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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

G.O. No.	1589	Press
B.P. No.		Mis.
Dated	29.7.1875	196 .

Not to be folded or roughly handled

*Proceedings of the Madras Government, Financial Department,
25th June 1875.*

Stationery Depot.

No. 230. Read the following letter from Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, to the Honorable D. F. CARMICHAEL, Officiating Chief Secretary to Government, Fort St. George, dated Fort St. George, 26th May 1875, No. 23-S:—

Stationery Department.

I have the honor to enclose, in original, a report* by the Superintendent of Stationery on the operations of the depôt during the official year 1874-75.

2. The report, which is accompanied by five statements (A to E) is so complete in itself that I have no remarks to make.

From Lieutenant-Colonel T. I. M. HOG, R.A., Superintendent of Stationery, to Colonel A. STEWART, R.A., Inspector-General of Ordnance and Magazines, Fort St. George, dated Fort St. George, 17th May 1875, No. 130.

In accordance with G.Os., Nos. 1577 and 1168, dated 28th November 1861 and 2nd August 1871, respectively, I have the honor to forward, for submission to Government, a report of the operations of the Stationery Department for the year ending 31st March 1875, together with the usual appendices.* The transactions of receipts, and issues, and stock remains are shown in statement marked A.

* A, B, C, D, and E.

2. *1st, Stock.*—The value of stock at the beginning of the year was Rupees 2,09,350-2-8. The receipts from all sources amounted to Rupees 6,36,889-3-3, while the cost of issues was Rupees 3,92,348-13-4, thus leaving the value of stock at the close of the year at Rupees 4,53,890-8-7.

3. This excess in the receipts is owing to the arrival during this year of the balance of articles due on the indents of previous years and to the transfer to this department, under Orders of Government,† of the stock of drawing materials of the Public Works Stores.

† No. 633, dated 20th April 1874.

4. Owing to the non-receipt of the articles included in my general indent on the Home Government, No. 78, dated 1st November 1873, until late in December 1874, blotting-paper, octavo post, and some few other articles were exhausted in stock, and this necessitated their purchase in the local market. Accordingly ten reams of octavo post and seventeen reams and fourteen quires of blotting-paper were so purchased.

5. Tenders were invited for the supply of the articles by open contract, and they were obtained, the former at Rupees 2-12-0, and the latter at Rupees 9 and Rupees 9-8-0 per ream, respectively.

6. *2nd, Receipts.*—The value of receipts from England aggregate Rupees 5,81,127-6-8. This does not, however, include certain articles of stationery,‡ consisting of military stores and school-books, for which no invoices have been yet received. As no means existed of ascertaining the value of these articles, they were not brought into account during the year under report.

‡ Received per s.s. Hydaspes, Fenella, Malda, Dunghauls Castle, El Dorado, Zenobia, and Pekin.

7. A few of the articles indented for on the Home Government in my general indent,§ and all of those included in the supplemental indent|| submitted from this office, have not yet been received. Among the latter is a requisition for 390,000 yards of green twisted twine, specially required for the Postmaster-General of Madras, and, as no advice regarding the despatch of this article has been received up to date, I presume the requisition will have to be met by local purchase.

§ No. 78, dated 1st November 1873.

|| " 79, " 2nd February 1874.

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8. *3rd, Issues.*—The issues to public offices during the year cost Rupees 3,74,274-11-9 against Rupees 3,19,615-15-5 in the previous year. The excess cost of Rupees 54,658-12-4 is consequent on excess demands, as shown in the accompanying statement, marked E.

9. The issues to Army and Regimental Schools during the year amounted to Rs. 5,528-2-2 against Rupees 2,701-11-3 in the previous year.

10. The issues under the head of "Ecclesiastical" also demands notice, amounting this year to Rupees 1,085-9-2 against Rupees 328-11-2 in the previous year. This unusual excess is mainly attributable to the supply of a large quantity of Bibles with the Scotch version of the Psalms to the Senior Chaplain of the Church of Scotland for the use of the Soldiers attending his ministration. The last time these Bibles were issued was in 1867, and a large quantity was left in store.

11. Local Fund Boards still continue to be supplied with stationery free of charge. A reference was made by this office whether supplies to Local Fund Boards should not be paid for from Local Funds, as is done in the case of Municipalities, but the Board of Revenue* intimated that the charge should be treated as supplies to the Revenue Department. Nothing further has been done on the subject.

12. *4th, Local Purchases.*—The local purchases during the year aggregate Rs. 38,421-6-4 against Rupees 37,525-4-6 in the previous year. French paper will, under orders of Government, No. 1768, dated 19th October 1874, Financial Department, be hereafter purchased locally.

13. *5th, Sealing-wax.*—The sample article ordered to be furnished to this department by Government in their Proceedings, No. 203, dated 30th October 1873, Revenue Department, has not yet reached this office. In G.O., No. 88, dated 15th September 1873, Collectors have been authorized to purchase this article from the local market. This, however, as pointed out in my letter, No. 579, dated 27th November 1873, is opposed to the subsequent orders of Government

conveyed in their Proceedings† quoted above, and I would, in the interests of Government,

earnestly deprecate any attempt to revert to the former system of each department being allowed to purchase its own articles, as this will assuredly only tend to introduce the abuses referred to in the report of the Commissioners for investigating public establishments. It would perhaps be, on the whole, better if, as before recommended, the article could be manufactured in, and procured from, District Jails.

14. The Board of Revenue, in their Proceedings, No. 547, dated 6th March 1875, refer to the Order of Government authorizing Collectors to purchase this article in the local market, and remark that "this will remove the inconvenience hitherto experienced;" they also request Collectors to bring the black sealing-wax, the cost of which is only half that of the red, into more general use, so that the cost on account of this article may be reduced; but no steps have been taken either to discontinue the supply to Collectors or to reduce the quantity of red sealing-wax. In the year 1874-75, 1544 lbs. of red and 1345 lbs. of black sealing-wax were supplied. In the current year (1875-76) 1687 lbs. of red and only 988 lbs. of black sealing-wax are indented for.

15. *6th, General and Supplemental Indents.*—The general indent of the Board of Revenue has just (8th May 1875) been received with a request that the articles indented for may be supplied as soon as possible. The demand for extensive supplies for out-stations in April and May is somewhat inconvenient, as the Stationery Department is fully occupied at this time in issuing articles to the offices at the Presidency. The request will, however, receive early attention, and the stationery indented for despatched to the different Collectors as soon as they can be packed.

16. There were 208 supplemental indents received during the year under consideration, sixty-seven of these being for drawing materials, &c., from District Engineers and twenty-eight from the Revenue Department. There is no doubt that a greater saving will be effected in the expenditure of stationery if the check contemplated by Government in their Orders, Nos. 1577, of 28th November 1861, and 429, of 9th April 1862, was more attended to by Controlling Offices.

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17. *7th, Machine-made Paper.*—Machine-made paper still continues to be disliked, and even the Government Secretariat object to its use for ordinary requirements, and applications are constantly received to exchange this description of paper for the hand-made. The article is, however, except in the case of special applications from the Government Secretariats, issued in the proportion sanctioned by Government, and the practice is not deviated from.

18. *8th, Blotting-paper.*—The supply of blotting-paper not having been received in time the stock on hand became exhausted before December, and a small quantity was, as before stated, purchased in the local market. No complaints were received regarding the quality of the paper supplied this year.

19. *9th, Slate Pencil-holders.*—The slate pencil-holders supplied for the use of Army Schools during the year have been universally condemned as totally useless. The diameter is stated to be much too large for slate pencils, and some of smaller size are asked for.

20. *10th, Black-ink Powder.*—It has been determined to procure black-ink powder in future entirely from England. The Europe powder is of superior quality, and is, moreover, much cheaper than that procurable either from Bombay or in the local market, the price at which it can be obtained in England being Annas 4-9 per dozen papers, while in Bombay the same quantity costs Annas 9-6 and in Madras Annas 11-9.

21. *11th, Ecclesiastical Forms.*—These forms are now, under Orders of Government, No. 51, dated 16th March 1874, supplied to Marriage Registrars from the Stationery Depot.

22. *12th, Taking Stock and Audit of Accounts.*—The whole stock in the Stationery Department was taken in December last by Mr. Groatorex, and on his report, Government, in their Proceedings, No. 550, dated 10th March 1875, directed the distribution, gratis, of certain books, which have been for a long time on hand, to the different Native Regiments in the Presidency, and the sale of certain others to the Curator, Book Depot. Steps have accordingly been taken to distribute the books to the Native Regiments, and the Curator was communicated with in respect to the others. He has, however, declined to accept them for the Educational Department, and Government have ordered their sale by public auction (*vide* G.O., No. 974, dated 1st May 1875.)

23. The accounts are also, under Orders of Government,* being audited by Mr. Mayne, Assistant to the Accountant-General of Madras, and the result, as far as it has gone, has proved very satisfactory.

24. *13th, Change of Managership.*—Mr. James Clark, who since 1862 held the appointment of Manager of this office, was compelled, owing to growing infirmity, to retire on pension in October last. Mr. Clark was for a long time in the Stationery Department, and the zeal and energy he displayed in the management of the office have frequently been brought to the notice of Government. His son, Mr. George F. T. Clark, late Head Clerk of the District and Session Court of Nellore, was appointed in his stead, and assumed charge of his duties on the 1st October 1874. As far as my short tenure of office enables me to judge, the son appears a fit successor to his father.

25. *14th, Check of Indents.*—This important business continues to receive an efficient check under the careful supervision of the Manager. In all instances of demands in excess of estimates or of the average annual expenditure of previous years the necessary explanation was called for, agreeably to paragraph 8 of the Rules for the issue of stationery. Several reports were received explaining that the extra expenditure was necessitated by increase of business, but, notwithstanding the admission of these explanations, there was a reduction in the expenditure of Rupees 2,774-5-8 by means of the check exercised in this office, *viz.* :—

	RS.	A.	P.
In issues to Public offices	2,745	7	2
„ school materials	28	14	6
Total	2,774	5	8

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26. 15th, Cost of Establishment.—The cost of the office establishment for the whole year amounted to Rupees 6,569-2-2. Deducting from this sum Rupees 3,394-15-5, total value of sums realized as per margin, the net cost to Government will be Rupees 3,174-2-9, or about 4 Annas and 11 Pies, or '31 of a Rupee per cent. of the cost of the receipt and issue transactions. The working of the establishment at this reduced rate must be considered very satisfactory.

	RS.	A.	P.
By commission realized	516	11	6
„ sale of waste paper, packing materials, &c.	2,429	2	10
„ Indian Atlas sheets, maps, &c.	283	13	4
„ forfeiture of contractor's deposits	160	0	0
„ money unclaimed for cooly-hire credited to Government	0	14	0
„ sale of service books	4	5	9
Total	3,394	15	5

No. 231. ORDER THEREON, 25th June 1875, No. 1356.

With the foregoing letter the Inspector-General of Ordnance and Magazines submits the annual report of the Stationery Depot for the year 1874-75.

2. The total value of

	RS.
Stock dealt with was	8,46,239
Issued	3,92,349
Balance	4,53,890

3. The value of stock in 1874-75 was larger than in 1873-74 by Rupees 2,95,244 consequent on supplies due on previous indents having been received from England during the year. The value of supplies thus received has fluctuated considerably during the last three years, viz. :—

	RS.
In 1872-73	1,74,478
„ 1873-74	71,165
„ 1874-75	5,81,127

The local purchases for the same periods were Rupees 29,257, Rupees 37,525, and Rupees 38,421.

4. The value of stationery issued to public offices was larger than in the two preceding years, and is to be ascribed to the increase of work generally in all departments.

	RS.
1872-73	2,67,324
1873-74	3,19,616
1874-75	3,74,275

5. The amount realized by commission, sale of waste paper, &c., was Rupees 3,395, or Rupees 634 less than in 1873-74.

	RS.
1872-73	4,40,338
1873-74	2,09,350
1874-75	4,53,890

6. The value of the balance of stock, though considerably larger than in 1873-74, was not much in excess of what it was in 1872-73.

7. The value of stationery supplied to Provincial Services and Local Funds will not, under paragraph 24 of the Comptroller-General's circular, dated 6th April 1875, No. 199, be recovered.

Paragraph 11.
Proceedings of Government, dated 3rd June 1875, No. 1198.

8. The purchase in the local markets of French paper will, as observed in G.O., dated 19th October 1874, No. 1768, result in a saving of Rs. 16,000.

Paragraph 12.

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9. The remarks of the Superintendent of Stationery regarding sealing-wax will be communicated to the Revenue Department, with request that the orders issued in that department on the subject in 1873 may be communicated to the Financial Department, and the Board of Revenue requested to furnish the "sample" sealing-wax to the Superintendent.

Paragraphs 13 and 14.

10. The Board of Revenue will also be requested to arrange for the earlier transmission of their annual indent, to admit of the Stationery Department dealing with it without inconvenience. Supplemental indents should, as a rule, be discouraged by Heads of departments. If the actual expenditure of stationery in each year is correctly kept, and stock actually taken prior to the submission of each year's indent, the necessity for a supplemental indent will rarely occur. The Orders of 1861 and 1862 will be republished in a supplement to the *Fort St. George Gazette* for the information and guidance of all officers.

11. It is not stated whether the slate pencil-holders were of the pattern indented for or not. The Superintendent of Stationery will furnish the requisite information in view to the Secretary of State being addressed on the subject.

Paragraph 19.

Paragraph 20.

12. The arrangement to obtain black-ink powder from England is approved.

13. The pen-knives supplied to the Secretariat offices are of a very inferior kind and do not last for the prescribed number of years.* The Superintendent of Stationery will note this in his next indent for knives.

* Five.

14. He will further submit with his report for the next and following years a statement in the annexed form to enable the Government to ascertain the value of stationery consumed in the several departments :—

FORM.

Departments.	VALUE OF STATIONERY ISSUED IN		
	1873-74.	1874-75.	1875-76.
<i>Government Offices.</i>			
Public Department			
Revenue do.			
Military do.			
Public Works Department			
<i>Judicial.</i>			
High Court			
District Judge of			
<i>Board of Revenue.</i>			
<i>Police.</i>			
<i>Jails.</i>			
<i>Registration.</i>			
&c.,	&c.,	&c.,	

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25th June 1875.*

15. The report on the audit of the accounts has not yet reached Government. It should be expedited.

(True Extract.)

D. F. CARMICHAEL,
Officiating Chief Secretary.

To the Inspector-General of Ordnance and Magazines.

„ Superintendent of Stamps and Stationery.

„ Board of Revenue.

„ Accountant-General.

„ all departments.

To the Secy to Govt. Secy. Secy.

AS
Ed. A. S. Rodgers.

Q.O. 15 of 1877 not sent
300 Q.O. 15 203 -
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FINANCIAL

THE INSPECTOR-GENERAL OF
ORDNANCE AND MAGAZINES,
&c., &c., &c.

4 Q.O. 15

Dated June 20th

1895

1895

Q.O. 25th June 1875, No. 1356.

JUNE
Nos. 230-232

Stationery Dept. - The Annual Report on the
operations of the Stationery Dept during 1874-75,
reviewed, and a copy of the Proceedings forwarded
to the Government of India.

No 1689-2918 1875

Wm. O. O.

1895

will be sent to the
Revenue Dept.

of the foregoing Proceedings

15th Sept. 1893, 11:00 pm

30th Oct. 203

1st Dec. 7

1st " 13

will now be sent
to the Revenue Dept.

The Board of Revenue will attend

to the request at the close

of the same para, in para 10.

1. The Board of Revenue will attend

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