# THE MADRAS STATIONERY MANUAL.

## CHAPTER I.

### POWERS AND DUTIES OF THE CONTROLLER OF STATIONERY AND PRINTING.

**1.** *Classes of articles to be supplied by the Stationery Department.*— The Stationery Department of the Government of Madras is the Central Organization for the supply to the public offices of the Government in the State, of stationery, clothing and liveries (excluding badges), duplicating machines (including cyclostyle machines), calculating machines, and typewriters and their accessories required for official purposes. It shall also supply all items of stationery, etc., to offices of the Union Government, local bodies and other institutions in the State, to whom the State Government sanction supply to be made by the Stationery Department from time to time.

**2.** *Duties of the Controller of Stationery and Printing and his responsibilities.*— The Controller of Stationery and Printing is the adviser to Government on all matters connected with stationery and other articles referred to in rule 1 and their agent for giving effect to all orders connected therewith. He shall, in the discharge of his duties and responsibilities, be assisted by a Gazetted Officer designated Assistant Controller of Stationery and Printing. The Controller of Stationery and Printing, may, at his discretion distribute the work that is purely non-technical or work which is common to the Stationery and Printing Branches amongst his Gazetted Assistants in the Stationery and Printing Department, besides utilizing if necessary the services of the technical officers for all technical matters relating to the Stationery Branch like testing of paper, boards, etc. The Controller of Stationery and Printing is responsible for seeing that the stores are properly stocked and kept, that they are of good quality and that the issues are limited to the sanctioned scale. It shall be the duty of the Controller of Stationery and Printing to watch the expenditure on stationery in all public offices with a view to securing the strictest economy compatible with the efficiency of the administration and to submit proposals to Government for the reduction of expenditure when he considers such a course feasible. For this purpose, he is authorized to call for information from any public officer on matters dealt with either in these rules or in the scale of supply. It shall also be the duty of the Controller of Stationery and Printing to bring to the notice of Government any serious instance of neglect or breach of these rules by any public officer.

It shall be the duty of the Controller of Stationery and Printing to stock and supply local fund cheque books and pass books to Treasury Officers on payment of cost and to stock and supply Departmental Cheque Books to officers in the Madras City free of cost.

**3.** *Controller of Stationery and Printing empowered to examine stock books of Indenting Officers.*—The Controller of Stationery and Printing may, from time to time, call for the stock books of various offices in order to check indents and to satisfy himself that the stock books are being uniformly and properly maintained. In respect of the offices in the City of Madras, the Controller of Stationery and Printing and the Assistant Controller of Stationery and Printing are further authorized to visit these offices to see that the rules and instructions regarding the custody, issue and use of stationery are strictly observed.

**4.** *Description of articles of stationery to be supplied by the Stationery Department.*—Appendix I of Stationery Manual, Volume II, Part I, contains a complete list of articles which the Controller of Stationery and Printing is authorized to supply. Subject to the provisions of rule 8, Chapter II infra, the Controller of Stationery and Printing shall not add to or subtract from the list without the specific orders of Government.

NOTE.—(i) Rubber stamps are supplied by the Press Department to which indents should be made direct. Rubber stamp pad, ink and brush will however, be supplied by the Stationery Department along with other articles of stationery.

(ii) Indents for forms, standardized or non-standardized, should be made on the Press Department, also all correspondence connected with their supply, and any proposals for revision or modification of any form or forms.

**5.** *How purchases are to be made by the Controller of Stationery and Printing.*—Articles of stationery to be supplied by the Controller of Stationery and Printing shall be purchased by him from the sources mentioned against each of the following groups :—

(i) Articles of stationery manufactured by other departments of Government shall be purchased from them.

(ii) All varieties of paper and boards shall be purchased from the Indian mills with the sanction of Government through the Directorate-General of Supplies and Disposals, Government of India, New Delhi. When special varieties of imported papers are required, they will be purchased either by calling for tenders locally or by indenting on the Director-General of Stores, London, or any other purchase organization abroad, through the Directorate-General of Supplies and Disposals, Government of India, New Delhi, with the prior sanction of Government.

(iii) Typewriters, duplicators including cyclostyle machines, and calculating machines shall be purchased in India with the prior sanction of Government.

(iv) Khadi cloth of all kinds shall be purchased from the Government Khadi producing centres, through the Department of Khadi of the Government of Madras. Flannel and serge shall be purchased either in the local market or from the Indian mills through the Directorate-General of Supplies and Disposals, Government of India, New Delhi, according to the bulk of the purchase involved.

(v) Other articles not covered by groups (i) to (iv) above including carbon and stencil papers shall be purchased in India by calling for tenders. In respect of carbon and stencil papers, sanction of Government shall be obtained before final settlement of tenders.

NOTE.—Articles other than paper, suitable quality of which are not available in India may be obtained by placing an indent on the Director-General of Stores, India Store Department, London, or any other purchase organization abroad through the Directorate-General of Supplies and disposals, New Delhi, with the prior sanction of Government.

**6.** *Financial powers of the Controller of Stationery and Printing.*—(i) The Controller of Stationery and Printing exercises unlimited powers for purchase of all stationery except paper and boards including carbon and stencil papers, typewriters, duplicators including cyclostyle machines, and calculating machines for which sanction of Government is necessary. The Controller of Stationery and Printing also exercises unlimited powers in the matter of sanctioning and payment for repairs to typewriters, duplicators including cyclostyle machines and calculating machines.

NOTE.—(i) The Controller of Stationery and Printing is authorized to purchase paper and boards, except carbon and stencil papers, at a cost not exceeding Rs, 2,000 at a time, subject to an annual limit of Rs. 10,000, at rates not exceeding the market rate or the rate at which the dealer sells paper in bulk, whichever is less, when necessity arises.

(G.O. Ms. No. 4684, Public Works, dated 12th November 1956 and G.O. Ms. No. 2034, Public Works, dated 23rd May 1957.)

(ii) Cellophane (white) transparent paper 34″ × 38″ required for manufacture of transparent covers for depositing wills in the Registration Department and double crown greaseproof transparent paper required by Collectors for pasting torn inam registers may be purchased by the Controller of Stationery and Printing, whenever necessity arises.

(iii) The Assistant Controller of Stationery and Printing is authorized to approve estimates of repairs to typewriters, duplicators including cyclostyle machines, and calculating machines and pass bills connected with such repairs involving amounts not exceeding Rs. 25 in each case.

(ii) The Controller of Stationery and Printing has power to write off irrecoverable value of stationery articles lost or damaged up to a limit of Rs. 300 in each case, when after due enquiry, he is satisfied that no one can be held responsible for the loss and that it does not disclose a defect in the system, the amendment of which requires the sanction of Government. Such sanction to write off should be communicated to the Accountant-General with an explanation of the full circumstances of each case and also with copies of relevant portions of correspondence connected with the subject.

NOTE.—The Assistant Controller of Stationery and Printing is authorized to write off the value of deficiencies under rule 45 up to a limit of Rs. 5 in each case subject to an annual limit of Rs. 100.

# CHAPTER II.

## POWERS OF HEADS OF DEPARTMENTS AND OTHER OFFICERS IN RESPECT OF STATIONERY ARTICLES.

**7.** *Limits and conditions under which petty purchase by officers is permissible.*—All stationery stores required for use in Government offices and institutions should be obtained by indent on the Stationery Department. Local purchases are strictly forbidden except in the following cases:—

(i) The authorities specified in Annexure A are authorized to sanction petty purchases of stationery to which they are entitled up to an annual limit of Rs. 50 in the case of each article provided that the need for such articles could not have been-foreseen and included in their annual indent for stationery and that they are so urgently required that public interests will suffer by the delay involved in indenting on the Stationery Department for supply and also in cases where the article of stationery could not be supplied in time by the Stationery Department for want of stock. In cases in which local purchase is necessitated on account of non-receipt of stationery articles from the Stationery Department, the officers should consult the Controller of Stationery and Printing before sanctioning the local purchase. In the case of Irrigation, Public Works and Highways Departments, the above limit will be Rs. 100 only.

NOTE.—The Divisional Engineers (Highways) are empowered to purchase stationery articles up to a limit of Rs. 25 subject to the conditions in rule 7 (i).

### ANNEXURE A.

*List of Authorities authorized to sanction petty purchases of stationery.*

[Rule 7 (i)]

Advocate-General.
Board of Revenue (all Departments).
Chief Conservator of Forests.
Chief Engineers to Government.
Chief Judge, Court of Small Causes.
Chief Presidency Magistrate.
Collectors of Districts.
Commissioner for Government Examinations.
Commissioner of Excise and Prohibition.
Commissioner of Labour.
Commissioner of Police.
Commissioner of Agricultural Income-Tax.
Conservator of Forests.
Director of Agriculture.
Director of Industries and Commerce.
Director of Public Health.
Director of Public Instruction.
Director of Animal Husbandry.
Director of Town-Planning.
District and Sessions Judges.
Registrar, High Court.
Inspector-General of Police (for both Police and Fire Services).
Deputy Inspectors-General of Police.
Inspector-General of Prisons.
Inspector-General of Registration.
Inspector of Municipal Councils and Local Boards.
Judge, City Civil Court.
Registrar of Co-operative Societies.
Secretaries to Government (in respect of their office establishments and offices for which they are Heads of Departments).
Secretary to the Madras Legislature.
Superintending Engineers.
Superintendent, Government Press.
Director of Medical Services.
ChiefElectrical Inspector to Government.
Examiner of Local Fund Accounts.
Women's Welfare Officer, Madras.
Secretary, State Transport Authority.
Transport Commissioner.
Settlement Officers.
Radio Engineer, State Broadcasting Department.
Controller of Stationery and Printing.
Pay and Accounts Officer, Madras.
Chief Inspector of Certified Schools and Vigilance Service.
Deputy Commissioners of Commercial Taxes.

(ii) The officers specified in Annexure B are empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Department.

## ANNEXURE B.

*List of Authorities empowered to purchase articles of stationery whether they are obtainable or not from the Stationery Department.*

[Rule 7 (ii)]

| | |
|---|---|
| (a) Director of Industries and Commerce and the officers in charge of commercial institutions in the Industries Department. | Up to an annual limit of Rs. 100 and Rs. 50 respectively in regard to each institution in cases of emergency. |
| (b) Assistant Director of Fisheries (Coast). | Up to a limit of Rs. 5 in each case in respect of village schools managed by the Department of Industries and Commerce. |
| (c) Deputy Inspector-General of Police, Railways and C.I.D., Madras. | Quink ink not exceeding 372 ounces annually for use with shorthand pens used by the Inspectors and Reporters of the Shorthand Bureau, Vellore. |

(G.O. Ms. No. 952, Home, dated 8th April 1957.)

(iii) Local purchase of articles not stocked by the Stationery Department is permitted in the cases specified in Annexure C.

## ANNEXURE C.

*List of Cases in which local purchase of articles not stocked by the Stationery Department is permitted.*

[Rule 7 (iii)]

| Departments or Officers authorised to purchase. | Articles to be purchased. | For whom and for what purpose. |
|---|---|---|
| Director of Agriculture. | (1) Six yards of fine muslin per annum. (2) Twelve straps for razor per annum. | Lecturing and Systematic Botanist Sections. |
| | (3) Muslin .. .. | For experimental and research purposes. |
| The concerned officers in the Agricultural Department. | Special sewing thread for selfing cotton plants. | Cotton specialist and Cotton Breeding Stations. |
| Collector of Nilgiris .. | Waxed paper .. .. | For inter-leaving the sheets of revenue adhesive stamps to prevent them from sticking together during the monsoons. |
| District Superintendents of Police. | Blotting pads or materials for manufacturing them. | Gazetted Officers' use. |
| High Court .. .. | Any stationery article up to an annual limit of Rs. 50. .. | Honourable the Judges. |
| Superintendent, Government Press. | Binding materials .. | Binding Department. |
| Principal, Agricultural College. | (1) Printing ink yellow (2) Press Blanketting. (3) Palette knives 15 inches up to the value of Rs. 20 a year. | Printing Section of the College. |

| Departments or officers authorized to purchase. | Articles to be purchased. | For whom and for what purpose. |
|---|---|---|
| Director of Public Health. | (1) Mitchells' R. Broad point nibs up to a maximum of 12 per annum.<br>(2) Brushes for damping up to a maximum of two per annum. | For artists and draughtsmen. |
| | (3) Swan ink of different colours. | Vital Statistics sections. |
| | (4) Bodkins .. .. | For stitching records. |
| Director of Public Instruction. | Embroidery cotton thread of sorts not stocked by the Stationery Department. | In such quantities as may be required by the Inspector of Anglo-Indian Schools for examination purposes. |
| Deputy Director of Survey Land Records. | Double Crown 30″ × 20″ tracing paper glazed. | Survey Office. |
| District Collectors .. | Blotting pads or materials for manufacturing them. | Gazetted Officers' use. |
| Superintendent, Government Museum. | (1) 100 stiff white boards, every year. | For mounting insect collections. |
| | (2) Waxed paper or cloth 52″ wide and small cyclostyle roller. | For use in the Government Museum. |
| Deputy Inspector-General of Police, Railways and C.I.D. | Adhesive called "Grip fix" (not more than 100 tins annually). | For the use of the Criminal Investigation Department staff stationed at Madras, Dhanushkodi and Pondicherry. |
| Director of Industries and Commerce. | Sable hair brushes of sizes not stocked by the Stationery Department. | For School of Arts and Crafts, Madras, for painting work. |
| Director of Industries and Commerce or Additional Director of Industries and Commerce whoever deals with "Fisheries," | Parchment paper, 8 quires per annum. | Labelling fish specimens. |
| Principal Librarian, Connemara Public Library. | (1) Oil paper (tissue) ..<br>(2) Black twine ..<br>(3) Binding hammer.<br>(4) Bodkin.<br>(5) Press (copying). Binding press machine. | For binding work. |
| Secretary to Government, Finance Department. | Carbon papers and typewriter ribbons (special variety) for noiseless typewriters. | Personal clerks to the Hon'ble Ministers. |
| Board of Revenue .. | Carbon papers and typewriter ribbons. | For the use of noiseless typewriters. |
| Conservator of Forests, Working Plans Circle. | 25 Instantaneous binders annually. | For filing loose control forms. |

| Departments or officers authorized to purchase. | Articles to be purchased. | For whom and for what purpose. |
|---|---|---|
| Principal, Central Polytechnic, Madras. | (1) Paper, printing Double Crown (30″ × 20″), 28 lb.<br>(2) Paper, printing, Imperial (30″ × 22″) 50 lb.<br>(3) Real art paper, Double Crown (30″ × 20″) 50 lb. | For use in the Printing Section. |
| Curator, Madras Record Office. | Camel hair brushes of special variety. | For the use of the mending section. |
| Director, King Institute, Guindy. | Laboratory graph note-books. | For the use in the Government Analysts' Section. |

(G.O. Ms. No. 3846, Health, dated 21st December 1955).

| | | |
|---|---|---|
| Chief Inspector of Certified Schools and Vigilance Service. | Articles of stationery not obtainable from the Stationery Department. | For the use of the pupils in the institutions under the control of Chief Inspector. |

(G.O. Ms. No. 3020, P.W., dated 6th July 1956.)

(iv) Authorization for the purchase of special stationery articles may be obtained without consulting the Stationery Department in the cases specified in Annexure D.

## ANNEXURE D.

*Cases in which Stationery articles may be obtained without consulting the Stationery Department.*

[Rule 7 (iv)]

(a) Chalk, chamois skin and one quire of section paper, divided into centimetre and millimetre for the Government Museum.

(b) Twine required for experimental and research purpose by the Agricultural Department.

(c) Stationery required for apprentices (Bar Council) examination, provided that no part of the expenditure in connection with such examination falls on the Government.

(d) Stationery required for Village Officer's Special Test Examination, if the cost is met from the fees realized.

(e) The following stationery required by the Government Press, Madras :—

Enamel and fancy end papers.
Gilt marble paper.
Wiping paper for embossing machine.
Paper rolls for time recorders.
Manilla paper for packing cylinder printing machine.
Japanese tissue paper.
Stereo backing paper.
Monotype spool paper.
Interleaving paper for illustrations.

China paper.
Paper tape, gummed.
Ink, printing of all colours.
Thread, corded.
Scissors, book binders.
Needles, book binders.
Packing materials (ropes and mats).
Twine hempen and other special twine required for binding.

(*f*) Stationery required for use at the various examinations conducted by the Madras Public Service Commission.

(*g*) Staple pins, up to an annual limit of Rs. 20 for use in the office of Director of Public Instruction, whenever need arises.

(G.O. R. No. 576, Education, dated 21st September 1953.)

(*h*) The Secretary of the State Legislature is authorized to purchase locally D.O. covers and note papers intended for sale to the Members of the Legislature, as and when required. The payment of the bill of cost in respect of such local purchases will, however, be made by the Controller of Stationery and Printing. (G.O. Ms. No. 1711, P.W., dated 2nd May 1955.)

(*i*) Good quality copying pencil for writing Motor Vehicles Taxation Licence, for use by all licensing officers and in the office of the Deputy Commissioner of Police (Traffic and Licensing), the expenditure being met from the office contingencies of the respective offices. (G.O. Ms. No. 1676, Home, dated 19th June 1957.)

8. *Powers of certain officers in respect of articles not provided for in the appendix.*—The officers specified in Annexure A to rule 7 (i) with the exception of the Commissioner of Police, are authorized to indent on the Stationery Department or to sanction supply to officers subordinate to them of such articles of stationery enumerated in Appendix I of the Stationery Manual as are not specifically marked for supply to them, in order to meet casual as opposed to recurring demands subject however, to the condition that the total value of the article or articles supplied does not exceed Rs. 50. The supply will be limited to the year of indent and must not be repeated without the sanction of Government.

NOTE.—This power shall never be exercised in respect of articles supplied on a fixed scale or for stated periods.

9. *Powers of officers to write off losses* (see *also Appendix* 23 *of the Madras Financial Code, Volume II*).—The authorities specified in Annexure E have been empowered to write off irrecoverable value of stationery articles lost or damaged up to the amounts specified in each case; where the value exceeds these amounts, the sanction of Government is necessary. These powers are subject to the restrictions imposed by similar rules in the Madras Financial Code, viz., that the loss does not disclose (i) a defect of system or in the rules, the amendment of which, would require the orders of higher authority or (ii) serious negligence on the part of one or more Government servants that might possibly call for disciplinary action requiring the orders of a higher authority.

Every sanction to write off should be communicated at once to the Accountant-General with an explanation of the circumstances and with copies of relevant portions of the correspondence relating to the subject.

## ANNEXURE E.

*List of authorities empowered to write-off irrecoverable value of stationery articles lost or damaged.*

(Rule 9)

| Authority competent to sanction write-off. | Maximum limit of sanction in each case. |
|---|---|
| | RS. |
| 1 Board of Revenue (*a*) | 5,000 |
| 2 Chief Conservator of Forests | 5,000 |
| 3 Conservator of Forests | 1,000 |
| 4 Chief Engineers | |
| 5 Director of Industries and Commerce | |
| 6 High Court | |
| 7 Inspector-General of Police | 500 |
| 8 Inspector-General of Prisons | |
| 9 Director of Medical Services | |
| 10 Commissioner of Labour | |
| 11 Collectors | |
| 12 Commissioner for Government Examinations | |
| 13 Commissioner of Police | |
| 14 Commissioner, Hindu Religious and Charitable Endowments (Administration) Department. | |
| 15 Director of Agriculture | |
| 16 Director of Public Health | |
| 17 Director of Public Instruction | 300 |
| 18 Director of Animal Husbandry | |
| 19 Registrar of Co-operative Societies | |
| 20 Sanitary Engineer | |
| 21 Secretaries to Government | |
| 22 Secretary to Legislature | |
| 23 Superintending Engineers in the Public Works Department | |
| 24 Chief Electrical Inspector to Government | |
| 25 Controller of Stationery and Printing | |
| 26 Administrator-General and Official Trustee | |
| 27 Advocate-General | |
| 28 Chief Judge, Court of Small Causes | |
| 29 Chief Presidency Magistrate | 200 |
| 30 District and Sessions Judges | |
| 31 Inspector-General of Registration | |
| 32 Judge, City Civil Court | |
| 33 Deputy Inspector-General of Police | 150 |
| 34 Deputy Commissioner of Excise and Prohibition | |
| 35 Deputy Commissioners of Commercial Taxes | |
| 36 District Medical Officers | |
| 37 Divisional Inspectors of Schools | |
| 38 Executive Engineers | |
| 39 Dean, College of Integrated Medicine | 100 |
| 40 Deans, Medical Colleges | |
| 41 Superintendent, Government Press | |
| 42 Superintendents of Government Hospitals | |
| 43 Director, King Institute, Guindy | |
| 44 Electrical Inspector to Government | |
| 45 District Forest Officers | |
| 46 Principal, Agricultural College, Coimbatore (*b*) | 50 |
| 47 Electrical Engineer, General | |
| 48 Radio Engineer | 20 |
| 49 Superintendents of Police | |
| 50 Principals, Police Training Schools | |
| 51 Heads of offices of the Agricultural Department of and above the rank of Assistant Director of Agriculture (*c*). | 10 |
| 52 Livestock Development Officer (*c*) | |
| 53 Superintendent, Livestock Research Station, Hosur (*c*) | |
| 54 Principal, Madras Veterinary College (*c*) | |
| 55 Assistant Controller of Stationery and Printing (*d*) | 5 |

NOTE.—(*a*) The orders of the Full Board should be obtained for writing off any amount that exceeds Rs. 1,000.

(*b*) and (*c*) The powers of write-off are subject to the restrictions imposed in the remarks column against item 6 in Appendix 28 of the Madras Financial Code, Volume II.

(*d*) The total amount written-off should not exceed Rs. 100 in any one year.

**10.** *Powers of an officer holding more than one office.*—When an officer holds more than one office, the powers given to him in his principal office extend to the subsidiary ones also; for example, one of the Members of the Board of Revenue is also the Commissioner of Excise and Prohibition.

**11.** *Reference to special chapters on the initial supply of typewriters, etc.*—The powers of heads of departments in respect of the first supply of rotary duplicators and cyclostyle machines are described in the special chapter dealing with them. The first supply of typewriters, however, requires sanction of Government.

**12.** *How special sanctions and demands thereunder to be communicated to the Stationery Department.*—Sanctions accorded by the authorities referred to in this chapter and in the special chapters referred to in rule 11 supra shall be couched in specific terms and the rules of the Stationery Manual under which the sanction is accorded shall be quoted. In no case shall an application from a subordinate officer be merely forwarded to the Stationery Department for compliance.

# CHAPTER III.

## OFFICERS AUTHORIZED TO INDENT ON THE STATIONERY DEPARTMENT.

**13.** (i) Officers authorized to indent on the Stationery Department for supply of stationery free of cost—

Appendix II of the Stationery Manual, Volume II, Part I, contains a list of the officers who are authorized to indent on the Stationery Department and obtain supplies free of charge and shows also the officers by whom these indents shall be countersigned and transmitted to the Stationery Department.

(ii) *Units of indents and supply with centres.*—Besides this, a list of officers fixed as units of indent and supply of stationery in each department and the centres together with the officers or offices grouped therein are given in the departmental appendices—vide Part II of Volume II. Indents received only from recognized centres and units will be admitted by the Stationery Department, the rest will be returned for revision and retransmission. These units and centres are first introduced with the sanction of Government, but subsequent alterations in the group of officers or units and other modifications, are carried out by the Controller of Stationery and Printing himself, in consultation with the officers or heads of departments concerned, under the powers vested in him by Government, a reference being made to Government only in such cases in which the Controller of Stationery and Printing and the officer concerned do not agree.

NOTE.—The officers of the Revenue Department are not required to send annual indents to the Stationery Department. Each Taluk, Divisional and Collector's office is supplied stationery annually on a scale fixed for each office by the Government. If the requirements of any office in any particular year vary from the standard scale, the possibilities of adjusting stocks within the district or among the districts are explored by the Collector and Board of Revenue respectively. If no such adjustment is possible, an indent for the additional supply is placed on a State basis by the Board of Revenue with the Stationery Department before the 31st December of each year.

(G.O. No. 3048, Revenue, dated 5th October 1955.)

**14.** *Indents complied with on cash payment and book adjustment.*—Appendix III of the Stationery Manual, Volume II, Part I, consists of two parts. Part I contains a list of officers who are entitled to obtain supplies from the Stationery Department, on payment of cash. Part II contains a list of officers who are entitled to obtain supplies from the Stationery Department by book adjustment of value.

**15.** *Restrictions of supply imposed on payment indents.*—Officers specified in Appendix III will be supplied by the Stationery Department only with such articles as are generally stocked in the Stationery Stores. But the Stationery Department is not bound to supply them to the full extent of their indents, if by so doing, the supply required for officers included in Appendix II will be affected. In case of non-supply of any article or articles, the officers shall make their own arrangements to procure them elsewhere.

NOTE.—(i) Guardians of wards under the court of wards may be supplied with stationery on payment; the Court of Wards Collectors, Divisional Officers and other Government officials who are ex-officio estate Collectors or Managers and are entrusted with the supervision of estates or any other duty connected with the management may, on the other hand, be supplied with stationery free of charge.

Managers of estates appointed under the Estates Abolition Act may be supplied with stationery articles free of cost.

(G.O. R. No. 183, Education, dated 25th April 1952.)

(ii) The State Port Officer shall make a consolidated indent for the requirements of the several ports and lighthouses in the State and shall himself distribute the stationery supplied on the indent.

(iii) Town Surveyors of municipalities may be supplied with stationery on the scale sanctioned for the Land Records staff, a portion of the cost (two-thirds in the case of mufassal municipalities and one-fourth in the case of Madras) being recovered from municipal funds. Supply of stationery to Town Surveyors, free of cost from the stock held by Collectors of districts, is prohibited.

(iv) Panchayat Surveyors can be supplied with stationery required for their use, on indents countersigned by the Collectors of the districts—one-third of the cost of the article supplied will be recovered from the local bodies concerned.

(v) Supplies of stationery made to Government commercial concerns specified below should be charged for, and petty supplies costing not more than Rs. 50 should be made to such concerns only on payment of cash :—

(a) Industrial Engineering Workshop, Madras.

(b) Cinchona Plantations, Ootacamund.

(c) Government Transport Central Workshop, Chromepet.

# CHAPTER IV.

## ESTIMATES, INDENTS AND SUPPLEMENTARY INDENTS.

**16.** *Forecast of extraordinary demands by indenting officers.*—Annual estimates of officers are furnished in their indents but an anticipated extraordinary demand of any article whether of Indian or foreign manufacture in any year should be intimated to the Controller of Stationery and Printing by the 1st of December of the previous year, to enable him to arrange for the procurement of adequate quantity of that article.

**17.** *Submission of indents to the Controller of Stationery and Printing.*—Indents on the Stationery Department shall ordinarily be made only once a year and the indents should always be sent to the Stationery Department on the due date, so that irregularities that may be noticed by that department may be set right in time. The indenting officer will be held responsible for any inconvenience that may result from the belated submission of indents. The following table shows the latest dates by which the indents of the several departments shall reach the Stationery Department, the latest dates by which the Stationery Department shall comply with them, as also the period during which the supplies shall be brought into use in the several departments. As the programme of supply by the Stationery Department covers the whole year other than the portion set apart for repairs of buildings, arrangements of stock and stock taking, punctuality in the transmission of indents is essential. Supplementary indents should be sent as sparingly as possible and full reasons should be given justifying their submission.

NOTE.—The officers of the Revenue Department are not required to send annual indents to the Stationery Department.) Each Taluk, Divisional and Collector's office is supplied stationery annually on a scale fixed for each office by the Government. If the requirements of any office, in any particular year, vary from the standard scale, the possibilities of adjusting stocks within the district or among the districts are explored by the Collector and the Board of Revenue respectively. If no such adjustment is possible, an indent for the additional supply is placed on a State basis by the Board of Revenue with the Stationery Department before the 31st December of each year.

*Programme of supply by the Stationery Department.*

| Number. | Department as shown in Appendix II. | Last date for — Receipt of indent in the Stationery department. | Last date for — Supply by the Stationery department. | Period during which the supplies shall be brought into use. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 1 | 10. Forest .. .. .. | 1st June .. | 31st July .. | 1st August to 31st July. |

| Number. | Department as shown in Appendix II. | Last date for Receipt of indent in the Stationery department. | Last date for Supply by the Stationery department. | Period during which the supplies shall be brought into use. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| | 29. Police .. .. .. | 1st June | 31st July. | 1st August to 31st July. |
| | 39. Public Health .. .. | Do. | Do. | |
| | 11. Registration .. .. | Do. | Do. | |
| | 38. Medical .. .. .. | Do. | Do. | |
| | 41. Animal Husbandry .. | Do. | Do. | |
| | 7. Land Revenue (Settlement Officers, Director of Survey and Survey Parties). | Do. | Do. | |
| | 8. State Excise .. .. | Do. | Do. | |
| 2 | 4 Agricultural Income-tax. | 1st August .. | 30th September. | 1st October to 30th September. |
| | 36. Scientific Department.. | Do. | Do. | |
| | 40. Agriculture .. .. | Do. | Do. | |
| | 47. Miscellaneous .. .. | Do. | Do. | |
| | 28. Jails and Convicts Settlements. | Do. | Do. | |
| | 42. Co-operative Department. | Do. | Do. | |
| | 25. General Administration other than Revenue Department offices. | Do. | Do. | |
| 3 | 9. Stamps* .. .. | 1st October. | 30th November. | 1st December to 30th November. |
| | 50. Civil Works (Public Works Department) other than Highways. | Do. | Do. | |
| | 56. Stationery and Printing. | Do. | Do. | |
| | 27. Administration of Justice. | Do. | Do. | |
| | 37. Education .. .. | Do. | Do. | |
| | 43. Industries .. .. | Do. | Do. | |
| | 13. Commercial Taxes .. | Do. | Do. | |
| | 50. Civil Works (Highways). | Do. | Do. | |
| | 12. Motor Vehicles Tax Administration. | Do. | Do. | |

*NOTE.—The requirements of the General Stamp office will be included in the indent of the Collector of Madras who has been constituted as a separate indenting unit in G.O. Ms. No. 4511, Public Works, dated 23rd December 1954, for the offices under his control.

| Number. | Department as shown in Appendix II. | Last date for: Receipt of Indent in the Stationery department. | Last date for: Supply by the Stationery department. | Period during which the supplies shall be brought into use. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 4 | Sale Departments— | | | |
| | Block Development Officers.<br>Community Project Officers.<br>Jails (Manufactory Section).<br>Local Library Authority.<br>Town Surveyors .. ..<br>Other officers not included in the above. | 1st December. | 31st January. | 1st February to 31st January. |
| 5 | Offices of the Revenue department. | 31st December.* | 28th February. | 1st April to 31st March, |

* See note under rule 17.

**18.** *Form of annual indents to be used.*—Annual indents for stationery shall be prepared in (C.F. 312) the form given in the Stationery Manual, Volume II, Part I. For indents for drawing paper and materials Common Form 342 (*a*) should be used. For small indents containing fewer items C.F. 342 (*b*) should be used. These forms of indent may be obtained from the Government Press, Madras, on their annual indents for common forms. Indents for stationery need not be sent in duplicate but an office copy shall be kept by the indenting officers.

**19.** *Care in the preparation of indents necessary.*—Indenting Officers shall see that the utmost care is exercised in the preparation and checking of indents, as it is only by exercising such care that supplementary indents can be avoided. Every effort should be made to restrict indents for expensive articles to the minimum. They should personally check demands for the supply of periodical articles such as penknives, scissors, etc., which are very durable but nevertheless frequently replaced at short intervals on the plea of having been worn out or used up. The Controller of Stationery and Printing shall bring to the notice of Heads of Departments concerned, cases in which, in his opinion, indents have not been properly prepared.

**20.** *Method of indenting for articles not printed in the indent form.*—Where an article which is included in Appendix I but is not printed in the indent form is indented for, it shall be described by the number and nomenclature assigned to it in the appendix, and the unit according to which the demand is made, i.e., numbers, dozens, grosses, etc., shall be clearly stated. These precautions are necessary to secure that the precise article and quantity indented for are issued by the Stationery Department and thereby prevent subsequent applications for exchanges, return of surpluses or further supplies. Indents not fulfilling these conditions shall be returned for revision.

**21.** *How articles supplied on a fixed scale and for stated periods to be indented for.*—(i) Appendix IV contains lists (A) of the articles issued on a fixed scale and (B) of those that are issued for stated periods. Where a standard allowance has been fixed, nothing in excess of that allowance shall be indented for or passed by the Stationery Department. The Controller of Stationery and Printing should see that indents for articles supplied on a fixed scale are not complied with as a matter of course on the basis of that scale, irrespective of actual previous consumption; the supply should in such cases be always regulated on the basis of actual consumption, the fixed scale being adopted as the maximum admissible.

(ii) Articles issued for stated periods, Appendix IV (B), shall not be renewed until the expiry of the period prescribed for their use, and even then shall be renewed only on a certificate signed by the indenting officers to the following effect :—

" I hereby certify that the included in this indent is/are required to replace which was/were supplied in the year and that I have personally ascertained that the has/have been worn out by fair usage."

**22.** *How articles not consumed by use should be indented.*—Appendix V contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No first supply or renewal of any article appearing in this appendix shall be made without a full explanation of the necessity for the demand.

**23.** *Method of indenting for periodical articles damaged or destroyed.*—Before indenting for any article mentioned in Appendices IV (B) or V, which has been lost, damaged or destroyed, a report of the facts shall be made to the Head of the Department, whose duty it will be to investigate into the matter and fix the responsibility for the loss or damage, recover the value of the articles or write it off the accounts, as the case may be, and forward a copy of his order to the indenting officer for transmission to the Controller of Stationery and Printing along with the indent. But cyclostyle rollers, cyclostyle pens, roneo pens and finger print rollers may be got renewed by furnishing a certificate in the form mentioned in rule 21 supra.

**24.** *Method of indenting for articles supplied on the basis of average consumption.*—In respect of articles for which no standard allowance has been fixed, indents shall ordinarily be based on the average of the actuals of the three supply years preceding that in which the indent is forwarded and shall be for the quantities arrived at by applying the formula $S = A + (A/12 \times M) - B$, where S represents the supply required; A, the average annual consumption of the three supply years preceding that in which the indent is forwarded; M, the number of the remaining months of the year in which the indent is forwarded; and B, the balance on date of the indent, and, in the absence of explanation, no demand in excess of that figure shall be admitted by the Stationery Department; where there is reason to anticipate extra demands on account of increase of work, due provision shall be made by indenting officers and full explanation furnished in transmitting the indent.

**25.** *Duties of the Controller of Stationery and Printing and Heads of Departments in cases of unusual expenditure.*—The Controller of Stationery and Printing shall bring to the notice of Government any instances of excessive demands or unusual expenditure, which are not satisfactorily explained when the attention of the officers concerned is drawn to the matter. Co-operation and constant vigilance on the part of the Heads of the Departments and offices are essential to keep down all unnecessary expenditure in stationery and Government relies on all officers to pay special attention to this matter. The Controller of Stationery and Printing may, in a few typical cases, every year, compare the indents of all similar offices to see whether the demands made are similar and where the claim of one office is excessive, whether there are reasons for such excessive demand as compared with similar offices in other localities.

**26.** *Marked variations in the demand for stationery articles should be explained.*—The actual consumption of all articles of stationery in the three previous years, whether indented for or not, shall be shown in the columns provided for the purpose in the indent form. The actual stock on hand under each item on the date of indent should also be shown in column (7), viz., " Balance on hand on date of indent ". In cases where the indent includes the requirements of subordinate offices, the balance shown in this column should be the consolidated balances on a specified date of all the offices comprised in the indent. These figures shall be entered with the greatest care, as they are the only means which the Stationery Department has, of checking the quantities claimed. Explanation of any marked variation in the consumption of the preceding years, as indicated by the figures in columns (2) to (4) of the indent or of any marked variation between the consumption of these years and the quantities claimed in column (10) of the indent, shall be given in the remarks column of the indent.

In support of the claim for typewriter accessories, the number of typewriters together with their pattern (whether standard or portable) in use in the office or offices attached to the indenting unit shall be furnished.

**27.** *Date and value of previous indents should be entered in all indents.*—Indenting officers shall enter the date of the last annual indent and the number and date of any supplementary indents and the value of each indent made during the preceding supply year in the space provided for the purpose in the indent form.

**28.** *All indents to be priced.*—All items in an indent should be serially numbered. Each item should also be priced by the indenting officer according to the most recent list of rates published under rule 148 infra. The total of each page should be carried forward to the next page. Every alteration in an indent should also be initialled by the indenting officer or other responsible officer of the office concerned. The total value of the indent shall be compared with the total values of the indent for the two previous years and of any supplementary indents made in those years and satisfactory explanation shall be furnished for any marked excess or deficiency. No indent in which these instructions are not fully observed shall be complied with by the Controller of Stationery and Printing. Copies of the price lists may be obtained on requisition direct, direct from the Stationery Department.

**29.** *Sanctioned strength of the office should be shown in the distribution statement.*—The establishment to be entered in the distribution statement attached to the indent, shall represent the sanctioned scale under each class or grade of officers as shown in the annual establishment list submitted to the Accountant-General. As these details are the only means of check in the hands of the Controller of Stationery and Printing for regulating the supply of articles issued, on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or *vice versa*; voucher clerks in offices of account may, however, be shown as accountants.

**30.** *Duties of countersigning officers and Heads of Departments.*—In the case of indents made direct on the Stationery Department, indenting officers shall fill up columns (2) to (12) of the form leaving column (13) blank; when the indent has to be sent through a countersigning officer, column (13) shall be filled up by the countersigning officer, whose duty it will be to see that the indent has been prepared with due regard to the requirements of the indenting officer and in strict accordance with the provisions of the Stationery Manual. All further correspondence, except of a purely routine character, shall be between the Controller of Stationery and Printing and the countersigning officer. The various Heads of Departments should make every year a comparison of the last indent submitted by 10 per cent of the subordinate offices with reference to the staff employed and the business returns which will give at least some indication of the amount of correspondence. When they have done so, they should issue orders to cut down waste and overindenting in offices where it is suspected.

**31.** *Lapse of balances.*—Any balances of stationery articles suppliable annually which have not been issued by the close of the supply year for which they are demanded, shall lapse.

**32.** *How supplementary indents should be sent.*—Supplementary indents are, as a rule, inadmissible. If, as required by rule 19, annual indents are carefully framed, all expenditure of stationery can, except in rare instances, be foreseen. In the rare instances where supplementary indents are found necessary, they should be made in C.F. 343 in Appendix VII. The officer making such an indent shall furnish full explanation of the necessity for it and of his failure to make proper provision in his annual indent. If his indents have to be countersigned by a superior officer, any supplementary indents shall also be countersigned by that officer and it shall be the duty of that officer to see (i) that the supply is absolutely necessary for use before the date fixed in rule 17 supra for compliance with the next annual indent, (ii) that the explanation given for the failure to make proper provision in the last annual indent is satisfactory, or if it is not, that due notice is taken of the conduct of the officer responsible and (iii) that the demand cannot be met from the stock of his own office or from that of any other office under his control.

**33.** *Discretion of the Controller of Stationery and Printing regarding supplementary indents.*—The Controller of Stationery and Printing shall not comply with supplementary indents unless he is satisfied with the explanation referred to in rule 32 supra. He shall request the indenting or countersigning officer, as the case may be, to obtain the sanction of Government through the head of his department, the application for sanction being forwarded through the Controller.

# CHAPTER V.

## FLAT-FILE CASES.

**34.** *Purpose for which flat-file cases are to be used.*—Flat-file cases referred to in Appendix I of the Stationery Manual, Volume II, Part I, shall be used for papers under disposal and not for the maintenance of records after disposal or for the despatch of papers by post. Where papers have to be sent by railway train or post to officers on tour, flaps with tape white and red, included in Appendix I of Stationery Manual, Volume II, Part I, have to be used. These flaps should also be used for files of ephemeral nature under disposal.

**35.** *Scale of supply of flat-file cases and procedure to be followed by the indenting officers for supplies required by them.*—The scale of supply of flat-file cases and flaps to the various offices is embodied in the departmental appendices in Part II of Volume II of the Stationery Manual. As they are not articles supplied on the basis of average annual consumption except for Secretariat offices, the Stationery Department has no means of checking the stocks in use. It shall be the duty of the indenting officers to furnish in their annual indents information regarding the original supply and additional supply sanctioned to them from time to time. They shall further certify that all the flat-file cases supplied to them until the date of submission of their annual indent are in good condition and in use.

**36.** *Responsibilities of Heads of Departments in respect of additional supply of flat-file cases and authorities empowered to amend the scale.*—The Stationery Department has no means of checking the additional demands for flat-file cases and flaps. The responsibility for examining the need for additional supply, therefore, rests with the Heads of Departments who recommend the supply. Any addition or alteration in the prescribed scale of supply requires specific sanction of Government, except in the case of the High Court, the Board of Revenue, the Commissioner of Excise and Prohibition, the Chief Conservator of Forests and officers subordinate to them in respect of whom sanction of these Heads of Departments is sufficient.

**37.** *Repairs and renewals of flat-file cases.*—All ordinary repairs to flat-file cases and flaps shall be arranged for locally by the officers themselves. Worn-out flat-files and flaps shall, however, be sent to the Government Press, Madras, for repairs. Cases which are beyond economical repairs and condemned as such by the Press Branch shall be renewed by the Stationery Branch, on furnishing a certificate to that effect, by the officers. The provisions of rule 23 of the Manual shall apply in cases of loss or damage.

The Press Department is authorized to return flat-file cases and flaps sent to it for repairs if it considers that they are fit for further use, without repairs.

**38**. *Manufacture of flat-files in offices prohibited.*—Flat-file cases shall not be got manufactured either by the office muchi or anybody else from the straw-boards supplied by the Stationery Department for other purposes.

# CHAPTER VI.

## VERIFICATION OF STORES SUPPLIED BY THE STATIONERY DEPARTMENT.

### MUFASSAL INDENTS.

**39.** *Advice of despatch of consignments and methods of securing delivery.*—The indenting officers should state clearly on indents the correct address and the nearest railway station to which the stationery indented for by them shall be despatched. After the consignments have been booked, the Controller of Stationery and Printing will despatch to the officers concerned the railway receipts and one copy of the contents slips which are prepared by the packers in triplicate showing the details of articles packed in each case comprising the consignment by registered post. On receipt, the indenting officer shall arrange to take delivery of the consignment. Should there be any error in the address to which the stationery has been despatched as mentioned on the packages and in the railway receipts or should the consignment not reach its destination in due course, the indenting officer shall intimate the fact with the least possible delay to the Controller of Stationery and Printing and take such further action, as may be necessary, for securing delivery of the consignment. In cases of delay in receiving the railway receipt, or non-receipt thereof, the indenting officer should, on receipt of arrival notice from the railway, take delivery of the consignment, on production of an indemnity bond, before demurrage accrues.

**40.** *Precautions to be observed in taking delivery of consignments.*—On the arrival of the consignment, the indenting officer shall have the packages carefully surveyed and the actual weight of the packages, as given in the railway receipt verified before taking delivery; and on taking delivery, he shall have them stored in a dry and properly protected place. If there be any discrepancy between the weight noted in the railway receipt and that found at the time of taking delivery, open delivery must be taken and the articles checked in the presence of the Railway authorities and compared with the contents slip attached to the railway receipt and claim for any shortage preferred against the railway. Where this procedure has not been followed, no claim for shortages will be admitted by the Stationery Department.

**41.** *How consignments are to be verified.*—Usually consignments of stationery shall be opened within three days of taking delivery of them and the contents of each package counted out and compared with the contents slip accompanying the railway receipt in the immediate presence of the indenting officer or an officer duly authorized in this behalf who shall watch the process and sign the certificate enclosed to the contents slip. A list of discrepancies found during the course of the verification of the consignments shall immediately be sent to the Stationery Department, failing which, the indenting officer will be held primarily responsible for the short recipts. The transmission of the discrepancy report shall, on no account, be delayed. Special attention is invited to this rule as, where the rule has been strictly complied with, by any receiving officer, the value of short receipts reported by him is recovered from the packer deputed to pack the consignment in the Stationery Department.

**42.** *Officers authorized to verify consignments and acknowledge receipt.*—Officers who have gazetted subordinates at headquarters may depute them to supervise the unpacking and checking of consignments of stationery. In other offices the opening and checking of the consignments shall not be made over to a ministerial officer, unless the indenting officer is unavoidably absent during the entire period of three days referred to in rule 41 supra and in such a case the receipt shall be signed by the officer who actually checks the consignment and countersigned by the indenting officer who shall furnish a certificate as to his unavoidable absence during the period of three days above referred to.

*Exception.*—(i) The unpacking and checking of consignments shall, however, be attended to by non-gazetted officers if they are recognized units of supply for any approved centre.

(ii) The officers noted below are authorized to verify the contents of stationery bales and cases sent from the Stationery Department to mufassal offices and acknowledge their receipt, the acknowledgment being countersigned by the head of the office concerned :—

| Mufassal offices. | Officers who can verify bales and cases. |
|---|---|
| (1) | (2) |
| District and Sessions Judges | Sarishtadars. |
| Superintending Engineers | Managers. |
| Collectors | Sarishtadars. |
| Conservators of Forests | Manager. |
| Superintendent of Police | Store Inspector. |
| * Deputy Commissioner of Commercial Taxes, except Madras. | Manager. |

* (G.O. Ms. No. 3793, P.W., dated 28th October 1954.)

**43.** *Damage in transit and excess or deficiency in consignment to be reported immediately.*—If the contents of the packages differ from those given in the contents slip accompanying the railway receipt, or if they have been damaged in transit to such an extent as to render them unfit for use, the indenting officer shall at once intimate the facts in detail to the Controller of Stationery and Printing, together with a report as to the outward condition of the package or packages which appear to have been carelessly packed or badly soldered or to have been maltreated or tampered with in transit, as the case may be. Slight breakages or other defects of trivial nature need not, however, be reported. The Controller of Stationery and Printing shall take suitable steps to prevent a recurrence of any proved neglect on the part of his staff in packing the stationery cases which might have led to such a damage.

**44.** *How complaints about quality of supplies should be made to and entertained by the Controller of Stationery and Printing.*—Complaints as to the quality of supplies received shall be accompanied by an average sample of the article in question duly attested by the complaining officer as being part of the supply made by the Stationery Department on a specified date, particulars as to the marks on the articles or covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints shall be admitted by the Controller of Stationery and Printing only when they are preferred within three days of the opening of the cases.

**45.** *Adjustment of deficiencies.*—Short receipts are classified under three heads and shall be embodied in a register maintained under these three heads by the Controller of Stationery and Printing :—

(*a*) In this statement shall be included the value of deficiencies occasioned by excusable accident or other similar circumstances. The value of such deficiencies up to a limit of Rs. 300 in each case, may be written off under the orders of the Controller of Stationery and Printing after he has satisfied himself, that no one can be held personally responsible for the loss.

(*b*) In this statement shall be included deficiencies in cases in which the provisions of rules 40 to 43 supra have been strictly observed. In such cases the liability rests with the Controller of Stationery and Printing and his employees and the amount shall stand to the debit of the Controller until recovered by him from the party responsible.

(*c*) In this statement shall be included the value of deficiencies in cases in which the provisions of rules 40 to 43 supra have not been strictly observed. In such cases the receiving officer shall be responsible and the amount shall stand to the debit of the receiving officer, until it is recovered.

NOTE.—The Controller of Stationery and Printing is empowered to waive recoveries for shortages, up to a limit of rupee one in all cases, at his discretion.

## STATE HEADQUARTERS INDENTS.

**46.** *How local indents should be complied with.*—In the case of indents from offices at the State headquarters, the Controller shall appoint a day for the delivery of the articles passed thereon and the indenting officer shall depute a responsible clerk to attend at the Stationery Stores, on the date so appointed, take charge of the supplies, fill in column (16) of the indent form in words and sign in the indent in token of the receipt of the articles. Such representatives shall also bring with them the receptacles to hold the various articles of stationery to be taken delivery of by them. Objections on the part of the indenting officers must be made by the person receiving the supply before taking them from the Stationery Stores premises and unless so made shall not be entertained.

It is not the duty of the Stationery Department to store stationery articles which have been passed for supply to the offices at the State headquarters and on no account shall any delay be made by such officers in taking delivery of stationery articles which are due to them.

After obtaining the acknowledgment of the receiving clerk a list of articles supplied will be sent by the Stationery Department to the indenting officer who shall verify the supply and certify that all the articles actually issued by the Stationery Department have been properly accounted for in the prescribed stock books within seven days of their receipt by him.

**47.** *How packing cases, bottles, etc., to be dealt with.*—Packing cases, bottles, etc., received in mufassal offices from the Stationery Department, shall be sold and the proceeds credited to the head of the account corresponding to the department or to "XLVI. Miscellaneous" when the sales are effected by departments for which there are no corresponding receipt heads. Packing cases, bottles, and other articles belonging to the Stationery Department shall be returned to it, by all offices at the State headquarters and when the Controller of Stationery and Printing so desires by mufassal offices also.

NOTE.—Waste paper accumulated in mufassal offices and in the offices at the State head quarters shall be disposed of in accordance with the orders of Government issued from time to time. For this purpose waste paper includes old gazettes, old newspapers, press cuttings (which term excludes paper cuttings from printing presses) taken from newspapers in offices, magazines, obsolete books, disposal files, other publications and waste papers not wanted in Government offices. Other records in Government offices such as magisterial records and civil court records, judicial records in the High Court, records under the Estates Land Act, etc., do not come under the definition of the term "waste paper" unless the officers concerned choose to treat them as waste paper. These should ordinarily be torn up under the rules in force, regarding the method of destruction of such records. Obsolete electoral rolls and election papers do not come under the definition of waste paper. Pieces of waste papers which are thrown in the waste paper basket in Government offices and waste paper collected from the sweepings in Government offices may also be treated as waste paper and disposed of. All disposals in Government offices which in the opinion of the heads of offices are considered confidential or secret should not be thrown open to the public. Such papers may, however, be ordered to be destroyed by burning when they become ripe for destruction.

**48.** *How straw-board covers of old registers etc., to be used.*—Straw-board covers of old registers, etc., set apart for destruction should be preserved, and the instructions of the Controller of

Stationery and Printing (Press Department) or of the officer-in-charge of the nearest district press taken regarding their disposal. Straw-board should not be cut to waste or thrown away Those used for pasting notices, printed charts, plans, sketches of trees animals, maps, etc., should not be prematurely discarded as soon as these maps, etc., become unserviceable owing to their being out of date or illegible. The use of these boards for binding purposes will effect economy in the consumption of straw-boards and the procedure laid down above in the case of straw-board covers of old registers should be adopted. Straw-boards used for binding records should not be thrown away, when the files for which they are used are destroyed but should be used until they become completely unserviceable.

# CHAPTER VII.

## CUSTODY AND EXAMINATION OF STOCK BY RECEIVING OFFICERS.

**49.** *Arrangements for custody and issue of stationery articles.*—Stores received from the Stationery Department shall be properly arranged and placed in the custody of a responsible officer. Supplies from stock should be made, only on indents signed by heads of sections, who should see that there is no misuse of Government stationery.

**50.** *How stock books of stationery to be kept.*—Two stock books shall be maintained in every office—one for articles issued frequently and the other for articles which are only periodically or occasionally issued. The books shall be kept in C.F. 315 as given in Appendix VII, books with a fewer pages being used for the latter purpose and new books shall be opened only when the old ones have been completely used up.

**51.** *Quarterly verification of stock in public offices.*—Every supply of stationery shall, immediately on receipt, be entered in the proper stock book and issues therefrom regularly posted, i.e., each time an indent is complied with or a fresh supply is received, an entry of the issue or receipt, as the case may be, shall immediately be made in the stock book concerned and the balance struck then and there. The quantity of stock on any given date will then be readily ascertainable by reference to the stock book. All issues must be acknowledged in the appropriate column of the stock register. The stock books shall be examined and initialled once a quarter by the head of the office. However, in the Board of Revenue, the High Court and the office of the Director of Public Health, this duty may be performed by the Office Managers, and in the case of officers who have gazetted subordinates at the headquarters by a gazetted subordinate. In the Government Secretariat (Finance C.C.B.) the stock books shall be examined and initialled once a quarter by the Assistant Secretary to Government, who is in administrative charge of the C.C.B. section.

NOTE (i).—The Conservators of Forests have been permitted as a special case to verify the stock of stationery annually instead of quarterly.

(G.O. No. 321, Finance, dated 13th June 1916.)

NOTE (ii).—In the offices of the authorities specified in Annexure A to rule 7 (i) the actual checking may be done by the senior ministerial officers. Such check by a ministerial officer will not diminish the responsibility of the head of the office, and the results of the verification should be checked occasionally by the head of the office or where this can be arranged, by the Controller of Stationery and Printing, or his Assistant, and any serious neglect reported to Government. Officers other than those specified in Annexure A to rule 7 (i) must make the quarterly verification themselves.

NOTE (iii).—The Sarishtadars in the offices of Revenue Settlement Parties are authorized to verify the stock of stationery in their offices when no gazetted assistants to the Settlement Officers are available.

(G.O. Ms. No. 697, Finance, dated 21st December 1932.)

**52.** *Special care in the custody and issue of stationery.*—The various departments should exercise special care in the custody and issue of stationery articles as enjoined in rule 51 supra. Each head of an office should adopt the particular method best suited to the conditions of his office, to ensure that each section head really scrutinizes a demand before it is included in the indent.

**53.** *Responsibility for receipt and issue entered in account.*—The receipt and issues of stationery should be correctly brought to account. Heads of offices, when acknowledging the receipt of the quantities supplied on the indent should also initial the stock book against the entries for such receipts. Articles issued for an officer's use should ordinarily be through the personal clerk of the officer concerned and if the officer has no personal clerk, the office clerk dealing with stationery matters may be made responsible for the supply.

**54.** *When and by whom certificates of verification of stock should be furnished.*—The indenting officers specified in Appendix II of the Manual and the recognized units of indent referred to in rule 13 or in the cases of officers whose indents are countersigned by superior officers, the countersigning officers shall forward a certificate once a quarter, to the Controller of Stationery and Printing, to the following effect, viz :—

"I hereby certify—

(1) that the stock of stationery articles has been examined;

(2) that each and every item of stationery received during the quarter either from the Stationery Department or from any other source finds place in the stock book;

(3) that every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance in the stock book;

(4) that no officer or other Government servant has been supplied during the quarter with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of all articles that he has not been supplied in excess of actual requirements;

(5) that every issue has been acknowledged by the recipient in the stock book and has been made only on demand;

(6) that acknowledgment has been duly obtained for each and every article issued to other offices;

(7) that all balances shown in old stock books have been correctly brought forward in the new stock book;

(8) that paper is duly accounted for in the stock books in reams of 500 sheets;

(9) that no articles liable to deterioration have been kept in stock for long periods without issue; and

(10) that I have obtained similar certificates from my subordinate officers."

The certificate for the quarter in which the annual indent is transmitted shall be embodied in the indent itself .

NOTE.—The submission of the quarterly verification certificates of stationery by the District Forest Officers to the Conservator of Forests has been dispensed with.
(G.O. Ms. No. 775, Education and Public Health, dated 20th May 1941.)

**55.** *Results of verification to be reported to Head of Department and to Controller of Stationery and Printing.*—If any excess or deficiency in any article is discovered at the quarterly examination, a statement in the form prescribed in Appendix VII of Stationery Manual, Volume II, Part I, shall be forwarded to the Head of the Department specified in annexure to the rule 9 supra and the fact reported, in the quarterly certificate, to the Controller of Stationery and Printing. Excess shall be brought to stock and deficiencies dealt with by Heads of Departments as prescribed in rule 60 infra.

**56.** *Basis for entering average annual consumption in stock books.*—The average annual consumption entered in the stock books of any supply year shall be based on the figure furnished to the Stationery Department in the indent for that year. By reference to this entry, attention will at once be drawn to any abnormal consumption.

**57.** *How supply of stationery to subordinate officers from the head offices or from the recognized units of supply of officers comprised in a centre should be recorded in stock book.*—Where an indenting officer referred to in rule 13 (i) or an officer constituted as a unit of indent under rule 13 (ii) has to include in his own indent the stationery required for his subordinate offices or offices for which he is a recognized unit, issue of stationery to such offices in bulk shall be entered in the stock books of the head office or of the indenting unit's office. Separate stock books shall be maintained in each such office receiving supply of stationery either through the head office or the unit office and the quarterly certificate referred to in rule 54 supra and an annual return showing receipts, issues and balances in the common form given in Appendix VII sent by each such office to the head office or the unit office as would be appropriate. Indenting and countersigning officer shall inspect the stock books of subordinate offices in the course of periodical inspections.

*Exception.*—The Range Officer in the Forest Department need not maintain the stock registers of stationery, unless he is a supplying unit for any office other than his own, in the scheme of revised unit.

**58.** *Steps to be taken to include periodical articles in annual indent when replacement is required.*—During the quarterly examination of stock prescribed in rule 51 supra special attention shall be given to the condition of all articles included in Appendices IV-B and V with a view to the order referred to in rule 23 being obtained in time to admit of the inclusion in the annual indent, of any articles required to replace lost or damaged ones.

# CHAPTER VIII.

## ARTICLES NOT REQUIRED, UNSERVICEABLE, DAMAGED OR LOST.

**59.** *Orders of the Controller of Stationery and Printing to be obtained for disposal of articles not wanted or likely to deteriorate.*—When an indenting officer finds that any article supplied by the Stationery Department has not been used or is not likely to be used for the purpose for which it was obtained or is likely to deteriorate before coming into use, he shall without delay, report to the Controller of Stationery and Printing, the date when, and the circumstances under which the article was indented for, and the Controller of Stationery and Printing shall pass such orders as he deems fit, in the matter.

**60.** *Cost of damaged and missing articles to be written off by proper authority.*—When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact, through the proper channel, to the head of the department referred to in rule 9 whose duty it will be to investigate the matter, recover the value of the articles if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.

**61.** *Conditions for the grant of exchange of stationery articles.*—As a rule exchange of stationery once supplied is strictly forbidden and requisition from officers for such exchange shall not be considered unless—

(i) the articles proposed to be returned were issued from the Stationery Department for use during the year in which the application is made;

(ii) they have not deteriorated since issue; and

(iii) there are special grounds for the exchange, which should be stated.

**NOTE.—Unless the article supplied by the Controller of Stationery and Printing satisfies any of the conditions referred to in rules 59 and 60 it should not be returned to the Controller of Stationery and Printing. In no case should any article be returned without prior consultation with the Controller.**

**62.** *Method of disposal of articles issued to temporary establishments and offices.*—When articles have been supplied from the Stationery Department to temporary establishments, the officer to whom they were supplied shall, before the completion of the period, intimate to the Heads of Departments for whom the temporary establishments were sanctioned so as to enable them to take prompt action for the disposal of the stationery articles including typewriters and clothing. Heads of Departments concerned will be responsible for the prompt intimation to the Controller of Stationery and Printing at least 15 days before the expiry of the period of employment of the temporary staff and obtain instructions from him for the disposal of the articles. Special attention shall, in this connexion, be given to articles appearing in Appendices IV-B and V of the Manual and also to cyclostyle machines, duplicators, typewriters and flat file cases, for the disposal of which, the instructions of the Controller of Stationery and Printing, shall be obtained.