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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev.

DEPARTMENT

G.O. No.
B.P. No.

2266

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Mis.

Dated

29.9.1876-196

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B R G

Stationery Depot.

No. 49. Read letter from W. E. WRIGHT, Esq., Superintendent of Stamps and Stationery, to the Hon. W. HUDLESTON, Chief Secretary to Government, Fort St. George, dated Madras, 30th June 1876, No. 241.]

I have the honor, with reference to G.Os., Nos. 1577 and 1168, of the 28th November 1861, and 2nd August 1871, respectively, to submit my report on the operations of the Stationery Department for the year ending 31st March 1876,

* A, B, C, D.

† E.

together with the usual appendices,* and the statement† which Government directed to be furnished in their Order,

No. 1356, dated 25th June 1875. The transactions of receipts and issues and balance of stock are shown in the statement marked A.

2. *Stock*.—The value of stock at the beginning of the official year was Rupees 4,53,890-8-7. The receipts from all sources amounted to Rupees 1,91,523-0-3; while the cost of issues was Rupees 3,91,546, thus leaving the value of the stock at the close of the year at Rupees 2,53,867-8-10.

3. The supply of slates and marble paper was exhausted about the middle of the year, owing to the expected supply from England not having been received in time. The necessary quantities of these articles were accordingly obtained, with the sanction of Government, from the local market at a cost of Rupees 122-6-4 and Rupees 9-6-0, respectively.

4. *Receipts*.—The value of receipts from England aggregate Rupees 1,60,023-9-4. This sum does not, however, include several articles of stationery received by the vessels marginally noted, for which no invoices have yet been received, and the value of which I have not the means of ascertaining.

5. *Issues*.—During the year under report fifteen additional departments

1. British Consular Agent, Karikal.
2. Do. do. Pondicherry.
3. Public Works Workshops, Dowlaishweram.
4. Professor, Oriental Manuscripts.
5. Superintendent, Harbour Works.
6. Drainage Engineer.
7. Sub-Inspector, Army Schools, Bangalore.
8. Do. do. Secunderabad.
9. Commissioner, Uncovenanted Civil Service Examinations.
10. Superintendent, Travelling Post Offices.
11. Salt Commission.
12. Technical Department, Government Office.
13. Officer in charge Family Payments, Bangalore.
14. Master Attendant, Cocanada.
15. Officer on special duty, Irrigation Accounts.

(exclusive of Local Fund Boards) have, with the sanction of Government, been supplied with stationery from the Stationery Depot. To this, as also to the increased demands of older departments on the ground of increase of scriptory work in their offices, is due the excess in the value of stationery issued to public offices, which this year amounts to Rupees 3,84,105-3-1, against Rupees 3,74,274-11-9 last year. The total value of all issues (including schools and all indents, &c.) made from the Depot

during the year is however less than that of last year by Rupees 802-13-4. During the year 1,191 different offices were supplied with stationery in 1,726 issues or consignments. The heaviest indents are the Collectors. The average time taken in disposing of each Collector's indent is two (2) full days.

6. The issues to schools amount to Rupees 1,365 this year, against Rupees 5,528 last year. No stores were applied for, nor any issue made to the Mysore Commission.
7. Under paragraph 24 of G.O., No. 1198, dated 3rd June 1875, Local Fund Boards are now supplied with stationery free of charge.
8. *Local Purchases.*—The local purchases during the year aggregate Rupees 30,685-0-7 against Rupees 38,421-6-4 in the previous year. The usual practice of calling for tenders for the supply of these articles was continued, and in the majority of cases lower rates were obtained than were formerly paid. Under G.O., No. 395, dated the 24th February 1876, tenders for all articles exceeding Rupees 500 in value are subject to the approval of Government.
9. In accordance with G.O., No. 1381, dated 19th August 1874, the Stationery Office was transferred from the Arsenal, Fort St. George, to the Stamp Office on the Beach on the 1st June 1875, and the stores of stationery were removed during that and the succeeding month. The accommodation however provided for this department has been found to be utterly inadequate for its requirements. I shall address the Government separately on this subject.
10. *Sealing-wax.*—The sealing-wax procured during the year under report was of a much better description than was formerly obtained. Samples of the wax were sent to the Board of Revenue and received their approval—*vide* Proceedings of the Board of Revenue, No. 9561, dated 21st October 1875. The rates were however rather high, being Annas 11-0 p. lb. for the red, and 6 Annas per lb. for the black wax, owing chiefly to the materials of which the article is composed having been very difficult to procure in the local market. This year, however, I am glad to be able to report that the price has fallen, and the same description is now procured at 8 and 5 Annas per lb., respectively.
11. The Board of Revenue in their Proceedings, No. 547, dated 6th March 1875, advocate the advisability of Collectors bringing the black sealing-wax, the cost of which is about one-half that of the red, into more general use, and in their indent this year more of the black wax is asked for. If the black wax could be made use of more generally in all departments, there would be a considerable saving to Government.
12. *Supplemental Indents.*—Notwithstanding G.O., No. 1356, of 25th June 1875, and the Notification in the *Fort St. George Gazette* republishing the orders of 1861 and 1862, supplemental indents are continually received; there were 232 supplemental indents during the year 1875-76, against 208 in the previous year. Of these, sixty-six were for drawing materials, &c., from District and Superintending Engineers, twenty-nine from the Revenue Department, eight from the Judicial, and nine from the Examiner of Public Works Accounts.
13. *Machine-made Paper.*—Complaints continue to be made regarding the machine-made paper, but, except in the case of the Government Secretariats, the paper continues to be issued in the proportion sanctioned by Government.
14. *Complaints.*—Several complaints were received during the year, which in accordance with the instructions conveyed in paragraph 10 of G.O., No. 1577,

of the 28th November 1861, are appended below for the information of Government:—

- (1.) *English Foolscap* (Whatman's, 1858).—The Superintendent of Army Schools states that he has been seriously inconvenienced by the greasiness of the paper of this description supplied to him.
- (2.) *Penknives.*—Government in their Order, No. 1356, of 25th June 1875, notice the inferior quality of the penknives supplied.
- (3.) *Blotting-paper.*—The District Judge of North Malabar brings to notice the inferior quality of the blotting-paper which he states to be not very absorbent when fresh, and when used a few times loses its absorbence.
- (4.) *Blacklead Pencils.*—The Acting Registrar of the High Court complains that these pencils are of very inferior and varying quality, the same pencil being hard and gritty in one place, and unnecessarily soft in another.
A similar complaint was received from the Examiner of Commissariat Accounts with regard to the colored pencils supplied to him.
- (5.) *Printing Ink.*—The Collector of Bellary states that the ink supplied to him is of a very inferior description.
- (6.) *Steel Pens.*—Both Government and the Surgeon-General, Indian Medical Service, complain of the inferiority of the steel pens received during the year.
- (7.) *Printing Medium, 16 lbs.*—The Superintendent of Family Payments and Pensions states that the ink sinks on this paper when used.

Several complaints have also been received regarding the deficiency in reams in English writing papers. In several cases the deficiency complained of amounted to five or six sheets in the ream.

15. *Credit Notes.*—The Credit Note system was brought into force in this office about the middle of the year, under instructions conveyed in G.O., No. 1824, dated 30th June 1875, and worked well until lately, when, in consequence of large consignments being sent by rail, the charges amounted to larger sums than are kept in the Bank in account current with this office. To avoid this difficulty Government have been recently pleased to issue a Treasury Order for a portion of the year's contingent money being placed at the Superintendent's disposal in the Bank of Madras.

16. *Color Boxes.*—Among the articles received from England, I beg to bring to the notice of Government the very high prices which as a rule are charged for color boxes. They can, I think, be purchased for less in India. I am making inquiries into the average cost at which the same description of boxes may be procured from the dealers here, and if my suppositions are correct, I shall furnish Government with a further report on the subject.

17. *Colors.*—The colors noted in the margin were discontinued by the Secretary of State for India in 1862 as he considered them to be unnecessary for plan and engineering drawing (*vide* Despatch communicated in G.O., dated the 27th November 1862, No. 1388).

Lake, burnt sienna, burnt umber, raw sienna, yellow ochre, bistre, indigo, light red, permanent green, cobalt blue, flake white, neutral tint, vermillion, Indian yellow, and sap green.

During the past year, however, frequent applications were received from District Engineers for these colors, many of whom, on being informed that they could not be supplied from the Stationery Depot under the order quoted above, wished to be informed where they could procure them as they considered them really necessary for their work. One officer stated that these colors were required to replace those used up in his box, and that unless he could procure the spare colors he would have to return the box into store and indent for a new one. Under these circumstances, I have considered it therefore advisable to bring the subject to the notice of Government in order that they may take such steps in the matter as may be deemed necessary.

18. *Steel Pencil Cases.*—The steel pencil cases, received from England this year, have been found to be suitable, and have, I presume, given satisfaction, as no complaints have been received regarding them. The Secretary of State's suggestion that the condemned cases should be returned could not be carried out as reported in my letter, No. 109, dated 13th May 1876, as the Superintendent of Army Schools, to whom the despatch was referred for report, stated that the cases had been already disposed of by public auction and the proceeds credited to Government.

19. *Char Durvesh.*—The former edition of the "Char Durvesh," which was represented to be utterly useless owing to its having been printed, and in the Urdu idiom, has this year been replaced, with the sanction of Government, by a new edition lithographed at the Madras School Book Society at the request of the Superintendent of Army Schools. The old books will be sold by auction as directed by Government.

20. *Black-ink Powder.*—The black-ink powder was for the greater part procured from England. For the current year it will be entirely so. The ink manufactured from this powder is of very good quality, and no complaints were received regarding it. An application has been received from one Iyah Pillay, the Head Moochie of the Office of the Inspector-General of Ordnance and Magazines, and the same who formerly supplied this ink, to be allowed to supply this article at (2) two pias per dozen less than the English price. He also states that the ink can be manufactured from his powder without the use of any vinegar, boiling water being all that will be necessary, the expense of the vinegar being saved to Government. The powder is under trial, and if found good a separate report on the subject will be made to Government.

21. *Indian Atlas Sheets.*—These sheets are supplied free of cost to public offices, and sold at the rate of Rupees 2 per copy to private individuals. There was a great demand for these sheets during the year under consideration from public offices, and several of the numbers were exhausted. Application has been made to the Surveyor-General at Calcutta for a fresh supply as the local agents, Messrs. Higginbotham and Co., are unable to supply them except on payment.

22. *Check of Indents.*—This important duty continues to be exercised under the careful supervision of the Manager. The instructions contained in paragraph 8 of the Rules for the issue of Stationery have been carefully observed, and in

consequence of the check exercised in this office there was a reduction in the expenditure of Rupees 4,061-1-9 against Rupees 2,774-5-8 in the previous year, viz.:—

	RS.	A.	P.
In issue to Public Offices	4,026	2	2
„ School materials	34	15	7
Total	4,061	17	9

23. *Cost of Establishment.*—The cost of the office establishment for the whole year amounted to Rupees 6,571-2-4.

	RS.	A.	P.	
By commission realized	211	5	2	Deducting from this the sum of Rupees
„ sale of waste paper, packing materials, &c	3,732	2	3	4,113-13-3, the total value of sums
„ sale of Indian Atlas Sheets... ..	163	6	8	realized as per margin, the net cost to
„ sale of Service Books	6	15	2	Government will be Rupees 2,457-5-1,
Total	4,113	13	3	or about 6 Annas and 9 Pies, or 42 of

a Rupee per cent. of the cost of the receipt and issue transactions. The working of the establishment at such a small cost will be considered very satisfactory.

No. 50. Read also letter from R. W. LODWICK, Esq., Accountant-General, to the Hon. W. HUDLESTON, Chief Secretary to Government, Fort St. George, dated Fort St. George, 27th July 1876, No. 257.

Book Department

I have the honor to forward, herewith, the report of my Assistant, Mr. T. Kristna Moorthy Iyengar, on the audit of the Government Stationery Accounts for the official year 1875-76. The suggestion contained in paragraph 4 of the report, regarding the examination of the weekly issues and the ledger, has my approval.

From T. KRISTNA MOORTHY IYENGAR, Officiating Assistant to the Accountant-General, in charge of the Outside Audits, to R. W. LODWICK, Esq., Accountant-General, dated Fort St. George, 27th July 1876.

I have the honor to submit my report on the audit of the Government Stationery Accounts for the official year 1875-76.

2. The following are the books of account kept at the Stationery Office:—

- An Abstract Book for receipts of stationery supported chiefly by the Storekeeper's Receipt Book for local purchases; Invoices from England for Home Stores; and the Packing Account Book in cases where the Invoices have not been received.
- Weekly Issue Lists for Expenditure of Stationery, supported by the indents and receipts of the several officers to whom articles of stationery have been supplied, and by the Storekeeper's Cash Sale Book.
- A Ledger.

3. These accounts have been examined, and the discrepancies noticed are shown in the accompanying statement marked A.

4. The weekly issues would, in some instances, appear to have been imperfectly totalled, and their postings into the ledger inaccurately made. The limited establishment of the Superintendent would probably account for this state of things, but I would respectfully suggest that the weekly sheets and the ledger, be roughly examined by the Manager at convenient intervals.

*Proceedings of the Madras Government, Financial Department,
5th September 1876. No. 1618.*

5. With regard to the ledger, I have only to remark that, as the new form prescribed by the Comptroller-General* will be adopted for the current year with the other modifications proposed by him, the confusion observable in the present mode of working the ledger will be removed.

6. I beg also to observe that acknowledgments of receipt for the issue numbers noted below have been found to be wanting; but I understand that the officers concerned have been written to for the same.

October 1875, issue No. 21.

November " " Nos. 11 and 16.

December " " No. 26.

January 1876, " Nos. 29, 51, 93, 96, 98, 134, and 136.

February " " 47, 66, 71, 111, 174, 189, and 192.

March " " 41, 56, and 140.

7. I submit an abstract statement (marked B) of the value of stationery stores received and issued during the year under report, with the opening and closing balances as taken from the ledger. The valuations have been calculated in many instances and found to be correct.

8. In conclusion, I beg to express my thanks to the Head Accountant for the assistance he has given me in auditing the accounts.

No. 51. ORDER THEREON, 5th September 1876, No. 1618.

In accordance with G.O., dated 19th August 1874, No. 1381, the Stationery Depot was removed from Fort St. George to the Stamp Office on the North Beach on the 1st June 1875, and placed under the supervision of the Superintendent of Stamps and Stationery. The report now submitted by that Officer on the working of the Depot for 1875-76 is the first since the removal of the office, and is accompanied by five statements, viz.:-

- Showing the value of stock received, issued, and balance in hand.
- Receipts, issues, and balance.
- Abstract of receipts and issues for five years.
- Balances for each of the five years.
- Value of Stationery issued to the several Departments in 1873-74, 1874-75, and 1875-76.

2. From Statement A it appears that the value of the balance of stock on 1st April 1875 was Rupees 4,53,890, to which was added during the year 1875-76 stock to the value of Rupees 1,91,523, aggregating Rupees 6,45,413. The issues are valued at Rupees 3,91,546, and the balance on the 31st March at Rs. 2,53,867. The gain by commission, sale of waste paper, atlas sheets, and various books was Rupees 4,114.

3. Statement B shows that stationery, amounting to Rupees 1,91,523, was obtained from the following sources in 1875-76, viz.:-

England	Rs. 1,60,024
By purchase in India	30,685
Miscellaneous	814
Total	1,91,523

*Proceedings of the Madras Government, Financial Department,
5th September 1876. No. 1618.*

4. The following abstract prepared from the figures given in Statements C and D shows the receipts, issues, and balances of the stock of stationery during the five years ending 1875-76:-

	Receipts.	Issues.	Balance.
	RS.	RS.	RS.
1871-72	4,44,459	3,24,663	5,22,768
1872-73	2,05,535	2,87,964	4,40,339
1873-74	1,10,656	3,41,645	2,09,350
1874-75	3,36,889	3,92,348	4,53,891
1875-76	1,91,523	3,91,546	2,53,868
Total	15,89,062	17,38,166	18,80,216
Average	3,17,812	3,47,633	3,76,043

It is apparent from these figures that the consumption of stationery has exceeded the average of five years by Rupees 43,913, the increase being due partly to the introduction of Local Fund Boards under Madras Act IV of 1871 and to the addition of new offices. In 1875-76 alone fifteen new offices were added.

5. In Statement E is given the value of stationery issued to each department, as required in G.O., dated 25th June 1875, No. 1356. The value of issues were:-

	RS.
In 1873-74	3,31,096
" 1874-75	3,91,223
" 1875-76	3,89,368

showing that there was an increase in 1874-75 and in 1875-76 over 1873-74 of Rupees 57,127 and Rupees 55,272, respectively. An analysis of the statement shows that under "Government Offices" there was a decrease as compared with

	RS.
* Public	206
Revenue	479

	RS.
+ Military	71
Public Works	923

1874-75 and 1875-76 in two* departments, in the value of stationery consumed, of Rupees 685, and an increase in two† others of Rupees 994, the net increase being Rupees 309. Under "Judicial," High Court, there is a decrease of Rupees 845, and in District and Subordinate Courts an excess of Rupees 392, the net decrease being Rupees 453. Under "Revenue" there is an excess of Rupees 3,689 against Board of Revenue and Collectors; "Police," decrease, Rupees 3,536; "Jails," excess, Rupees 125. The Registration and Ecclesiastical Departments, District Engineers, and Army and Regimental Schools show a decrease of Rupees 2,406, Rupees 510, Rupees 18,366, and Rupees 4,163, respectively. Miscellaneous Departments show an increase of Rupees 24,892. The attention of the Board of Revenue will be drawn to the excess under Revenue; and that of the Superintendent of Stationery to that under Miscellaneous Departments, in view to his exercising close scrutiny over the

indents, and keeping the issues as closely as possible to the average actual consumption of previous years.

6. It is observed with satisfaction that the charges for sealing-wax which rose to Annas 11-9 for red, and Annas 8 for black, per pound, fell again to Annas 8 and Annas 5, respectively. The use of black sealing-wax, which is cheaper by 3 Annas per pound, as compared with red, should be made more general. Heads of departments will be requested to arrange for the use of this description of wax more largely in their offices for all ordinary purposes.

7. In Order, dated 25th June 1875, No. 1356, paragraph 10, heads of departments were requested to discourage the practice complained of by the Superintendent of Stationery of sending in supplemental indents. The Superintendent repeats the complaint, and states that 232 supplemental indents were received by him during 1875-76. He specifies the departments, and the Governor in Council resolves to draw the special attention of the heads of those departments to the order above cited, in view to their checking, as far as may lie in their power, the practice complained of. Heads of departments generally will likewise exercise strict control over the expenditure of stationery in their respective departments.

8. The complaints regarding machine-made paper, English foolscap, blotting-paper, blacklead pencils, printing ink, steel pens, and printing medium, will be brought to the notice of the Secretary of State. The inferior quality of the penknives was noted on the indent for stationery for 1877-78 sent through the Government of India with letter, dated 28th January 1876, No. 192.

9. The remarks of the Superintendent (paragraph 16) regarding colors will be referred to the Public Works Department for consideration.

10. The Superintendent's reports on color boxes, on the ink-powder under trial, and on the additional accommodation needed for the Stationery Office will be awaited.

11. The report on the audit of the Stationery accounts will be communicated to the Superintendent of Stationery, and he will be required to carry out the suggestions made in paragraph 4 thereof.

(True Extract.)

W. HUDLESTON,
Chief Secretary.

Copy to the Superintendent of Stationery.

To the Superintendent of Stationery.
,, Heads of Departments.
,, the Accountant-General.

Exd. J. Wright.

1876 *delivered at Madras*

20 To the Doorday Acc. Dec 4 Oct
26 The Drag Acc till \$
10 The Sup of Oak Survey \$
21 The Asst of Foresty \$
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Statement Dep'd.—The annual report on the operations of the Stationery Department for 1875-76 reviewed, and copies thereof forwarded to Home and Supreme Governments
Current accounts holding
Adv't, Sup'l, & Gen'l. Printing. done
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