Revenue (1897) Department.

ROUTINE SERIES.

G.O., No. 1292

DATED 12th July

[Despatch Abstract.]

Recording letter from the Supdt of Stationery advising the despatch of note paper and envelopes for the use of the Rev-Secty.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Copy office

Note for the Reg^r

The Copy office has only
500 each of the note
paper & cover, stitched
with yellow thread.

We have got 15
quires of the note-paper
marked A Red-Stamp"
and 240 blank covers.
a sample of each of which
is tagged together. ~~500~~ 400
of each of the latter
form loose enclosed to
the office-Copy of
this memo or Reg. Probably
the stock of note paper
marked A Orpheum should
be running short in the
Copy office. Further
enquiries whether the Copy
office may be asked to
supply the note-paper
& cover required.

Mw (1) What is the
2015(17) quantity
now available

about 4 tons
superior kind
& haste Secretary
Under Secy specifically asked first
I know not can
said not like this
"corrugated stuff"
as he called it &
proposed the ordinary
one. What is the
quantity available
of this kind (ordinary)
15 gauge) under the Statutory
rules now in force
(see rules applies from
the Statute specified) & could make
any local purchases
within control under
Export.

20 Jan 1917

If a supply of superior is found to be necessary, let me know from the Secretary's Office draft of Statutory Rules under the Regulation of Trade &c. 1917 No 307 [illegible]

4

OOTACAMUND.

159 A

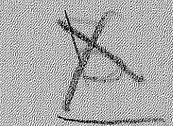
Note for Mr. Head Clerk

Please get a supply of D-C foolscap of this Surt. Loan. Ledger Loan foolscap Letter paper

RS 5-8-97

Revenue Secretariat,

..... 189 .





Revenue Secretariat,

..... 189 .

7D

Note for the Registrar

The Famine Associations
letter papers of the same
Four hundred letter pap
this kind (thinner than the
& envelopes were obtained
the Madras office last
Note of Br. DO 24 July 1896
sent to Madras with a req
the heading being printed in
two hundred of these were
to obey as will be seen from
the annexed Chetti's note dated
with DO 24 July 1896. Wh
became of the remaining two
do not known. Probably they
printed with the heading "For
George". The Madras Cash Keep
says that he has in stock 15
quires of the note paper of the
superior kind marked "For H.M. George"
How many of these represent
the supply received last year
which is thinner than the ordinary
The supply of

Ch for Mr Report

papers of the kind marked B. attached to the Madras Cashkeeper's note. Before taking the orders of the Secretary & the under Secretary as to whether any fresh supply should be obtained from the Stationery office I should like to know exactly what remains of the last year's supply. I understand from the Madras Cashkeeper that they also use the Vellum paper.

C.R.

Ck 15/6/97

Please let me know also how many D.O. forms of the thick white wove paper are available.

C.P.
17 June 1897

Note for the Head Clerk

Please see the Cashkeeper's Note attached. In the circumstances stated by him I think it unnecessary to indent for any more Note paper (Vellum) right you may take the orders of the Secy or under Secy on the point. I see the Tamil assistant objects only to the blue

He objects to the Cloth bound paper also Bound Book to be used in the Vellum paper.

Tamil assistant objects only to the blue foolscap paper. I think that the white wove paper marked B.

I enquired in supply of Vellum wove Note & cancelled requisition for same when I found that

foolscap paper which is greasy. He will probably not object to the white wove paper of the kind marked B. by the Cashkeeper.

In this connection I would suggest that office copies of all D.O.s be written on paper of the size of this - ie half sheet foolscap - so that they might well go into the end bundles - especially under the flat file system. There is not the slightest reason why office copies of D.O. forms should be used for office copies. There is a good deal of waste in this way.

C.P.
17 June 97

Jean Davies
Underclerk
28/6/97

It was only for office copies that I cancelled Vellum paper & told young under the signature of the Secretary or Under Secretary

Note for the Regr

400 sheets of note paper were supplied last year by the Supdt: of Stys: of which 200 were sent up for Ootr office use, impressed with the Office Seal and printed "Cota Camund". The remaining 200 were marked "Fort St. Geo" and kept for use in the Madras office.

Previous to the supply of the 400 letter papers sheets referred to above, we had in the office 13 quires of the thick paper (marked B) printed "Fort St. Geo" this stock still remains undiminished; so that we have in all 15 quires of the two kinds of note papers as stated above.

2. Of the thick white wove paper (B) there are 25 quires (600) of the note paper in the Madras Office

800 have been sent up to Office.

Note for the Famine and Treasury & the Under Secretary

Please see the accompanying note. I wish to know whether you will be satisfied with the note paper marked C in blue pencil. The Registrar-General is of opinion that all Office Copies of D.O. should be written on foolscap paper & seems to be a good one.

C.O.
18/6/97.

Two hundred vellum note papers envelopes of the specimen marked A were obtained last year from the Stationery Office. Of these, two hundred note papers ~~with the heading "Ostracismus"~~ were printed with the heading "Ostracismus" & the remaining two hundred with the heading "Fort Vainb George". The supply of vellum note papers with the heading "Ostracismus" having been exhausted the Famine Assistant desires that a fresh supply should be obtained. Samples of the various note papers in use are attached. Note papers marked C & D are not supplied by the Stationery Office but are cut at the Government Press from white wove & blue handmade papers of foolscap size supplied by the Office. We have a sufficient quantity of note paper marked C. The Registrar considers therefore that no fresh supply of vellum paper (A) is needed, while the Famine Assistant is of opinion that fair copies of D.O.'s signed by the

Secretary & the Under Secretary should be written on superior paper (vellum). If it is thought that a fresh supply of vellum note paper with the heading "Colonial Office" should be obtained the accompanying D.N. to the Dept. of Stationery may be passed. The heading will be printed at the Government Press on receipt of plain paper from the Stationery Office. It is proposed to obtain only two hundred vellum note papers and envelopes from the Stationery Office as there are at present 15 pieces of paper of this kind with the heading "Downing St." and 240 envelopes at Madras which can be utilized when the Office does there.

C.J.R.
23/6/97

I think the present stock of note paper of the kind marked C+D should be first exhausted. It is necessary if possible & I think this kind might be discontinued in future. I can find no Reclam in C. except that personally I do not prefer A on aesthetic grounds. I submit that all C+D are used up, A alone should be ordered & stocked

Certainly; this class of paper should stop. Any pieces must be used as it is so heavy.

24/6/97

C can be used on receiving the D. of State's superior wishes

24/6/97

D.N. 24/6/97

The Dept. of Stationery is requested to supply this Office with two hundred letter papers & envelopes of the sample furnished herewith.

24/6/97

Date assumed 24th June 1897

6 To the Dept. of Stationery with samples of note paper & envelope.

C used 25/6/97

C.J.R.
23/6/97

Best thanks for Madras. The note paper should be sent to the Colonial Office.

C.J.R.
25/6/97

Opk. pf. 10
2a. 7. 96
Rec. 8 Sept. 96 Via Penrith
per 6 Days by Rail South.

Rev. Dept.

OFFICIAL MEMORANDUM No 109.

The Superintendent of Stationery is requested to supply this office with ~~four~~ five hundred letter papers and envelopes of the samples furnished herewith.

23.7.96

Note for the Cashkeeper

400 Letter papers received for the Sty: office are sent herewith. They have to be sent to the Press for printing on the address leaf as in the accompanying letter paper. Please have this done & return them at an early date.

Would do for me perfectly well

Yes
24.7.96

Recommend
24th July 1896

To

The Superintendent of Stationery

with sample letter paper (A) and envelop.

27/7/96

Note.

The office has run short of Note Paper marked B, with which the Secy. and the Under Secy. are now supplied. It is usual to purchase these locally. But the Public Dept. appears to have had a supply of the Note Paper ~~marked A~~ marked B, and the Envelop from the Superintendent of Stationery. If it is thought that the latter will do for the use of the Secy. and the Under Secy, the Superintendent may be asked to supply this Dept. also with them. The requirement of the R.D. may be estimated to be about 500 for one year. 3 months of this year is gone

27/7/96

O.M. No 109
24-7-96

Reminder

Re: supply of Note Paper, for the use of the Secy. and the Under Secy.

Revenue (189) Department.

CURRENT No. 5 68 [illegible]

Mr. 12.1.97

From The Superintendent of Stationery

Order L No. 1292 of 12th July 1892

No. 875

Recorded [illegible] 12/1/97

Dated 6th July 1897.

Received

Registered

Enclosures

Spare copies

SUBJECT.

Acknowledging despatch of note paper and envelopes for office use

C.E. 10 Jan 97

Ltr

Cashkeeper, Dead Letter Office

Please get the Separate Acct: Copy: in the Receipt, & then return it to the Supdt. of Stty: Articles have been received & sent to Press for being impressed

receipt book 12/1/97

MR. 97

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

When given for copying _____
When copied _____
When examined _____ } 189
When signed _____

No. 875

D.

Invoice No. 677

From

Stationery Office,

Madras, 6th June 189 7.

To

The Superintendent of Stationery,

Madras,

The Asst. Secretary to Government
Revenue Department.
Note Examiner's

Sir,

I have the honour to inform you that

~~Bales~~ / Parcels ~~Boxes~~ Cases ~~Boxes~~

~~Rolls~~ containing the Stationery supplied on your Indent for 189 7-8,

dated 24-6-

rail

~~per S.S.~~ 189 7, has been despatched to you by

on the 6 June 1897 from this office.

~~The Railway Receipt is enclosed.~~

Hand Messrs. Rettie & Co, Metropolitan

The articles against which the word "*none*" is entered in the Invoice are not available at present, but will be supplied as soon as received.

The articles have been carefully packed and they are specified in the enclosed Invoice which please return to me, after signing the form of receipt subjoined to it, and entering therein *the total number of items* received by you at your earliest convenience for the early adjustment of my accounts.

I have the honour to be,

Sir,

Your most obedient Servant,

Asst. Superintendent,
for *Superintendent of Stationery.*

N.B.,—
A = Copy in full.
B = Not to be copied.

BACK PAPERS.

G.O.	No.	Department.	Date.

From

SUPERINTENDENT OF STATIONERY,

Madras,

To

THE _____

_____

_____

No.

Dated

Despatched

ENCLOSURE.

ADVISING despatch on _____

_____ of _____ cases _____

bales _____ boxes _____ parcels by

_____

When given for copying _____
When copied _____
When examined _____
When signed _____ } 189

READ AGAIN G.O., No. DATED
189 ,

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A	
LETTER OF GOVERNMENT.								
STATEMENT WITH DITTO.								
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.								

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only