Board's General Indent. The allotment to Districts of these three kinds of paper is shown in the margin. A supply of 20 quires of Kings-arm paper may be made to the Sub-Collector, and five quires to the Head Assistant and General Deputy Collectors. A small quantity of the other two kinds of paper may also be issued to them.

13. *Thin long post, and Blue Royal paper* have been indented for by a few Collectors only, but they are not included in the Board's Indent, as their supply has been discontinued from the Stationery Office.

14. *French Foolscap paper.*—The Collectors of Godavery and Kurnool have indented for only 65 and 31 reams respectively. In the Indents from the Districts of Vizagapatam, Kistna, South Arcot, and Malabar, this paper is not mentioned, though all Collectors have been repeatedly informed that it cannot be purchased locally, but must be obtained from the Superintendent of Stationery. The demands made by the Collectors of Bellary, Madras, North Arcot, Tanjore, Madura, and Salem, range from 350 to 850 reams, and in the remaining Districts from 900 to 1530 reams. The disparity is thus so great that the Board can only suppose that the several Indents have not been prepared with reference to actual requirements. The Collectors have already been informed that French paper alone must, in future, be used for all Correspondence, Accounts, Statements, Registers, &c., both in the Hoozoor and the Taluqs, and that the use of country paper must be discontinued altogether, except for large envelopes, covers, &c. It therefore becomes necessary to provide a proper quantity of paper for each District.

15. The date on which the issue of a certain quantity of French paper has been determined for each District are given in the margin, for the information of Collectors, and the Board hope that in several Districts this supply will be found more than enough. The paper provided for each Taluq is put at 40 reams; some may require more, some less, but on this the Collectors must use their discretion, according to the circumstances of each District. For all the Accounts kept in

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	Reams
Collectors' Hoozoor Cutcherry of the 1st Class Districts with some addition for increase in the number of Taluqs.....	150
Do. of the 2nd Class District with do.	120
Sub-Collectors' Cutcherry.....	30
Head Assistant Collectors and Deputy Collectors, each.....	24
Each Taluq.....	40
Each Sub-Magistrate.....	12
Each Salt Deputy Collector.....	12
Each Salt Division.....	12
Each Sea Customs Port.....	12
Each Land Customs Chowky.....	12
with an addition of 5 per cent. on the whole quantity of the Districts to meet any extra demands.....	12

the Taluqs, such as Chitta Day Book Abstracts, Cultivation Statements, &c., and for the several returns submitted to the Hoozoor from the Taluqs, printed blank forms should be supplied to the Taluqs from the Hoozoor once a year; the paper in the Collector's Cutcherry should be used for this purpose, it is not necessary to get paper from the Taluqs, as has been hitherto the practice in some Districts. Thick printing paper can also be used for some of the returns and statements prepared in the Taluqs. The blank forms of returns, &c., to be supplied to the Taluqs should be printed on first sort French paper, a sufficient quantity of which is provided in the Indent to meet this and other requirements. As the Taluqs will thus be provided with printed blank forms, the first sort paper need not be separately supplied to them. In their Proceedings, dated 6th March 1865, No. 1,294, the Board approved the offer made by a merchant, and supported by the recommendation of the Superintendent of Stationery, to supply first sort French paper in August and September 1865, to the extent of 5000 reams. The Superintendent of Stationery, may, therefore, not be able to issue to Collectors at one time, the whole quantity of paper now included in the Indent, but he will probably be in a position to forward to each District a portion for present use, and the remainder in the month of October, by which time the full supply will have been received in the Stationery Office.

16. *Double Double Pott Printing paper, thick and thin.*—Each sheet of this is equivalent to four sheets of Foolscap size paper. *Double Pott* paper, on the other hand, equals two sheets of Foolscap, it being one-half the size of the Double Double Pott paper.

* I. e., Double Double Pott.

For convenience sake the latter* paper alone is entered in the Indent. The Superintendent of Stationery can supply either the one or the other as his stores permit. In the event of the *Double Pott* paper being supplied, twice the quantity entered in the Indent should be issued. This paper has hitherto been used only for the District Gazettes, but the Board have determined to adopt it for village accounts and for printing various Processes in the Revenue and Magisterial Departments, as well as for some of the Taluq and Hoozoor returns. It can also, as a matter of economy, be employed for purposes of comparative unimportance, or of transient interest.

17. The Collectors of the Kistna, Kurnool, and Malabar Districts have not indented for any printing paper. The Collectors of Bellary and Coimbatore apply for 160 and 100 reams respectively. The demand from the other Districts ranges from 86 to 25 reams. There is certainly no reason for such large differences between the several Districts. The paper used for District Gazettes must of course vary in each District with reference to the number printed and circulated; an allotment has, however, been made at the rate of 80 reams for the 1st and 2nd Class Districts, and 60 reams for the 3rd Class Districts. The thick or first sort paper should be used for the Gazettes issued to different public Officers and first class subscribers, but thin or second sort paper for the Gazettes issued to village Curmums and others at the reduced subscription. The second sort paper being cheap may be used for all ordinary purposes, and for printing Processes, &c., in the Revenue and Magisterial Departments. The paper for village accounts has been estimated with reference to the present number of villages in each District, at an average rate of seven quires of Foolscap size paper for each village. Both first and second sort paper will be allowed, the former to be used for Stullwar Cultiva-

tion Statement, No. 4, Jummabundy Chitta No. 5, Puttahs, &c., and the latter for all other ordinary accounts prepared according to the forms in the Village Manual. The second sort is much cheaper than country paper, and will answer for these accounts much better than any other. As the Jummabundy Chittah No. 5 and Puttahs are in future to be renewed once in every five years, the quantity of paper which has been provided on the present occasion will not be necessary every year. To the quantity of paper calculated as above, twenty or thirty reams of second sort paper have been added for printing Processes, &c., in the Revenue and Magisterial Departments.

18. *Country paper, Foolscap size.*—As the use of this paper is in future to be restricted to covers, envelopes, &c., the allotment as per margin has been made to each District. The quantity being small will be supplied by the Superintendent of Stationery, and under no circumstances should any of this sort be, in future, purchased locally, as has been already directed.

19. *Blotting paper, Marble paper, and Country Cartridge.*—The two last of these are required for covers and binding purposes. A small quantity of each will be sufficient on a uniform scale for each District. Ten quires of the first paper, one quire of the second, and three quires of the third have been provided.

20. *Paste-boards.*—These are required for binding office books. Some Collectors have omitted to ask for any. The Collector of South Arcot alone has indented for so many as 312; while the demands from other Districts range from 100 to 8. Each District has been uniformly provided with 60 pasteboards.

21. *Leather bound and marble covered books.*—A few Collectors only have indented for ordinary registers, notes, &c. The numbers of the three sizes noted in the margin have been provided for each District.

22. *Quills and Steel Pens.*—In most of the Districts, provision for quills appears to have been made only for the Departments of Collectors and their Subordinate Officers, and not for Taluqs and Villages, probably under an erroneous impression that quills for the latter can be purchased locally as occasion arises. This is a mistake; such purchase cannot be permitted. From the Contingent bills which have been recently received from some Districts, the Board find that quills are often purchased locally at higher prices than those obtaining in Madras; their supply from the Presidency is, therefore, certainly advantageous, while their purchase in the local markets is contrary to the Orders of Government. The Board have, therefore, provided for the full quantity required for each District, which they have roughly calculated according to the scale noted in the margin, with reference to the number of hands employed in the several Districts, and the number of Taluqs, Salt Pans, Sea Custom Ports, Land Customhouses, and villages in each District. For each village three quills are

	Number per annum
Collector, Sub-Collector and other Covenanted and Uncovenanted Officers at 12 each per month	144
English Clerks at 8 each per month	96
Do. Accountants at 8 each per month	72
All the other servants, such as Hoozoor and Taluq Vernacular Clerks and Accountants, Moobies, &c., at 4 each per month	48
Each village	3

provided annually on an average. The Curnums of large villages may be supplied with three, and those of small and ordinary villages with two quills. Some Curnums may be in charge of one or more villages, and in such cases it will not be necessary to allow two or three quills for each such village separately, but a reduced number will be sufficient. The Board are aware that at present in some Districts, no village Curnums are supplied with quills, but it appears proper to supply them, as they are required to write all their accounts on paper. A liberal provision of quills has, therefore, been made in the present Indent, besides six dozens of steel pens per District. Those who have much copying work in the English Department can be supplied with a few of these steel pens, in addition to the number of quills allowed in the scale. In the scale attached to the Indent received from the District of South Arcot one hundred quills are put down for the Collector, and fifty for the Sub-Collector monthly. This is an unusually large number, as no more than twelve quills are inserted in the Indents from other Districts, and that is the maximum number allowed by the Stationery Rules.

23. *Blacklead and Readlead Pencils.*—The Collector of the Kistna District has made no application for pencils at all, and others do not appear to have provided for Taluqs, Salt Divisions, and other Departments. A sufficient number has been provided in the General Indent, and the scale at which the number has been calculated is given in the margin. Two Collectors have indented for Blue Pencils, but as this is an article not supplied from the Stationery Office, the Board do not think it necessary that the Districts should be provided with any.

24. *Printing Ink.*—In the Indents from Kistna, Kurnool, Tanjore, and Malabar, this article finds no place, notwithstanding that the Collectors have been informed that it will, in future, be supplied from the Stationery Office. The Collectors of Coimbatore and South Canara have indented for 100 and 70 lbs. respectively, but the demand from other Districts varies from 60 to 12 lbs. A provision of 60 lbs. for the 1st Class Districts, and 50 lbs. for the 2nd and 3rd Class Districts has been made in the General Indent. Printing Blue and Red ink have been applied for by two Collectors, but they are disallowed as unnecessary.

25. *Black ink powder.*—The Collectors of Tanjore and Coimbatore have not indented for this article. The largest demand is in the Indent from North Arcot, viz., 1180 papers. In the other Districts the demand varies from 660 to 24. The Board have provided 400 papers for 1st Class, and 300 for 2nd and 3rd Class Districts. This is intended for the several Hoozoor Cutcherries, and more particularly for the English Department. Country or Mahabatta ink is now made for the use of the Native Departments, Taluq Cutcherries, &c., in the Districts at a heavy cost, on the ground that it is better suited for country paper, but as such paper has been discontinued, that ink will no longer be necessary. The Collectors will shortly be furnished with a prescription for making good ink at a very trifling cost, and this can be easily prepared for the Native Departments, Taluq Cutcherries, Salt Divisions, &c.

26. *Red ink powder.*—Many Collectors have not indented for this article; but the Board have thought it proper to provide 40 papers for the 1st Class, and 30 for the 2nd and 3rd Class Districts.

27. The other sundry articles noted in the margin have been provided on a general consideration of the requirements of Districts. It does not appear necessary to notice each of them separately. The Collector of Vizagapatam is the only Officer who has indented for four yards of flannel; but the Board have thought it proper to provide the same quantity for each District, as it is required for the use of the Press Department, and cannot be easily procured in the Mofussil. A few Collectors have applied for sundry articles, such as Indian ink, Blue Salampore cloths, brushes, slate pencils, ribbons and parchments; but these articles being considered unnecessary have been disallowed. The wax-cloth for the Board's Office, which is required in large quantity, should be supplied by the Superintendent of Stationery in four instalments, that is once a quarter, as the cloth will be damaged if the whole be supplied at one time.

28. *QUADRENNIAL SUPPLY.*—*Penknives and Scissors.*—Only a few Collectors have indented for these articles; but as it is necessary that all Departments should be furnished with them, and not left to purchase, a full provision has this time been made in the Indent, according to the scale noted in the margin. From the quantity so calculated for each District, the supply made in 1863-64 has been deducted, and the net quantity inserted. The next supply will be due in 1870-71.

	Penknives	Scissors
All Officers, English Clerks, and Accountants, each	1	1
Vernacular Account Department	2	1
Do. Correspondence, do.	3	1
Treasury Department, do.	3	1
Sub-Collector's Office, do.	3	1
Head Assistant and General Deputy Collector's Offices, each	3	1
Each Taluq	2	1
Each Sub-Magistrate's Station	2	1
Each Salt Division	2	1
Each Sea Custom Port	3	1
Land Custom Choukies, each	3	1

29. *Quintennial and decennial supplies* have been indented for by a few Collectors, and the necessary entries have been made in the General Indent according to their requisition, only the number of wooden ink stands and glass ink bottles has been reduced. Supplies of paper cutters and Blue ink have been asked for by one or two Collectors, but it is not usual to supply such articles from the Stationery Office. The articles noted in the margin, which have been indented for by the Collector of South Arcot, have been disallowed as unnecessary.

Steel Compasses	
Parallel Rules	
Flat Rulers	
Case of Mathematical Instruments, complete	
Color Box	
Company's Seal	
Slate	

30. The General Indent for 1865-66 which has been prepared in the Board's Office, on the principles described above, will now be forwarded in duplicate to the Superintendent of Stationery, with a request that he will supply the several articles indented for as far as possible within the month of May next. The Indents from the Districts having been received late, and having undergone a complete revision

in the Board's Office, it was not possible to transmit the General Indent at an earlier date. The Board believe that it will be sufficient if the General Indent be in future despatched from this Office by the end of March each year, as the supply is to be made only after the commencement of each official year. This appears desirable for the maintenance of due regularity and system. If the Superintendent of Stationery agrees to this arrangement, Collectors will be instructed to despatch their Indents in future on the 10th February each year. It is unnecessary for them to send their Indents in duplicate; these documents are revised in the Board's Office, but are not forwarded to the Superintendent of Stationery. That Officer will, of course, be furnished with the General Indent from the Board's Office in duplicate.

31. The estimate of Europe Stationery articles required by the Superintendent of Stationery for 1866-67, for entry in his General Indent, submitted to the Home Government, cannot at present be sent, as the estimates have not yet been received from all the Collectors, though these Officers were particularly requested

*Paragraph 5 of the Board's Miscellaneous Circular, dated 9th December 1864, No. 7880.

to submit them punctually. As the General Indent of the Superintendent of Stationery for 1866-67 must have been submitted to the Home Government by this time, the Board do not purpose sending their estimate for that year, as it can be of no use to him, nor will the Collectors' estimates, as now received, be of any help, without undergoing considerable revision in the Board's Office. If an estimate is necessary, the Board's General Indent for 1865-66 may be taken as their estimate for 1866-67; it has been prepared on this occasion, after careful consideration of the requirements of each District, for one year, and the Superintendent of Stationery can accordingly adopt this as the basis for his General Indent.

32. The General Indent for 1865-66 will be printed, and two copies of it furnished to each Collector, that he may understand what articles have been provided for his District, and in what quantities. It is to be distinctly understood that none of the articles now included in the Indent are in future to be purchased locally in any District. If the cost of any such articles be included in future Monthly Contingent bills, it will positively be disallowed, and recovered from the party who made the purchase.

33. It is not the intention of the Board that the scale, with reference to which the quantity of the several articles has been estimated, should be strictly adhered to by the Collectors in every case. The estimate may in some cases be in excess of the actual requirements of the District, and in others the reverse. The Collectors will, therefore, direct their Treasury Deputies to make a proper allotment of the articles among the different Departments, Taluks, &c., out of the aggregate quantity provided for their Districts, bearing in mind the principles laid down by the Board. As regards the use of different descriptions of paper for various purposes, the importance or otherwise of the documents to be transcribed should be carefully considered, and the paper decided upon accordingly. In some cases the Board have fixed the kind of paper which should be used. As soon as the Stationery articles

are received in the Districts, the supply due to the several Departments should be forwarded by the Treasury Deputy Collector. If the quantity of any article now included in the General Indent is found insufficient, a Supplemental Indent may be submitted between the 15th and 31st October next, with full explanation as to the necessity of a further supply. No more than one Supplemental Indent will be admitted during the year, and in future years no Supplemental Indent should be necessary if the Original Indent be prepared after due consideration of the actual requirements. In Districts in which the new classification and assessment of lands recently surveyed by the Survey Department is being carried on, a separate Indent should be submitted by the Collectors for the paper and other articles of Stationery required for that purpose up to 30th April 1866.

34. The Board have reason to believe that in many Districts no proper accounts of the Stationery expenditure are kept. The actual quantity of each article said to have been consumed in the Districts in 1862-63 and 1863-64 is given in the Indents for 1865-66, but it cannot be depended upon as accurate. In many Districts there appears to be at present much wasteful expenditure of many articles which could be prevented under proper control. In many cases superior and expensive kinds of paper are employed for quite ordinary purposes, without any regard to cost. In the Indent from the Collector of Ganjam it is found that no Royal paper was consumed in 1862-63, but that the quantity used in 1863-64 was forty quires or two reams, while in all other Districts, the consumption did not exceed five quires except in South Arcot, where it was ten quires, and the same may be stated in regard to Medium, Demy, and other descriptions of paper. It is unnecessary, however, to say more about the past, as the Board are aware that hitherto the affairs connected with Stationery have not been properly managed. The Treasury Deputy Collectors should be distinctly informed that they must in future exercise strict and effective control over this branch of expenditure, and check the accounts once a month. In many Districts, Moochies are entrusted with the Stationery articles for issue to different Clerks. This must not be allowed. In future the bulk of Stationery should be in the custody of the Cash-keeper, and once every month the necessary quantity should be taken out on a Memorandum passed by the Deputy Collector, and entrusted to the charge of a Clerk, who should keep a regular account of receipt and expenditure of Stationery, and close it each month, and strike the balance. The signature of the Deputy Collector should be obtained for the entry after it is verified by the Cash-keeper.

35. It will be seen from the Board's General Indent that the several articles are included in it to meet the requirements of a year in each District, without taking into account the surplus quantity of any article which may remain in store with the Collectors at the end of the current official year. The Board wish to be furnished with a Statement in the following form, showing the articles received and consumed during 1864-65, and the balance remaining in store on 30th June 1865. The articles which are enumerated in the General Indent should be entered in the Statement now called for, and it should be forwarded to this Office by 30th June next.

Descrip- of article.	Denomi- nation.	Balance remain- ing on 1st May 1864.	RECEIPTS DURING 1864-65.			Expended during 1864-65.	Balance re- maining on 30th April 1865.
			Received from the Superin- tendent of Station- ery.	Purchased locally.	Total.		

36. The Treasury Deputy Collectors should be impressed with the necessity of paying due attention to the instructions contained in these Proceedings. They will be held personally responsible for any deviation from the Rules laid down for their guidance.

(A true Extract)

(Signed) C. G. MASTER,
Acting Sub-Secretary.

True Copy.

(Signed) H. M. C. KELLY,
Acting First Assistant.

To all Collectors, with two copies of Indent.

No. 142G. ORDER THEREON 30th March 1866, No. 331.

The first of the above letters contains a review of the operations of the Stationery Depot for the year 1864-65.

2. The value of the stock at the beginning of the year was Rupees 2,35,530, and the Depot received supplies from England, valued at Rupees 2,19,413, and from local purchases of Rupees 50,557, and from other sources of Rupees 2914—the total value of supplies being Rupees 2,72,885. There was stock, valued at Rupees 3,36,010, on hand at the close of the year, to which additions being made of Rupees 4637 for the sale of packing materials and other sources of income, and Rupees 7418 deducted for adjustments in the Accounts of the previous year, Rupees 3,33,229 appears to be the net value of stock at the close of the year. This is not much less than double the average stock in hand at the end of previous years, and the completeness of the details has rendered recourse to the local market for articles of European manufacture unnecessary, except in the case of two articles, Printing ink and Yellow paper for the Post office.

3. Adverting to the remarks of the Inspector General in the 7th paragraph of his letter, the Governor in Council directs that that Officer will, from time to time, bring to the notice of Government any particular instances of delay in the submission of the estimates therein referred to.

4. The receipts from England are entered as, valued at Rupees 2,19,414, about the same as last year.

5. In respect to the article, Red Chalk Pencil, measures will be taken for inspecting and cutting a series of samples from the supply shortly to be received, with the object of trying whether the heat does, as surmised by the Comptroller of Her Majesty's Stationery Office, act upon the pencils injuriously. A short Report on this point will be submitted at the time.

6. The Government do not consider that it is probable that any saving would be effected by obtaining French paper from England. At present, it is imported directly from the country in which it is produced: in most cases from the actual port where it is manufactured—Bordeaux; and it is tolerably certain that if procured through England, the cost of agency and transport would greatly increase its price.

7. The Board of Revenue have recently directed that all offices subordinate to them should obtain their supplies of all papers, country included, from the Stationery Depot, and this Rule the Government resolve to extend to all offices.

8. With reference to the 4th paragraph of Section III of his Report, the Inspector General's attention is called to the Order of Government in this Department, No. 1349 of the 29th November 1864. The Government are not aware whether the Postmaster of Madras has given the notice contemplated in the 5th paragraph of the letter therein recorded, in which the Postmaster General proposed that letter packets intended for transmission by Rail, Steamer, or Mail Cart for the greater portion of their route, should be allowed to be sent without wax-cloth or cloth. The oiled paper was clearly not sufficient as a covering. The Government have no doubt that cloth-lined paper would be more efficient for ordinary purposes than cloth, but it does not resist damp like wax-cloth, and it is probably expensive.

9. The money value of the issues has not varied much from Rupees 1,72,406.

10. The Circular of the Revenue Board (Miscellaneous, No. 34 of 1865) to which the Deputy Inspector General alludes, as checking the issue to the offices subordinate to it, will be forwarded to the Heads of the other Departments, who will lay before Government copies of their own proceedings, carrying on a similar form or check with respect to the requisitions of their subordinates.

11. The 3rd paragraph of the 5th Section of the Report will be considered in the Military Department.

12. The Government see strong reasons for doubting whether the supply of printed forms, through the Stationery Depot, is not likely to be a cause of delay and great expense; without any appreciable saving, to render the course worthy of retention. It appears that, practically, the Orders of the 7th February 1865 have remained a dead letter, and that, when acted upon, the Superintendent of Stationery has been merely a forwarding Officer who received and sent on copy to the Government Press, and again received and sent on proofs, all of which might have been done with a saving of time and trouble to every one by omitting all recourse to the Stationery office. It appears to the Government, that when one office alone makes use of a form (e. g. the Accountant General) no object is gained by his being required to use the Superintendent of Stationery to get the form printed, and keep it for him when printed, when he may as well keep it for himself. It is only in the case of

*Proceedings of the Madras Government, Public Department,
30th March 1866.*

forms which are in wide use through a series of subordinate offices, (e. g., in the Commissariat Department,) that any good end will be gained by a large stock of forms, and in such a case it appears far more reasonable that such forms should be at the direct disposal, and in the charge of the Central office, than that the Superintendent of Stationery should be burdened with them. The Superintendent of Stationery in Bengal is a highly paid Officer with a large establishment, and has time to give his attention to matters of the kind; but as the control of the Superintendent of Stationery here must in practice be little more than nominal, the Government resolve to cancel the 9th paragraph of their Order of the 7th February 1865, No. 153.

13. The Government, however, resolve to point out to all Heads of Departments the benefits which must follow the use of forms which are identical for the whole of a Department, and they direct that the several Central offices will report to this Department, on the 1st September next, what has been done in the matter of arranging for the attainment of the object, and the supply of identical forms from the Central offices.

(True Extract).

A. J. ARBUTHNOT,

Chief-Secretary.

to the Inspector General of Ordnance and Magazines,
with samples of French paper.

The Revenue Department
for information and for communication
to Officers subordinate to that Dept.

1408 Macpherson
1408 Macpherson

Pay 1866. Debit
No of Govt. for April
1866. 1046.

Proceedings of the
Sanborn & Co. in
the Public Works.

Debit 300.00

Received 132.00
1866.

82-331.

Debit order

on the 2nd from the
City of Providence
and Providence
and a series of the
operations of the station
for 1864/5.

82-889.

Communicated to the
undermentioned authorities.

14 Board of Revenue.

13 Director of Revenue.

10 Supdt of Revenue.

6 General Commissioner.

4 Board of Streets.

1 Supdt of Govt. Colonies.

182-112-106.

182-112-106.

82-889-10-1000

82-889-10-1000

With an Order