(1) Number of pages 2 Sheets

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(3) Initials of the Referencer

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Revenue DEPARTMENT

G.O. No. / B.P. No.	6303	Press. / Mis.
Dated	8. 11. 1877	197 :

Not to be folded or roughly handled.

Archives I—10,006—19-4-79.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

30th October 1877, No. 2623.

Stationery.

Read the following papers :—

No. 264. *From J. G. FERRAND, Esq., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 15th September* 1877, *No.* 561.

In a communication to this office Captain Conway-Gordon, Examiner of Public Works Accounts, adverting to the check to be exercised over annual indents for stationery, mentioned that in other Presidencies officers were invariably supplied by the Stationery Office with printed forms of indent, giving against each article the sanctioned scale of supply, and that officers indented for and Examiners passed only such authorized scale ; he furnished a form of the indent used in Bengal, which is sent herewith with a request that it may be returned.

2. Considering that it would be useful to all concerned if such forms of indent were printed for use in this Presidency also and supplied to public offices, I have the honor to request the sanction of Government to the measure.

3. It appears necessary to have five forms, viz.—

No. 1 for General Stationery Stores.

No. 2 for Special Stores such as are required by the Public Works and Revenue Survey Offices.

No. 3 for Hospitals, and Nos. 4 and 5 for Consolidated Indents, such as are forwarded by Heads of Departments, as the High Court, Revenue Board, &c., No. 4 being for General, and No. 5 for Special Stores. The indents for Army Schools are already submitted in printed, War Office, forms. Forms Nos. 1 and 2 of those herein proposed are herewith submitted for the approval of Government. The other forms correspond with these. The forms show the sanctioned scale and contain some amendments on the Madras form (published in the *Fort St. George Gazette* of 30th March 1864, page 5,907,) which have been taken from the Bengal form. They have a column headed "quantity supplied," in which the quantities actually supplied will be distinctly entered (instead of a mere ticking off with red ink as at present); the entries in this column will be numbered consecutively, and the pen will be run through all lines opposite articles not supplied ; for articles of which large issues are made the quantities will also be written in words in the column of "Remarks."

4. I beg to propose that the Indents be submitted to this office in duplicate, and that one copy be returned to the indenting officer with the articles supplied, and that this copy be retransmitted by him to me, he endorsing on it his receipt for the articles supplied, certifying in the acknowledgment the number of entries admitted by him. In these proposals I have attended to the orders of the Government of India recorded in G.O., dated 18th October 1875, No. 2062, and to the suggestions of the Accountant-General and the Auditor in their letters recorded in G.O., dated 27th ultimo, No. 2193. As experience is gained, other amendments in the forms may have to be made, but, if Government have no objection, they may be made without reference to them in each case, special sanction being applied for only when changes of importance are contemplated.

No. 1771.

Referred to the Accountant-General for his remarks.

FORT ST. GEORGE,
18*th September* 1877.

(Signed) D. F. CARMICHAEL,
Chief Secretary.

No. 265. *From W. DONALD, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 9th October* 1877, *No.* 801.

Book Department.

With reference to your endorsement, No. 1771, of the 18th ultimo, on letter from the Acting Superintendent of Stationery, No. 561, of the 15th idem, I have the honor to report that the forms of Indents recommended for use by him meet with my approval as tending to ensure the ready and effectual audit of the stationery accounts.

2. The suggestion made by Mr. Ferrand in paragraph 4 of his letter above quoted that Indents should be submitted in duplicate seems also worthy of adoption to provide against the loss of an Indent in transmission through the post or otherwise. But I beg that Government will be pleased to distinctly lay down that the copy which alone can be accepted as a sufficient voucher in support of issues from the Stationery Office is the one which bears the endorsement of the officer to whom the supply has been made.

No. 266. ORDER THEREON, 30th October 1877, No. 2623.

The Governor in Council approves and sanctions the adoption of the forms of Indents for Stationery Stores proposed by the Acting Superintendent of Stationery in communication with the Examiner of Public Works Accounts, and recommended by the Officiating Accountant-General "as tending to ensure the ready and effectual audit of the stationery accounts."

2. The Indents will be prepared in duplicate, and the copy which bears the receipt of the receiving officer will be the voucher in support of the issue.

3. The Acting Superintendent of Stationery will at once arrange to have the required number of forms struck off, and issued to the several departments and officers to whom stationery is supplied.

4. No amendments will be made in the forms without consultation with the Accountant-General and Examiner of Public Works Accounts and without the approval of Government.

(True Extract.)

Secretary to Government.

To the Acting Superintendent of Stationery, with three enclosures.
" Officiating Accountant-General.
" Examiner of Public Works Accounts.
" Revenue Department.
" Public Works Department.
" Military Department.
To

Exd. J. W. Fischer.

5002

Revenue Departt

No 47/04

Govt. of {1877} Madras.

FINANCIAL.

To

The ACTING SUPERINTENDENT

of STATIONERY,

&c., &c., &c.

Dated October 30th.

Issued hove)"

Rec'd. y/Nov 3 pod

G.O., 30th October 1877, No. 2633.

OCTOBER.

Nos. 264—266.

Dis 8-8-11-77 nr 6303.

Stationery.—The adoption of the forms of Indents for Stationery Stores proposed by the Acting Superintendent in communication with the Examiner of Public Works Accounts, and recommended by the Officiating Accountant-General, sanctioned.

Wills Order

Communicated to the Board of Revenue—Settlt, Survey, Land Records & Regn Depts.

No 6303

8 Nov 77.

11-11-77 To Govt Revenue Dept
10 " " Bd of Rev Settlt
10 " " Collr of Rev Survey
10 " " Comr of Land Records