CHAPTER IX.

TYPEWRITERS AND OTHER MACHINES.

TYPEWRITERS.

63. *Patterns of typewriting machines to be supplied to Government offices.*—The following patterns of typewriters have been prescribed for use in Government Offices :—

(*a*) *Standard typewriters*—

(i) English—

Smith Corona.
Remington.
Underwood.
R.C. Allen.
Royal.
Halda.
Olivetti.
Hermes (foolscap only).
Hermes Ambassador.
Ideal.

(ii) Tamil—

R.C. Allen.
Ideal.

(*b*) *Portables*—

(i) English—

Remington.
Royal.
Underwood.
Corona.
Litterra 22 and Studio (Olivetti).
Halda.
Swissa.
Hermes.
Japy.

(ii) Tamil—

Bijou.
Remington.

64. *Method of supply of typewriting machines.*—Typewriters are purchased from local agents in accordance with the procedure prescribed in rule 65 infra and supplied to officers requiring them as per rules 66 to 76. A departmental charge of 5 per cent should be levied on the value of the typewriters, including the sales-tax paid to the companies, which are sold to Government servants for their personal use, and to officers authorized to obtain them either on payment of cost, or by book adjustment of value.

65. *Arrangements for the purchase of typewriters.*—In January of each year, the Controller of Stationery and Printing shall call for quotations from the agents of all approved patterns of typewriters, for supply to the Government during the next official year. He shall then estimate the number of standard (foolscap, brief and policy) and portable typewriters of approved patterns, required during the next official year and submit to the Government proposals for purchasing the pattern and the number of machines in each pattern and size required for supply to various offices during the next official year. On receipt of orders from the Government, the Controller of Stationery and Printing shall place firm orders with the various typewriter companies for the number of typewriters in each pattern and size ordered for purchase for the official year, with intimation to the companies that the typewriters will have to be despatched direct to the officers concerned as and when supply orders are placed or delivered at the Stationery Stores when so ordered. Payments for supplies made by the various typewriter companies will be made by the Stationery Department on receipt of a report of the satisfactory condition of the typewriter from the officers to whom the supply is made.

66. *Purpose for which typewriters are supplied.*—Typewriters are supplied (i) for the use of public offices, (ii) for Government schools and colleges to impart instruction in typewriting, (iii) for the personal use of Gazetted Officers of the Government of Madras and the Superintendents of the Secretariat (including the Legislature Secretariat) for Government work.

67. *Authority to sanction first supply of typewriters.*—The initial supply of typewriters for use in any public office (either newly created or existing) requires the sanction of the Government. Sanction shall ordinarily be accorded to the supply of machines only against the sanctioned posts of typists or steno-typist but in special cases where the Government are satisfied with the necessity for the supply of a typewriter to an office not having a sanctioned post of a typist or a steno-typist the Government may sanction the supply of a typewriter to that office provided there is on the establishment of the office a clerk qualified to handle the machine by having passed the typewriting test (Higher Grade), the typewriter being liable to be returned to the Stationery Department, when the office ceases to have such qualified person available in its establishment. The order sanctioning supply of a typewriter shall mention the size of the typewriter to be supplied, viz., foolscap, brief, policy or portable, but not the pattern, as the discretion regarding the pattern of the typewriter to be supplied to an office vests in the Controller of Stationery and Printing, under rule 75 infra.

NOTE (1).—The District Judges are empowered to correspond direct with the Government in regard to the first supply of typewriters.

(G.O. Ms. No. 3348, Home, dated 22nd August 1949.)

NOTE (2).—The discretion of entrusting the typewriters with clerks who are qualified to handle the machine should be used very sparingly in emergent cases or in special circumstances like an officer being placed on special duty for a short period with the assistance of a clerk who may be qualified to handle a typewriter. But it should not be taken as a general rule for the supply of typewriters to officers without sanctioned posts of typists or steno-typists.

68. (i) *Typewriters for the personal use of Gazetted Officers to be supplied at the officers' expense.*—No supply of typewriters should be made at Government expense for the personal use of Gazetted Officers of the Madras Government. An advance not exceeding Rs. 400 may be sanctioned for the purchase of a typewriter subject to the general principles and conditions laid down in Article 227 in the Madras Financial Code. Only Gazetted Government servants on a pay not exceeding Rs. 500 a month and Superintendents of the Secretariat (including the Legislature Department) who desire to purchase typewriters for themselves and use them for Government work are eligible for an advance. The advance may also be made to an acting Government servant who is an approved probationer in a service and is not likely to be ousted before the recovery of the advance in full with interest. Before granting the advance to such a Government servant, a personal security bond in M.F.C. Form No. 11 should be obtained from the borrower, together with a surety from a permanent Government servant drawing a pay not less than that of the borrower guaranteeing the repayment of the advance.

(ii) *Advances to be granted to Gazetted Officers for the purchase of typewriters for personal use.*—This advance can be sanctioned only once and is not payable in cash. But an officer who is eligible for and requires an advance in order to purchase a typewriter shall apply to the Administrative department of the Government concerned through the head of his department, for an advance not exceeding Rs. 400 or the cost of the typewriter proposed to be purchased, whichever is less. The price of the typewriter proposed to be purchased may be ascertained from the Controller of Stationery and Printing before applying for the advance. After obtaining the sanction of Government, the officer should apply to the Controller of Stationery and Printing direct for the supply of the machine required. In the case of the Superintendent of Secretariat including the Legislature Department, the application should be sent through the head of the office. A certified copy of the Government Order sanctioning the advance should be attached to the application. The Controller of Stationery and Printing will then arrange with the dealers for the supply of the typewriter and advise the Accountant-General to pay the cost by debit to the head " Loans and Advances by the State Government—Loans to Government servants ". A departmental charge of 5 per cent of the cost of the typewriter will be recovered direct from the officer by the Controller of Stationery and Printing and credited to Government under the head " XLV. Stationery and Printing—Stationery Receipts—State—Miscellaneous Receipts ". Simple interest shall be charged at the rate fixed by the Government from time to time —Vide Article 227 (3) of the Madras Financial Code, Volume I. The typewriter purchased with the advance sanctioned by Government will be the property of the Government until the advance is fully repaid together with the interest due on it. Advance is recoverable in 12 equal monthly instalments. The recovery of interest should begin with the pay of the next month after the repayment of the principal is completed. The interest should be calculated on the balance outstanding on the last day of each month. If the total amount of interest to be charged does not appreciably exceed the amount fixed for the equal monthly instalments for recovery of the principal it should be recovered in a single instalment, otherwise it should be recovered in instalments not appreciably exceeding that amount.

NOTE.—Gazetted Government servants on a pay exceeding Rs. 500 a month are allowed to buy typewriters through the Controller of Stationery and Printing at the price at which they are purchased by the Government. On receipt of a requisition from any such Government servant, the Controller of Stationery and Printing will arrange for the supply of the machine of the required pattern through the typewriter company and instruct the Government servant to pay direct to the typewriter company the cost of the typewriter and the sales tax after satisfying himself of the condition of the typewriter. Thereupon the Controller of Stationery and Printing will recover from the Government servant departmental charge of five per cent of the cost of the typewriter and credit it to Government.

(iii) *To whom grant of advances not permissible.*—The advance cannot be sanctioned to a Gazetted Officer of the Madras Government whose services have been lent to local bodies, other State Governments, etc., or to an officer of the Central Government under the administrative control of the Government of Madras.

(iv) *Fixing instalments of recovery of advance in certain cases.*—The instalments of recovery of advances for the purchase of typewriters made to officers who are likely to retire before a period of twelve months, referred to in rule 68 (ii) shall be so fixed by the Controller of Stationery and Printing in consultation with the officer that the full amount is realized before the officer retires.

(v) *Cases of death of officers to whom advances are granted to be reported to Government.*—If an officer dies before repaying in full the advance granted to him, the case may be referred to Government for orders.

(vi) *Period of recovery of advances from officers having no substantive posts.*—In the case of officers who have no substantive posts the monthly instalments for the recovery of the advance should be so fixed that the full amount is realized before the termination of the period of their employment and the personal security and surety bonds prescribed in rule 68 (i) should be obtained from them, before the supply of the machine.

69. (i) *Sale of second-hand typewriters to Gazetted officers.*—The Controller of Stationery and Printing is authorized to sell to Gazetted Officers, eligible for advance for typewriters, under the foregoing rules, such second-hand typewriters as may be available for sale, at a valuation to be fixed by him. Five per cent departmental charge will be collected on the value fixed. No second-hand typewriters will be sold to officers of Central Government.

(ii) *Grant of advance for the purchase of second-hand machines.*—An advance can be granted to Gazetted officers for the purchase of second-hand typewriters belonging to Madras Government. But no advance is permissible for purchase of second-hand machines from private individuals or companies.

70. *Conditions under which advances may be granted to Superintendents in Secretariat offices and Legislature Secretariat.*—Superintendents in Secretariat departments including the Madras Legislature whether permanent or temporary can be granted advances for the purchase of typewriters, on conditions applicable to Gazetted Officers. The procedure for recovery of such advances made to Superintendents, who have no substantive posts, will be the same as that for Gazetted officers with no substantive posts. The Superintendents should send their applications for advance through the heads of offices concerned.

71. *Power of Controller of Stationery and Printing, to sell new typewriters to Gazetted Officers.*—The Controller of Stationery and Printing is authorized to sell new typewriters to Gazetted Officers of the State Government and Union Government on immediate payment of full cost. The number of typewriters to be sold will be restricted to one for each officer for the period of normal services fixed for that pattern of typewriter.

72. *Condition of supply of typewriters for educational institutions for instructional purposes.*—The first supply of typewriters to Government schools and colleges to impart instruction in typewriting can be sanctioned by the Director of Public Instruction, if the number of machines required does not exceed two. If the number exceeds two, the sanction of Government is necessary.

73. *Decision of selecting pattern of typewriters left to Controller of Stationery and Printing, in certain cases.*—The decision as to pattern of typewriting machine to be supplied to any office shall rest with the Controller of Stationery and Printing, except when the machine is required for the personal use of the gazetted officer at his own expense.

74. *When renewals of typewriters can be sanctioned by the Controller of Stationery and Printing.*—The supply of a new typewriter in place of an existing one to any office is left to the discretion of the Controller of Stationery and Printing. The discretion shall however be limited to the supply of a typewriter of the same or lesser size, as the one condemned or withdrawn. Renewal will be generally done when the existing machine has outlived the period of service prescribed for that pattern or it falls frequently under repairs or its condition is such that further repairs are considered uneconomical. The Controller of Stationery and Printing may also consider the request of the Head of the Department in taking such decision.

If however, the officer desires the supply of a typewriter of bigger size (e.g., replacement of portable by foolscap, foolscap by brief, etc.) specific sanction of Government is necessary. In all cases of renewals, the old machines should be returned to the Stationery Stores of the Stationery and Printing Department.

75. *When second-hand machines can be lent to officers.*—The Controller of Stationery and Printing is authorized to lend second-hand typewriters to officers who have to do special work or who are placed on special duty for short periods for use in connexion with such special work or duty provided that the machines lent are placed in the hands of qualified typists, steno-typists or clerks qualified to handle the machine by having passed at least the type-writing test in lower grade and are returned to the Stationery Stores at the end of the special work or duty. He can also lend second-hand machines to offices of the Central Government on payment of hire charges. The Controller of Stationery and Printing should satisfy himself that in all such cases, there is either a sanctioned post of a typist, steno-typist or a clerk qualified to handle the machine available in the establishment of the office.

Typewriters obtained for any office on a loan basis should not be retained in that office for more than three months at a time and the officer concerned should take steps to obtain the orders of the Government for the supply of new typewriters if the post for which the loan typewriter has been supplied is continued beyond three months. The Controller of Stationery and Printing is authorized to supply new typewriters against sanctions for three months or more and to supply second-hand typewriters against posts sanctioned for less than three months.

The Controller of Stationery and Printing is also authorized to supply second-hand typewriters to officers in place of typewriters which have been sent for repairs, if the officers apply for such supply under rule 81.

NOTE.—The principle enunciated in note (ii) under rule 67 supra will also apply to lending of second-hand machines.

76. *Conditions of supply of typewriter accessories to private machines.*—Typewriter accessories, including record ribbons and erasers, may be supplied at Government expense to private machines used in public offices subject to the conditions, (i) that the accessories are not removed from the office and (ii) that the machines are not utilized for private work in the office in which the copyists are employed. But ribbons and other accessories required by gazetted officers for official use, with typewriters which are their private property, should be supplied on payment only and not at Government expense.

77. *Colour of ribbons to be used in Government offices.*—Typewriter ribbons of any colour except green shall be used in all public offices.

78. *Officers responsible for the efficient maintenance of typewriters, duplicators, etc.*—In order to ensure the efficient maintenance of typewriters, duplicators, etc., supplied for the use of public offices, particulars of each machine should be recorded from time to time, in a card in the form below and the Head Ministerial officer should inspect the machine monthly and note the fact of his inspection in the card. Each form will be pasted on to a straw board and kept with the machine to which it relates.

Machine Card.

DEPARTMENT.

(To be kept with each typewriter, copying machine, etc.)
(To be pasted on a straw-board.)

(The attention of the Head Ministerial officer and typist is drawn to rules 78 and 79 of the Stationery Manual, Volume I, which should be strictly enforced.)

Pattern and serial number of the machine.	Date on which condemned.	Size

Date of purchase or supply.	Dates of fixing ribbons.	Price.

To whom issued.	Date of receipt.	Date on which charge was made over.	Signature of person taking over charge.	Date on which defect was noticed.	Nature of defect.
(1)	(2)	(3)	(4)	(5)	(6)

Date of report.	Action (if any) under rule 60 of Stationery Manual, Volume I.	Date of repairs.	Nature of repairs.	Cost of repairs.	Remarks and date of inspection of inspecting officer.
(7)	(8)	(9)	(10)	(11)	(12)

79. *Typists responsible for the upkeep of the typewriters.*—Each typist or stenographer or any other person to whom a typewriter is issued will be held to be in charge of the typewriter and responsible for its care and upkeep. He will clean the typewriter daily before commencing work and carry out the instructions issued by the makers for cleaning and oiling the typewriter. A list of general instructions for the proper maintenance of typewriters and duplicators in the public offices approved in G.O. No. 3168, Education, dated 14th October 1949, which should be strictly followed by every person in charge of the machine is given in the annexure to this rule. The typist will maintain correctly and up to date a machine card in the form prescribed in rule 78 supra. He will lock the cover of the typewriter every day, before leaving office and will be held responsible for any damage to the typewriter caused by carelessness or neglect while the typewriter is in his charge. The Controller of Stationery and Printing shall bring to the notice of Heads of Departments, any case, in which a typewriter appears to have been damaged by the person in charge, wilfully or through avoidable negligence.

ANNEXURE A.

Instructions for the proper maintenance of typewriters in Government Offices.

1. The typewriter should be covered when not in use by a metal cover or oil cloth cover.

2. The machine should be kept clean and handled carefully.

3. Inexperienced and unqualified persons should not be permitted to handle the machines and responsibility for permitting such handling will rest on the Ministerial Head of the office.

4. A general cleaning and dusting of the machine should be done every day before the machine is taken for work.

5. The typist should not lean on the machine or put any heavy thing over the carriage of the machine.

6. It is necessary that at least once in a month a thorough cleaning should be done to the machine and all moving parts should be oiled with light oil. No heavy oil should be used. While oiling the parts, care should be taken that no excess oil is left on any of the parts.

7. Oil should not be used when cleaning the rubber portions.

8. The roller should be removed and the particles of dirt brushed out.

9. Avoid using eraser. If absolutely necessary keep particles from falling into machine by moving carriage to extreme ends when erasing.

10. The machine should not be operated upon empty cylinder. Backing sheet should be used over and over to conserve paper.

11. A screw if it works loose should be tightened, but unscrewing any may result in throwing some part out of adjustment. No adjustment should be made by a person who is not quite conversant with the mechanism of the particular pattern of the machine.

12. Ribbons should be changed correctly. Never force them on shaft.

13. Paper slipping should be prevented by cleaning rubber rollers with cloth slightly moistened with fluid.

14. The types should be cleaned with cloth or brush slightly moistened with cleaning fluid.

15. At the end of the day's work the carriage of the machine should be brought to the centre and locked with the marginal stops and the feed roller release lever should be kept in the release position.

16. In the event of any defects being noticed in any typewriter it is better that the services of a qualified mechanic are requisitioned to set them right and as far as possible typists should not be asked to meddle with the mechanism of the typewriter.

17. When cleaning the carriage rails, the carriage should be moved to the extreme right and the machine should not be operated upon.

18. Sheets of paper with pin or clips should not be inserted into the cylinder resulting in the break down of proper feeding of paper.

19. Instructions contained in the booklet which is supplied along with the typewriter should be strictly adhered to.

20. Finally rules 78 and 79 of Stationery Manual, Volume I, should be strictly followed.

ANNEXURE B.

Instructions for the proper maintenance of duplicators in Government Offices.

1. The machine should be cleaned and oiled at least once a month.

2. Each duplicator should be kept in charge of one permanent operator and he should keep the machine neat and clean. He should be got trained by the respective company to operate the machine. That will automatically improve the work of the duplicator and extend its life.

3. The operators should clean the machines and remove the paper fluff of the previous day's work from the machine by means of a long typewriter brush every morning before commencing work.

4. To get improved results on the machine, the impression roller should be kept quite clean and if it gets inked due to oversight, the roller should be removed immediately from the machine, cleaned and refixed.

5. Silk carriers and waver rollers should be removed once a week from the machine, cleaned thoroughly and refixed.

6. Pressure lever should always be put down after finishing work.

7. Too much ink should not be used.

8. The inking cloth should be changed when existing one on the duplicator is slogged too much with ink.

9. The duplicator should always be kept covered after use.

10. Rule 78 of Stationery Manual, Volume I, should be strictly adhered to.

80. *Economical use of typewriter accessories insisted.*—Stenographers and typists will be held responsible for the efficient and economical use of typewriter accessories issued to them. They should see that the maximum use is made of them. Officers should exercise a greater check in the issue of ribbons and must see that they are used to the fullest extent, by reversing them after some time, before they are replaced by fresh ones.

NOTE (1).—Whenever a ribbon requires renewal, the person in charge of the typewriter should submit his requisition for ribbon to the head of the office together with a sample typewritten matter typed with the ribbon required to be renewed. The head of the office shall pass such orders as he may deem fit for the renewal of the ribbon after inspection of the typed matter and satisfy himself whether the ribbon has been used to the fullest extent by reversing it.

NOTE (2).—The normal period for the use of a typewriter ribbon shall be considered as 400 hours. * (On this basis six ribbons per annum for a standard typewriter and four ribbons per annum for a portable typewriter will normally be supplied.) The Controller of Stationery and Printing, is however, authorized to supply ribbons up to a maximum of eight ribbons a year for a standard typewriter and a maximum of six ribbons a year for a portable typewriter on the indenting officers furnishing a certificate that the ribbons previously supplied had been used to the fullest extent.

(G.Os. No. 680, Finance, dated 17th October 1933 and Ms. No. 248, Finance, dated 10th April 1935.)

* The portion in brackets is introduced on the basis of actual practice in vogue.

81. *Method of repairs to be adopted for typewriters.*—The maintenance of typewriters in proper condition, to get the repairs done in time either by sending for mechanics to the offices, or by sending out the machines to the mechanics is primarily the responsibility of the concerned offices. The following procedure shall be followed by them :—

New typewriters falling into repairs within a period of one year from the date of supply shall be attended to by the respective typewriter agents free of cost. The officers in the Madras City and outside the city will therefore contact them direct to get the repairs done. Other mechanics and agents for typewriters executing repairs to old typewriters are responsible for the good working of the typewriters for a period of one year from the date on which the machine is returned after repairs. Hence when such typewriters fall into disrepair within the guarantee period, the officers in the Madras City and outside the city should address the mechanic or the company direct and get the machine repaired free of cost. After satisfying the above conditions, when the typewriters are in need of minor repair or major repair the following procedure shall be adopted :—

(i) The heads of offices in the City of Madras should send a requisition to the Store-keeper, Stationery Stores, to send a mechanic to their offices to examine any machine which is in need of repair. The mechanic of the Stationery Department who is deputed to attend to the machine will examine it and carry out the repairs himself, if the repair can be done by him; otherwise he will certify that the machine requires workshop attention or replacement of parts and that the work cannot be attended to by him. On getting such a certificate from the mechanics the heads of offices will get the machine examined by the company who is the agent for the pattern of the machine, obtain an estimate of repair, get the machine repaired by the company if the estimate does not exceed Rs. 25 and send the bill of repair charges to the Controller of Stationery and Printing for payment with necessary certificate endorsed on the bill. When the estimate exceeds Rs. 25 it shall be forwarded to the Controller of Stationery and Printing for approval. The heads of offices in the Madras city may also purchase spare parts for typewriters up to a value of Rs. 25 at a time for each machine in their offices on the recommendation of the mechanic of the Stationery Department. Bills in respect of such purchases also should be sent to the Controller of Stationery and Printing with the certificate that the parts included in the bill have been fitted to the typewriter and that the typewriter is working satisfactorily after the replacement of the parts. Parts so purchased should be fitted to the machines by the mechanics of the Stationery Department. The officers shall report the serial number of the typewriter, the F. number allotted to it, or the current number of the Stationery Department in which it was originally supplied or subsequently repaired, whichever is available while sending the estimate or the bill of repair charges. The Controller of Stationery and Printing shall communicate his approval of the estimate to the concerned officers who will thereupon proceed to get the repairs carried out by the company. After satisfying themselves that the repairs have been carried out according to the approved estimates the officers shall endorse on the repair bills of the company, a certificate that the repairs have been carried out satisfactorily and according to the estimate and that the machine is in working condition. The officers shall get the machine expeditiously repaired by the company by constantly reminding them. They shall also see that the repair bills of the company are not unnecessarily held up in their offices. Cases of gross indifference or neglect on the part of the company may be brought to the notice of the Controller of Stationery and Printing. The officers may also apply to the Controller of Stationery and Printing for relief machines, if, on account of their typewriters having been sent for repairs, their office work is likely to suffer.

(ii) Typewriters in offices outside the City of Madras which are in need of minor repairs, i.e., to an extent of Rs. 25 shall be got repaired by the officers themselves and the bill in duplicate sent to the Controller of Stationery and Printing for payment with a certificate regarding the good working condition of the machine after repairs, endorsed on the original and duplicate copies of the bill. For major repairs, i.e., repairs costing more than Rs. 25 the officers shall have the machine examined by the local mechanic or the representative of the particular pattern of the typewriter requiring repair, in or near the district, obtain the estimate of repair and forward it to the Controller of Stationery and Printing for approval. The procedure laid down in sub-rule (i) regarding the communication by the officers, of particulars relating to typewriter, approval of estimate by the Controller of Stationery and Printing, payment of bills and supply of relief machines in respect of machines in offices in the City of Madras shall apply to all cases of machines in offices outside the City of Madras requiring major repairs.

The officers in offices outside the City of Madras shall obtain a written undertaking for major or minor repairs from mechanics or companies other than the concerned typewriter agents when work is entrusted to them, to the effect (i) that the typewriter will give satisfactory service at least for one year after the repairs, as proposed, are carried out; and (ii) that in the event of its falling into disrepairs within that period, it will be attended to free of cost.

82. *Repairs to typewriting and other machines of Sale Departments of Madras State.*—In the case of repairs to be carried out to typewriters belonging to Sale Departments of Madras Government similar procedure as laid down in rule 81, shall be followed with this difference that the repair bill shall be paid by the concerned officers direct, instead of being sent to the Controller of

Stationery and Printing. No hire charge shall be levied by the Controller of Stationery and Printing for any relief machines sent to these officers, during the period their own machines are repaired.

The Controller of Stationery and Printing may, however, lend machines to Central Government offices, on payment of hire charges for use during the period when their own machines are under repair, if requisitions are received from the officers.

83. *Method of transport of typewriters and duplicators from place to place.*—Typewriters and duplicators shall not be sent from one place to another by goods train. They shall invariably be sent by passenger train. The instructions to be observed in packing, unpacking and transport of typewriters and duplicators as furnished by the agents, are printed in Appendix VI to the Stationery Manual (Volume II, Part I).

CYCLOSTYLE (FLAT DUPLICATORS).

84. *To whom cyclostyle machines can be supplied.*—Cyclostyle (flat) machines will only be supplied to small offices for which expensive duplicators should not be sanctioned.

85. *Sanction of Government necessary for the first supply of cyclostyles.*—Except as provided for in rule 86 infra the sanction of Government is necessary for the first supply of cyclostyle machines.

86. (*a*) *Officers empowered to sanction the first supply of cyclostyle.*—The officers specified below can sanction the first supply of cyclostyles for use of subordinate offices :—

(i) Board of Revenue (all departments).

(ii) Commissioner of Excise and Prohibition.

(iii) The High Court.

(iv) Director of Medical Services (for District Medical Officers only).

(v) Chief Engineer (for Subdivisional Officers only).

(vi) Director of Public Instruction, Madras.

(vii) The Commissioner of Agricultural Income-tax.

(*b*) The following officers can sanction the first supply of cyclostyles for use in their own offices :—

(i) Chief Engineers.

(ii) Superintending Engineers.

(iii) Executive Engineers.

(*c*) The first supply of cyclostyles can be sanctioned by the following officers both for the use of their offices and offices subordinate to them :—

Collectors of districts and Director of Agriculture.

87. *Repairs and renewals of cyclostyle machines, etc.*—Cyclostyle machines, requiring repair, shall be forwarded to the Controller of Stationery and Printing, Madras, who will arrange to repair them if such a course is found to be profitable; otherwise, he will condemn and replace them by fresh ones. Cyclostyle rollers and styles shall not be so sent as they cannot be repaired. But they can be renewed, on the production of a certificate, to the effect that they are worn out and unfit for further use.

NOTE.—*Purchase of cyclostyle machine.*—Flat cyclostyle machines required for issue during an official year will be purchased and stocked by the Controller of Stationery and Printing after obtaining sanction of Government. Supply will be made to indenting officers as per rules 84 to 87 supra.

ROTARY DUPLICATORS.

88. *Pattern of rotary duplicators prescribed for use in Government offices.*—(1) Revathi Dulicator—Hand operated.

(2) R.R.R. Duplicator—Hand operated.

(3) Gestetner Duplicator—Hand operated and electrically operated models.

(4) Panther Duplicator—Hand operated.

(5) Bilograph Rotary Duplicator—Hand operated.

(6) Ellams Duplicator—Hand operated.

(7) Duplex Rotary Duplicator—Hand operated.

(8) Roto Duplicators—Hand operated and electrically operated models.

(9) Duplex—Hand operated.

(10) Duplomat—Hand operated.

NOTE.—Supply of models the cost of which exceeds Rs. 1,000 and all electrically-operated models should be made only on specific sanction of Government.

89. *Officers empowered to sanction the first supply of duplicators.*—The first supply of rotary duplicators requires the sanction of Government. But the Hon'ble the Judges of the High Court, the Board of Revenue, the Commissioner of Excise and Prohibition, the Chief Conservator of Forests, the Director of Public Instruction and Commissioner of Agricultural Income-tax are empowered to sanction the first supply of these machines, to their own offices and the offices subordinate to them, subject to the conditions (*a*) that the office has been supplied with a typewriter and (*b*) that the office is one in which a large number of copies have frequently to be made at a time.

NOTE.—Secretaries to Government may sanction the supply of these machines to their offices only.

90. *Discretion as to the pattern of duplicator to be supplied rests with the Controller of Stationery and Printing.*—The decision as regards the pattern of rotary duplicator to be supplied to any office under the control of the Madras Government shall rest with the Controller of Stationery and Printing subject to the restriction imposed by the note under rule 88.

91. *Upkeep, repairs, renewal and transport of duplicators.*—The rules 74 to 79 dealing with the upkeep, repairs, renewal and transport of typewriters apply to rotary duplicators also. A list of instructions for the efficient maintenance of duplicators is given in Annexure B to rule 79.

92. *Purchase of duplicators.*—The procedure laid down in rule 65 supra for the purchase and supply of typewriters will apply to the duplicators also.

CALCULATING MACHINES.

93. *Patterns of calculating machines prescribed for supply to public offices.*—The following patterns of calculating machines are approved for use in public offices, supply in every case being subject to specific sanction of Government at the rate ascertained and reported to Government at the time of each purchase :—

(*a*) The Brittanic calculating machine of the Remington Typewriter Company.

(*b*) Comptometer, Indian currency, models 10 and 12 columns of the Felt and Tarrent Manufacturing Company.

(*c*) Monroe—Hand and electric model calculating machine.

(*d*) Olivetti Electric Printing, Calculating machine—Divisamma 14 inches.

94. *Upkeep, repairs, renewal and transport of calculating machines.*—The rules relating to the upkeep, repairs, renewal and transport of typewriters and duplicators apply to calculating machines.

CHAPTER X.

CLOTHING, LIVERIES AND UNIFORMS.

95. *Method of obtaining clothing for menials and last grade employees.*—Warm clothing, ordinary clolthing, waterproof clothing and liveries (excluding badges) for menials and last grade employees shall be obtained by indent in form (C.F. 353), on the Stationery Department. Officers specified in the Stationery Manual, Volume II, Part III, should send their indents through such officers who are empowered to countersign their indents for stationery—*vide* rule 13 (i).

NOTE.—The head of an office may arrange departmentally for the supply of cross-belts to duffadars and peons at the rate of one for each post when they are not supplied as part of a livery. Gold laced cross belts should be supplied only to duffadars and ordinary cloth cross belts to peons. These belts should not be replaced at Government expense more often than once in four years for a duffadar's belt and once in two years for a peon's belt.

96. *To whom clothing is to be supplied by the Stationery Department.*—The Stationery Department is authorized to supply ordinary and warm clothing waterproof clothing and liveries (excluding badges) to the last-grade servants in the offices of Heads of Departments including departments of Secretariat and certain offices in the City of Madras subordinate to heads of departments, last-grade servants in offices at hill stations and other cold places, and hospital menials and last grade employees in the State hospitals. Existing sanctions for the supply of the various kinds of clothing to the different categories of staff in several offices in the Government of Madras are embodied in the departmental appendices set forth in Part III of Volume II. But each of the following departments may make its own arrangements for the supply of clothing to Government servants of the department in accordance with the scales and conditions laid down by the Government from time to time (*see* the departmental manuals).

Excise and Prohibition and Forest Departments (for supply to Executive Staff only), Jail Department, Police Department, Port Department, Madras Fire Services, and Madras State Transport Department.

The Stationery Department is however authorized to arrange for the supply of ordinary and warm clothing, waterproof clothing and liveries to the following staff as in the case of menials and last grade employees of other heads of departments :—

The menials and last grade employees in the offices of the Commissioner of Excise and Prohibition, the Chief Conservator of Forests, the Inspector-General of Prisons, and the District Superintendent of Police, the Nilgiris.

97. *Authority competent to make alterations or additions in the prescribed scale of supply of clothing.*—(i) Any additions to or alterations in the prescribed scale of supply of clothing laid down in the departmental appendices referred to in rule 96 supra require the sanction of Government or of the authority subordinate to Government to which such powers may be or have been delegated by the Government.

(ii) *Powers of the Director of Medical Services to sanction supply of clothing.*—The Director of Medical Services is empowered to sanction free supply of ordinary clothing and liveries to all male and female menials and last grade employees employed in Government hospitals in the City and mufassal on the scales prescribed for similar classes of menials and last grade employees of the institutions in the districts concerned.

(iii) *Authorities to whom powers to sanction warm clothing have been delegated and the restrictions imposed thereon.*—The officers specified below are empowered to sanction, after previous consultation with the Controller of Stationery and Printing, the supply of warm clothing to additional menials and last grade employees in the departments under their control who are permanently stationed in the hill-tracts or other cold places or are required to tour occasionally in the hill-tracts or other cold places provided the Government have already sanctioned such supply to all the menials and last grade employees of the same class in the departments and locality concerned and that the scale of clothing and the period of wear already fixed by Government for such class of menials and last grade employees in such localities are not altered. All doubtful cases should be referred to the Government for orders :—

(i) Deputy Director of Survey and Land Records.
(ii) Inspector-General of Registration.
(iii) Secretaries to Government.
(iv) The Board of Revenue.
(v) The High Court.
(vi) The Director of Public Instruction.
(vii) The Director of Medical Services.
(viii) The Director of Public Health.
(ix) The Director of Industries and Commerce.
(x) The Director of Agriculture.
(xi) The Director of Animal Husbandry.
(xii) Registrar of Co-operative Societies.
(xiii) Commissioner of Labour.
(xiv) Chief Engineers.

98. *Conditions for renewal of clothing.*—Clothing shall be renewed only when the necessity for the renewal actually arises and indents shall not be made, merely because the period of wear prescribed in the appendix, has expired. A certificate to this effect shall be appended to each indent. The indent for warm clothing for the servants who accompany the officers to the hills, shall reach the Stationery Department not later than six weeks before the date on which the clothing is required.

99. *Instructions for preserving clothing during the period of non-use.*—In the case of warm clothing supplied to peons attached to officers, who tour only occasionally on the hills and whose headquarters are on the plains, the warm clothing shall be returned to the office stores on return to headquarters from a tour and when in stores, shall be kept in boxes or almirahs, precautions being taken to prevent damage by insects or moths. The clothing shall be washed and repaired when necessary and shall be aired frequently.

100. *Clothing remains Government property until renewal.*—All clothing supplied under these rules shall remain the property of Government while in use. When renewed, the old clothing may be made over to the servants concerned, as their private property to be disposed of as they think fit. The clothing supplied to any servant who dies, resigns or is dismissed, while it is in use, shall be returned to the office stores.

101. *Method of payment of bills relating to supply of clothing.*—The method of payment prescribed in rule 149 infra will apply for all payments relating to supply of clothing.

102. *Supply of clothing to Income-tax Department.*—The Controller of Stationery and Printing is authorized to supply the clothing required for the menial staff of the Income-tax Department or of any other department desirous of obtaining its supply on payment in accordance with the rule 148 (*d*) infra.

103. *Procurement of khadi cloth.*—The Controller of Stationery and Printing will purchase and stock different varieties of khadi required for making uniforms of menials and last grade employees in Government offices from the various khadi producing centres through the Director of Khadi. Government offices and Local Boards requiring khadi cloth for other purposes will however make their own arrangements to purchase their requirements by placing indents direct on the producing centres in consultation with the Director of Khadi.

CHAPTER XI

MISCELLANEOUS.

104. *All representations to Government, in regard to stationery, to be sent through the Controller of Stationery and Printing.*—All representations to Government regarding additions or alterations in the scale of supply of stationery or in the rules of the Stationery Manual shall be submitted through the Controller of Stationery and Printing.

105. *Correspondence with the supplying firms and contractors, by indenting officers prohibited.*—As a general rule, indenting officers shall not correspond direct with supplying firms and contractors in regard to the articles supplied to them by the Stationery Department. However, in cases, where indenting officers are not satisfied with the quality or quantity of articles supplied to them direct by private firms and contractors under instructions from the Controller of Stationery and Printing, they may correspond direct with the firm or contractor concerned but copies of such correspondence shall invariably be sent to the Controller of Stationery and Printing.

106. *Heads of departments should report to Controller of Stationery and Printing, regarding abolition or creation of offices.*—When new offices are created or the existing ones abolished, the Controller of Stationery and Printing who supplies them with clothing and stationery shall be informed immediately of the fact, by the head of the department concerned and furnished with a copy of the orders of Government, in either case. When offices possessing typewriters or other machines are abolished, the machines should, instead of being sent to the Stationery Department, be handed over to the nearest Government Office with instructions to obtain the orders of the Controller of Stationery and Printing for their disposal. The officer handing over such machines should immediately send a report to the Controller of Stationery and Printing as follows :—

(i) The pattern and the serial numbers of the machines handed over;

(ii) the officer to whom they were handed over;

(iii) the Government Order number and date with reference to which they were originally supplied to him;

(iv) Stationery department correspondence number and date relating to the supply of the machines or F. No. assigned to such machines if already intimated.

107. *Amendments to Stationery Manual to be issued once a year.*—The Controller of Stationery and Printing shall see that necessary lists of amendments to the Stationery Manual are issued once a year, and are got printed by 1st May.

108. *Economy in the use of stationery.*—The following instructions and those contained in paragraph 150 of the District Office Manual for effecting economy and avoiding wastage in the use of stationery, shall invariably be observed by all officers :—

(i) Indigenous paper and pulp boards, manufactured by Indian mills and hand-made paper should be used as far as possible.

(ii) The use of double sheets for official correspondence shall be avoided when single sheets should suffice. Letter forms of quarto size ($6\frac{3}{4}$ inches by $4\frac{1}{2}$ inches) shall be used for short communications.

(iii) Drafts may wherever possible be written wholly or in part on a blank side of the communication under disposal, instead of on a fresh sheet.

(iv) Unbleached or badami printing paper shoud be used instead of white printing wherever possible.

(v) Carbon paper and record ribbons should be used till they become absolutely unserviceable.

109. *Powers of Controller of Stationery and Printing, regarding substitution of cheaper articles on indents, disallowance of supply and reduction of sanctioned scales.*—The Controller of Stationery and Printing reserves the right to substitute articles, when the article indented for is out of stock or when cheaper article would obviously suffice. He can also disallow the supply of any item of stationery, that may appear to be unnecessary or extravagant or curtail the sanctioned scale, if there is sufficient justification for doing so.

110. *Powers of the Controller of Stationery and Printing regarding amendments to the Stationery Manual.*—It is unnecessary to submit proposals for the amendments to the Stationery Manual caused by the abolition of offices or by changes in the designation of officers. These changes as well as the reduced scales of supply which have been accepted by the heads of departments concerned may be given effect to by the Controller of Stationery and Printing himself. Sanction of Government need be obtained only for new supplies and for reductions in the scales of supply which the heads of departments do not accept.

CHAPTER XII.

RULES FOR THE GUIDANCE OF THE STATIONERY DEPARTMENT.

111. The Stationery Department consists of two main branches, namely, (1) Office and (2) Stores.

The Stationery Office comprises the following sections :—

(1) Current Section (Tappal and telephone).

(2) Establishment Section.

(3) The Procurement Section.

(4) The Typewriter Section.

(5) The Indent Section.

(6) The Clothing Section.

(7) The Accounts Section.

(8) Fair Copying Section.

The Stores Branch comprises—

(1) Correspondence Section.

(2) Loose stock Sections, A, B, C, D, E and F.

(3) Typewriter Mechanics Section.

(4) Posting and Ledger Section.

(5) Godown Section.

(6) Packing Section.

(7) Carpentry, including tinker.

(8) Transport Section.

The Manager is the Chief Ministerial Head of the Stationery Department. The different sections comprising the office are placed in charge of Section Heads, including the Manager.

All important papers in the different Sections in Office and Stores which are not in direct charge of the Manager will pass through the Manager.

The Stores Branch is in charge of the Store-keeper. He is assisted in his duties by—

(1) Clerks to attend to matters arising out of the implementation of the Factories Act and matters directly relating to work in the stores.

(2) Stock Clerks in charge of each loose stock section for the supply of stationery on indents passed by the Assistant Controller.

(3) Mechanics to repair typewriter and other machines.

(4) Clerks for maintaining ledger and posting of issues of articles according to different departments.

(5) Assistant Store-keeper in charge of Godown and supervision of work of the clerks maintaining the balance register.

(6) Warehousemen for packing consignments and assisting stock clerks and store-keeper, in duties of routine nature.

(7) Carpenters for manufacture of dealwood boxes and crates for packing consignments and tinker for making small tin boxes, seals for packing purposes and containers for cyclostyle ink paste.

(8) Clerks for maintaining the balance register and preparation of balance slips.

111-A. *Posts for which security is prescribed.*—Security in the form noted below is prescribed for the following posts :—

(1) *Store-keeper.*—Rs. 5,000 (cash or any of the forms referred to in Article 279 of the Madras Financial Code, Volume I).

(2) *Assistant Store-keeper.*—Rs. 2,000 (in cash or any of the forms referred to in Article 279 of the Madras Financial Code, Volume I).

(3) *Cash-keeper.*—Same as for the post of Assistant Store-keeper.

(4) *Stock Clerks.*—Rs. 250 (personal security).

112. *Duties of Sections in Office.*—It will be the duty of—

(*a*) The current section to receive and distribute the tappal to the various sections of the office and stores and maintenance of the registers in connection therewith. Receipt and issue of telephone messages will also be attended to in this section.

(*b*) Establishment section to deal with—

(1) Matters relating to establishment of the Stationery Department, other than preparation of pay bill and statements arising out of it.

(2) Matters common to the Stationery and Printing Department and co-ordinating the work of the Stationery and Press Branches.

(3) Appeals from subordinates in the Press Department.

(4) Arrangement and custody of records in the record room and receipt and issue of records, custody and accounting of stationery and forms intended for use in the Stationery Department and correspondence relating to the supply of cheque books and pass books.

(*c*) The procurement section to procure all articles of Stationery enumerated in Appendix I of Stationery Manual, Volume II, Part I, including stores from England but excluding typewriters and duplicators. Besides this, the correspondence relating to disposal of waste paper in Government offices and periodical auction of unserviceable stores is attended to in this section.

(*d*) The typewriter section to arrange for the procurement, supply and repairs to typewriters, duplicators and calculating machines and all correspondence connected therewith and amendments to Stationery Manual relating to the chapter on typewriters.

NOTE.—(i) The normal period of service of the different kinds of the typewriters and duplicators will be as follows:—

(1) Remington and Underwood Standard typewriters—18 years.
(2) Royal typewriters—15 years.
(3) L.C. Smith typewriters—12 years.
(4) Standard typewriters of other patterns—15 years.
(5) All patterns of portable typewriters—8 years.
(6) All patterns of duplicators—18 years.

(ii) Whenever major repairs are reported by the officers in machines which have served the periods referred to in note (i) above they may be withdrawn under specific orders of the Controller of Stationery and Printing and new ones supplied in their places. The machines so withdrawn should either be condemned or repaired if found economical and added to loan stock. In arriving at a decision, as regards condemnation or repair, the Controller may take into account the opinion of the typewriter mechanic of the Stationery Department or consult respective servicing agents for each pattern in Madras.

(*e*) The indent section to comply with all indents for stationery articles, general correspondence relating to scale of supply of stationery articles, revision of units of indent and supply and amendments to Stationery Manual relating to them.

(*f*) The clothing section to comply with indents for ordinary and warm clothing, liveries and waterproof clothing and to arrange for procurement of all clothing materials. This section will also deal with the arrangements needed to have the garments stitched and attend to all correspondence emanating from this section and amendments relating to the scale of supply of clothing, etc.

(*g*) *The Accounts Section.*

(i) " To prepare the Budget Estimate of the Stationery Department, apply for additional allotments or propose surrenders, deal with annual audit report of the Accountant-General, annual stock verification report and quarterly verification report of Stationery Stores, prepare annual administration report and statements due to Government or Accountant-General on accounts matters ";

(ii) to prepare price list for all articles stocked whether imported or purchased locally;

(iii) to pass and prepare all contingent bills including the bills received from the jail and other supplying departments;

(iv) to watch the debits raised by other Governments in respect of supplies arranged for by them;

(v) to prepare bills of cost for stationery, supplied to departments from which cost has to be recovered and to effect recovery;

(vi) to maintain registers in respect of cash transactions, and securities; and

(vii) to prepare pay bills of establishment of office and stores.

(*h*) *Fair Copying Section.*—Fair Copying of drafts and despatch. Maintenance of stamp account.

112-A. *Duties of sections in Stores Branch.*—It will be the duty of—

(*a*) Correspondence section to arrange for the receipt and custody of articles supplied by contractors and departments of the Government till they are examined by the Committee and ordered to be taken to stock, to arrange for the meetings of the Committee, maintenance of Committee Book, compliance with the provisions of the Factories Act, charging of indents, correspondence relating to returned articles and buildings (maintenance and payment of property tax) maintenance of muster rolls for mazdoors and attendance register for all other categories of staff including ministerial staff working in the stores and maintenance of registers to watch the progress of work done by the various sections in the stores;

(*b*) the loose stock sections to receive, stock and issue articles of stationery which have been marked to be stocked in each section from time to time and for proper accounting of the stores handled by each section;

(*c*) Typewriter mechanic section to attend to minor repairs to typewriters and duplicators in offices in the Madras City and to such machines which are received or kept in stock in the Stationery Stores;

(*d*) Posting and Ledger Section to account for issue of stationery on indents according to different departments, maintain account of total issues of each article daily, account for all receipts and issues of articles daily in the ledger and to effect reconciliation of book balances of stock in the ledger and the stock books maintained in the stock section of the stores every month;

(*e*) the godown section to receive, stock and issue articles of stationery received in bulk, viz., in bales in proper condition and for the proper accounting of the stores so received and issued;

(*f*) the packing section to receive from the stock sections articles issued on various indents and pack them for being despatched to the officers in the mufassal;

(*g*) the carpentry section to manufacture dealwood boxes and small tin containers for packing stationery; and

(*h*) transport section to maintain the lorry in proper condition and to transport stationery consignments to and from stationery stores, railway stations in the Madras City and Government Press and its branches.

113. *How imported articles are procured.*—The procurement section shall prepare a list of articles to be imported from abroad and submit it to Government by the 15th of September of each year preceding that for which the Stores are required. After approval by Government, it shall be transmitted to the Director-General of Supplies and Disposals, New Delhi, who will arrange to procure them. This list should contain only such of those imported articles which cannot be procured in India and which cannot be substituted by other articles manufactured in India.

114. *Arrangements for supplies of articles of Indian manufacture.*—Before the end of August each year a forecast of all stationery articles required for the next official year shall be prepared in the form below (Procurement Register). Orders for the quantities required will be placed with the Government Press, and Inspector-General of Prisons for the articles supplied by the Press and the Jails respectively.. In respect of others, after obtaining sanction of Government in the required cases, tenders will be invited from the suppliers and contractors, whose standing list shall be maintained in office.

Printed copies of such tender notices shall be obtained from the Government Press, Madras which should be informed when the notices are sent to the Press for printing, how many copies of them will be required for this purpose.

The notices calling for tenders should also be published in the *Fort St. George Gazette*, the *Trade Journal* and the leading local newspapers approved by Government.

The date fixed for the receipt of tenders shall not be later than **10th** January of each year.

PROCUREMENT REGISTER.

Serial number.	Item number in Appendix I.	Description of the articles.	Issues during the previous years.			Total of issues in column (4).	Average or the highest issues when issues have not been uniform in these three years.
			19	19	19		
(1)	(2)	(3)		(4)		(5)	(6)

Stock on 1st August.	Due from suppliers on 1st August.	Total [columns (7) and (8).]	Actual issues from 1st April to 31st July.	Quantity required for eight months from 1st August to 31st March.	Probable opening balance on 1st April [columns (9)—(11)].	Quantity required for the next year [column (6)—(12)].	Three months reserve [(columns (12) plus (13) divided by 4].	Quantity fixed [columns (13) plus (14)].	Remarks.
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

NOTE.—The columns in the procurement register except columns (4), (7) and (10) should be filled by the subject clerk and attested by him. Columns (4), (7) and (10) should be filled by the ledger clerk and attested by him. The entries made by the subject clerk should be attested by the Section Head under whom he is working and the entries made by the ledger clerk should be attested by the Store-keeper under whom the ledger clerk is working. Then the Procurement Register should be submitted to the Controller for approval.

115. *Settlement of tenders.*—The Controller of Stationery and Printing is the final authority for the settlement of all tenders. The tenders will be settled in accordance with the rules laid down in the Madras Financial Code. The tenderers will be required to send such number of samples for each article as may be required for examination and test. Samples are neither paid for nor returned. All samples received along with the tender shall be in the personal custody of the Controller or his assistant. After test and selection the samples of the successful tenderers will be kept in the personal custody of the Controller of Stationery and Printing for comparison with supplies when received.

The unaccepted samples which are costly like postal scales, umbrellas, rain coats, etc., which are not consumed while testing shall be returned to the tenderers when asked for. Early in April each year, the samples of the previous official year which remain in the custody of the Controller or Assistant Controller will be divided into four categories as detailed below and disposed of in the manner indicated for each category :—

(1) Approved samples.

(2) Unaccepted standard samples which are not used up while testing.

(3) Samples which are non-standard, partly used and cannot be added to main stock but can be used in the Stationery and Printing Department to the best possible advantage.

(4) Samples which are bits, non-standard and cannot be used either by the staff of the Office of the Controller of Stationery and Printing or can be issued to officers on indents.

The first and second categories of samples noted above shall be added to the main stock in the Stationery Stores, through an entry in the Committee book and issued to officers on indents.

The third category of samples shall be added to the stock of Stationery office and used to the best possible advantage by Stationery and Printing Department.

The samples under the fourth category shall be added to the stock of condemned and unserviceable stores and sold in public auction along with other articles auctioned.

116. *Instructions to regulate supplies of articles purchased on tenders in India.*—As soon as a tender is settled, the selected tenderer shall be informed of the acceptance of his tender and he shall be ordered to send the supplies on or after 1st April. He shall, in the meanwhile, be required to remit the security deposit before the end of February and to execute the agreement before the 31st March for the due fulfilment of contract. In case of default of either of these conditions, his tender deposit may be forfeited to Government and order placed with any one of the other tenderers or other local dealers as considered expedient. Details of orders placed shall be entered in the check register referred to as serial No. 86 in Chapter XIII and also agreement register in the following form. Special care must be taken to see that the supplies are received by the date fixed for their delivery and any delay on the part of a Contractor shall at once be brought to the notice of the Controller of Stationery and Printing. The supplies made shall be carefully checked with the approved samples, by the Committee referred to in rule 126 infra before taking the supplies to account.

NOTE (1).—In cases when articles are purchased from other departments of the State Government, it is not necessary to insist on tender deposit, security deposit and execution of agreement.

NOTE (2).—Ten per cent of the total value of the tender shall ordinarily be collected as tender deposit and security deposit from successful tenderers. But the Controller of Stationery and Printing, may, in his discretion, accept a lump sum tender deposit of Rs. 1,000 and a lump sum security deposit of Rs. 5,000 from firms of established repute, subject to the condition that the deposits of Rs. 1,000 or Rs. 5,000 are not less than five per cent of the total value of the tender and if it is less than five per cent, deposits equal to five per cent should be collected.

REGISTER OF AGREEMENTS.

Serial number.	Description of the article.	Name of the approved contractor.	Quantity.	Rate.	Value.	Date of acceptance of tender.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Period of the contract.	Amount of security deposit.	Date of receipt of the security deposit.	Item number in the security register.	Date of execution of the agreement.	Remarks with the connected file number.
(8)	(9)	(10)	(11)	(12)	(13)

117. *Arrangement of stores.*—It will be the duty of the Storekeeper to see that all the stores in the loose and bulk stocks are methodically arranged, and that necessary precautions are taken to protect them from theft as also from damp, heat, exposure and the ravages of insects. He will be responsible to the Controller of Stationery and Printing, who in turn, will be responsible to Government for any loss, which are attributable to neglect of their duties in these respects.

118. *Bulk stock.*—The bulk stock consisting of bales of paper and cases of other stationery articles will be under the immediate charge of the Assistant Store-keeper who will be assisted by a godown clerk. The bulk stores will be kept in a separate block for each article.

In arranging bales and cases, in the bulk stock, the following instructions shall be observed :—

(i) They shall be piled and arranged methodically, so as to admit of the bales and cases being easily examined, with the help of the superscriptions over them and also by going round each block.

(ii) As far as possible, they shall be arranged so as to admit of issues being made in the order of receipt. To the stock of each article shall be attached an index card S. Sty. 85 showing the description of the article, the quantity and also the number it bears in Appendix I to the Stationery Manual, Volume II, Part I. The datewar transactions made in respect of the block shall be entered in the index card as soon as the transaction is over, so that the balance at any time, will be ascertainable from that index card irrespective of the stock register.

NOTE.—Consignments of bulk stock of paper received from Indian mills shall be kept separately from accounted stocks until they are inspected by the committee and ordered to be taken to stock.

119. *Loose stock.*—The loose stock store room shall be divided into sections numbered A, B, C, D, E and F, and each shall be in charge of a stock clerk who shall be responsible for the stores in his charge. The loose stocks shall be arranged in racks or in almyrahs, the latter being reserved for articles which being costly or small might easily be stolen. The entire stock of any particular article, shall be kept in one and the same place and shall bear an index card indicating the full description of the article and number which the article bears in Appendix I to the Stationery Manual, Volume II, Part I.

120. *Stock registers.*—Separate stock books shall be maintained for bulk stock and for loose stock. The books relating to bulk stock shall be maintained by the godown clerk under the supervision of the Assistant Store-keeper and those relating to loose stocks shall be maintained by the concerned stock clerks. Transfers from bulk to loose stock shall be shown as issues in the stock-books relating to bulk stock and as receipts in those relating to loose stock. This will be made by a godown order in the form in S. Sty. No. 81 to be signed by the Assistant Store-keeper.

121. *Imported stores.*—A register of articles to be imported from abroad during the official year shall be maintained in form S. Sty. 3 referred to in Annexure C to Rule 167 in Chapter XIII. A copy of the indent for articles to be imported from abroad shall be furnished to the Store-keeper by the procurement section. On receipt of the copy, the store-keeper shall have the articles entered in the register in the relevant column quoting the reference number and date of the indent and get the entries attested by the

Assistant Controller or any other gazetted officer to whom the duty is assigned by the Controller. As soon as supply is received, the supply shall be brought to account by the Store-keeper after due inspection by the Controller with reference to the packing account relating to the supply, by entry in the register against the relative item in the column provided for the purpose and the entry got attested by the Assistant Controller or other gazetted officer referred to above. Then the articles shall be brought to account in the store stock book and the ledger. The entries in the stock books and the ledger should be on the same date, on which the entry is made in the register of the imported articles. The register should be transferred to the ledger clerk with the invoice for noting in the relevant column, the ledger folio under which the store has been taken to stock, who should then forward it to the Accounts Section for pricing the stores in the appropriate column with reference to the invoice and get the pricing attested by the Assistant Controller or other gazetted officer. The register with the invoice should then be transferred to the Store-keeper. The Store-keeper shall, after satisfying himself that all processes are complete, transfer the invoices to the procurement section for filing in the concerned file. The Store-keeper shall watch the receipt of the invoices for supplies taken to account and remind the procurement section to call for the invoices in cases of undue delay.

122. *How imported stores are added to the bulk stock.*—Except as provided for in rules 123 and 124 infra, cases received from abroad need not be opened before being added to stock. The details, as entered in the packing accounts, shall be accepted as correct, for the time being and the article taken to account in accordance with the procedure laid down in rule 121 supra. Discrepancies between the actual contents of the cases and the packing account may be adjusted, when the package is opened and its contents transferred to loose stock.

123. *When cases of imported stores to be opened and examined.*—Cases which have been tampered with or damaged, shall be taken charge of after survey with the State Port Officer. The shortage or the damage noticed shall be reported to both the State Port Officer and the Officer who arranges supply of the imported stores.

124. *Cases of imported stores containing more articles than one, should be opened and contents verified.*—Cases containing more articles than one, shall at once be opened in the presence of the Store-keeper and the contents shall, after verification with the packing account by the Controller or Assistant Controller, be added to loose stock by entry in the register of imported articles, stock register and ledger. If any excess or deficiency be found, the fact shall at once be reported to the officer who arranges the supply of the imported stores.

125. *Checking of invoices with the packing account and acknowledgment of stores received from abroad.*—The invoice received from the State Port Officer shall be checked with the packing account by the Store-keeper with regard to quantity and any discrepancy noticed should be promptly reported to the State Port Officer, Accountant-General and the officer who arranges supply of the Imported Stores. The stock actually received shall be examined by the Committee and taken to account.

126-A. *How articles purchased in India are added to stock.*—No article purchased in India or obtained from other departments shall be brought to stock by the Store-keeper, until it has been inspected, compared with accepted samples, wherever available and passed by a Committee consisting of the Controller of Stationery and Printing, Manager and Store-keeper who shall initial the Committee book on the same date in proof thereof. The Controller may, at his discretion, depute his Gazetted Assistant to perform his duties as a member of the Committee. The entries in the Committee book shall be signed either by the Gazetted Assistant or by the Controller. The stock clerks and the ledger clerk shall then enter the receipt of the store from the Committee book in the appropriate stock register and ledger respectively and note the fact of such entry against the item in the Committee book, by noting the page number of the stock book and the ledger and initialling the Committee book. The receipt entries both in the stock books and the ledger shall be made on the same date on which they are entered in the Committee book. Supplies which are arranged to be made direct to officers shall be accounted for in the books in the Stationery Department as receipt and issue by means of a direct delivery slip. The receipt by way of direct delivery slip shall also be entered in the Committee book. Such entries shall be initialled by the Gazetted Assistant who approves the direct delivery slip, as also the Manager and Store-keeper.

126-B. To ensure the prompt accounting of consignments of paper received from Indian mills, a register of consignments of paper received in the Stationery godown should be maintained by the Assistant Store-keeper in the following form: Columns (1) to (5) in the register should be filled in as and when the consignment in respect of a particular railway receipt is received. Particulars for filling up columns (6) to (8) if not available, should be obtained from the procurement section by furnishing an extract of columns (1) to (5) to the procurement section. The procurement section shall promptly supply the information to the stores. After filling columns (6) to (8) a few sample sheets of paper received shall be sent to the Press for test and report. On receipt of the report the Committee shall decide whether the paper may be taken to stock. After the decision by the Committee the paper shall be taken to stock in the manner laid down in rule 126-A supra. Column (9) of the register shall then be filled up by the

Assistant Store-keeper and Store-keeper by affixing their initials in column (10). The register should be submitted to the Assistant Controller for review once in a fortnight.

Serial number.	R.R., number and date.	Name of mill from which received.	Number of bales or bundles, etc., received.	Date of receipt.	Description of paper received.	Invoice number and date relating to the consignment.	Quantity received in reams.	Committee book, Item number and date.	Initials of Assistant Store-keeper and Store-keeper.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

126-C. *Verification of consignments of stationery received in the Stationery Stores.*—All consignments received in the Store should be opened by the Store-keeper and the contents verified and promptly brought to account under proper authority within 30 (thirty) days of the receipt of the consignments. The consignments received from the Jail Department and Khadi producing centres should be opened and verified in the presence of a representative of the Jail Department deputed by the Central Jail, Madras, and the City Khadi Officer, Madras, respectively. The Store-keeper should submit to the Controller every fortnight on the 5th and 20th of every month a statement showing the number of consignments received during the period ending with the 15th and the last day of the month, the number of consignments taken to stock and the number of consignments pending to be accounted for, with reasons for not taking them to account. A detailed abstract of the consignments which remain unaccounted for more than three months should also be attached to the fortnightly statement.

127. *All receipt entries in the Stock books and ledgers to be attested by the Store-keeper.*—All the entries relating to receipts whether in the unopened or loose stock register and in the ledger shall be checked and initialled by the Store-keeper. The Store-keeper shall also initial the entries made by the stock clerk and the ledger clerk against the item in the Committee book, referred to in rule 126-A supra in token of having checked and initialled the entries in the stock books and ledgers.

128. *How printing and other papers to be examined by Committee.*—As soon as any paper is delivered at the Stationery Stores, the Assistant Store-keeper shall open one side of each and every bale to verify whether the stipulated number of reams is contained in each. The Committee shall also examine 10 per cent of the bales for this purpose. A few ream packets of each kind of paper should also be opened and the sheets shall be counted in detail to see if each ream packet contains the full 500 sheets stipulated. Papers accepted shall be entered in the Committee book and the procedure enunciated in rule 129 infra will be followed in respect of supplies not accepted or received in excess of the quantity ordered.

NOTE.—A test check of the weight of the reams of paper should be made. Samples should be drawn at random of at least ten reams and the reams weighed individually. The total deficiency, if any, in the consignment should be calculated on the basis of this test check. The result of the test check should be recorded on the back of the original copy of the invoice or chalan sent by the mill.

129. *How supplies not approved or received in excess of orders to be treated.*—Articles which are not approved by the Committee and, all supplies in excess of orders, shall be rejected and the fact intimated to the suppliers who shall be required to remove at once such articles. The Committee may also consider accepting the supplies at a reduced rate, subject to the approval of the Controller when his Gazetted Assistant functions as Committee member.

NOTE (1).—In the case of supply of paper, supply order will be deemed to be completed if the variation between the quantity ordered and the quantity supplied is within the following limits:—

(a) Twelve and a half per cent for quantities of 1 ton and less.

(b) Seven and a half per cent for quantities of above one ton but not exceeding 5 tons.

(c) Five per cent for quantities of above 5 tons.

NOTE (2).—In the case of supply of straw board, supply order will be deemed to be completed if the variation between the quantity ordered and the quantity supplied is within the limits permitted under the rate contract.

130. *Procedure for conduct of correspondence of various branches of the Stationery Department.*—The procedure laid down in the District Office Manual shall be adopted in conducting correspondence of the Stationery Department. However, in matters specified below the procedure laid down in respect of each shall be followed :—

(a) *Typewriter.*—Every new typewriter and duplicator purchased and supplied to an officer shall be assigned a serial number in a register in Form S. Sty. 11 and will be known as the F. number of the machine which will be the permanent number for the machine. Correspondence relating to supply of the machine shall be closed in the F. Number. Future correspondence regarding repairs to machines, lending of the machines, condemnation of the machine, etc., will initially be dealt with in current numbers and will ultimately be closed by filing the correspondence with the F. File of the machine.

(b) *Clothing.*—All correspondence relating to supply of clothing shall be carried on in current number. But indents of clothing shall also be entered in the register of clothing indents in Form S. Sty. 48 and the serial number in the register assigned to the indent will be known as the C.I. Number. The file of correspondence will be closed as F. Dis. C.I. Number.

(c) *Stationery Indents.*—Each Stationery Indent shall be assigned a distribution register number and indent number. The indent number will be the serial number assigned to the Indent in the Indent Register in the Form S. Sty. 53. All correspondence relating to the indent shall be carried on in current numbers and file should be closed as F. Dis. I. Number. Future correspondence relating to the indent shall initially be dealt with in current numbers and ultimately filed with the original file of the indent.

131. *Issue of Stores.*—In a department like the Stationery Department where indents have to pass through several stages before being finally disposed of, it is essential that the several branches of the Department should keep pace with each other. Individual indents must, therefore, be transferred to the Stores as soon as they are passed and not allowed to accumulate in the Indent Section. Indents transferred to the Stores must be taken up promptly for compliance in the order of their receipt and the packing and despatch of consignments must be attended to without delay. It will be the duty of the Assistant Controller of Stationery and Printing or any other Gazetted Assistant to the Controller who has been ordered to look after the work relating to the Stationery Department, to keep himself constantly informed of the progress of work in the several branches and to take timely action, should any branch show a tendency to fall into arrears.

132. *Instructions for checking indents for Stationery.*—The following points should be observed by the Stationery Department when passing indents :—

(1) No article should be passed for supply to which the Indenting Officer is not entitled according to Appendix I of the Stationery Manual, Volume II, Part I.

(2) Where the description of any article indented for is not printed in the Indent Form the articles indented for have been numbered and described exactly as they are numbered and described in Appendix I of the Stationery Manual.

(3) In the case of articles issued on a fixed scale or for stated periods the requirements of rule 21 of the Stationery Manual have been complied with.

(4) Where no scale has been prescribed the quantities indented for do not exceed the average consumption of the three preceding supply years or where they exceed this average, statisfactory explanation has been given for the higher demand, even then the excess to be allowed shall not exceed 25 per cent of the average of the three years.

(5) No article indented for special purposes, e.g., Ledger paper shall be passed for supply without a clear statement of the purposes for which the article is required.

(6) When any article indented for and not objected to is out of stock, the words "out of stock" are impressed with a rubber stamp in column (15) of the indent by the Stock clerk concerned, and the item brought to the balance register. When an officer indents for articles cheaper than those prescribed in the Stationery Manual such indents may be complied with, provided that the need for the articles asked for has been satisfactorily explained.

NOTE —These instructions do not apply to indents of the offices of the Revenue Department. 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.

133. *Indents to be passed by the Assistant Controller.*—Indents for stationery shall ordinarily be passed by the Assistant Controller. Requisition in contravention of Appendices I to IV shall be disallowed; objections under item (ii) of the previous rule shall be referred to the officer concerned and objections under items (iv) and (v) shall be disposed of by the Assistant Controller, doubtful cases being referred to the Controller of Stationery and Printing for orders. As soon as the indent is passed by the Assistant Controller, an intimation shall be sent to the indenting officer that the indent has been passed, giving also the reasons, if any article has not been passed in full as per claim. In the case of local officers, they would be requested to depute a clerk for taking delivery of the articles on a specified date.

134. *Transfer of indents to Stores for compliance.*—Indents passed shall be entered in the transit register by the concerned clerks and transferred to Stores for compliance where their receipt shall be acknowledged by a clerk or other responsible person deputed by the Store-keeper for the purpose. The responsibility of the clerks shall not cease on the transfer of indents to Stores and it shall be their duty to watch that all indents so transferred are complied with promptly and returned to the concerned section without delay. Any serious delay shall be brought by the clerks in the section concerned to the notice of the Assistant Controller or other officer concerned.

135. *Instructions for the supply of balances on indents.*—A register of balances due to be supplied on indents shall be maintained in the Stores in Form S. Sty. 83. Articles marked out of stock in accordance with the provision in clause (6) of rule 132 supra, shall be entered in the balance register by the clerk maintaining it and the page number of the balance register noted in column (14) of the indent against the article concerned in token of its having been brought to the balance register. The balance register should be posted immediately after the stock clerks indicate the quantities that can be issued on the indent and before the indent is handed over to the packer for collection of the articles for packing (in the case of local indents balance register should be posted after the articles are taken delivery of by the representatives of the indenting officers).

The clerk in charge of the maintenance of the balance register should prepare the balance slips immediately after the stock of any particular item of stationery which has been out of stock, is replenished and submit them for the approval of the Assistant Controller through the Assistant Store-keeper. (These balance slips need not pass through the Indent Section). Special care should be taken to see that balance slips are not prepared in respect of cases for which the period of supply has expired and the officer has also been supplied the same articles on his indent for the succeeding year. It should also be seen that the available quantities of any article is distributed among as many officers as possible, so that the whole stock may not be exhausted after fully complying with the demands of a few officers. When part supplies are made, the quantity due in column (6) of the balance register should be altered and attested by the clerk maintaining the balance register. The quantities and the date of preparation of the balance slip shall be noted in the remarks column of the balance register. A foot-note shall also be made in the balance slip as follows :—

"Part-supply made against item

Further supply of Reams/Lb./Nos. . . .
due against

Item . . . will be made as soon as fresh stocks are received."

The packer deputed to pack the consignment to mufassal offices and the clerk deputed to prepare the list of articles supplied to local officers should copy the above footnote in the contents slip, etc., to enable the indenting officers to have an idea of the balances still due.

To keep the Indent Section informed from time to time regarding the action taken by the Stores Section on the indents transferred to it for compliance, a copy of the contents slip will be transferred to the office as soon as the packing work is completed and the consignment is handed over to the lorry clerk for despatch (or as soon as articles are taken delivery of by the representatives of the local officer). On receipt of the copy of the contents slip from Stores, the concerned clerk should enter in the indent or issue slip, the date of supply of the article and the number and date of the railway receipt with which the article was despatched. The balance register should be checked by the Store-keeper once in a month and review should be submitted to the Assistant Controller before the 10th of each month.

136. (*a*) *Sale-indents—Procedure to be adopted in respect of.*— In the case of indents which are to be complied with on payment of value, the detailed checks prescribed for free indents need not be exercised. The clerk dealing with the indent shall scrutinize the indent, with a view to seeing whether the articles indented for are available in the Stores and can be supplied without affecting the supply of the requirements of the officers entitled to free supply of stationery. On these conditions being satisfied, the concerned clerks shall transfer the indent to the Stores for compliance, thereafter posting in the ledger and departmental register, before being finally returned to the section from which the indent was sent. The concerned clerk shall communicate to the Accounts Section, a list of articles supplied to the officers from time to time as and when contents slips are received from the Stores. The Accounts Section shall prepare bills of cost with reference to this list, and maintain a D.C.B. register in which particulars of the bills will be entered and submitted to the Assistant Controller or other gazetted officer in charge of the work along with the bill for attestation. The Accounts Section will intimate to the concerned Section the D.C.B. number in which the bill of cost has been sent for a particular supply. The collection of the cost of the article will be watched in the D.C.B. register.

(b) To ensure the prompt sending of bills for supplies made, a register of sale indents, charged every day shall be maintained by the D.C.B. clerk in the following form :—

Serial number.	Date of charging.	Charge number.	Indent number.	Name of officer to whom the indent relates.	Date of receipt of list of articles by A-2 from concerned section.	Date of sending bill.	Item number in the D.C.B. register.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

The D.C.B. clerk shall, at the beginning of each month, send the register to the posting clerk, who shall fill up columns (1) to (5) and return it to the D.C.B. clerk before the 7th of each month. The D.C.B. clerk shall watch the receipt of the lists of articles from the concerned section in respect of sale indents charged from time to time and call for the lists in respect of items for which lists have not been furnished by the concerned section. He should fill up columns (6) to (9) in the register from time to time as and when the lists of articles are received and bill of costs sent. A certificate should also be furnished by the D.C.B. clerk and submitted to the Assistant Controller or other gazetted officer in charge of the work by the 15th of each month to the effect that bills have been sent in respect of all sale indents charged, prior to the commencement of the month, previous to the month in which the certificate is furnished, i.e., the certificate furnished by the 15th of April should be in respect of all sale indents charged up to the end of the preceding February.

137 *How supplies are made on the indents from Stores.*—Indents, balance slips and supplementary indents received in the Stores from the Indent Section shall be charged without avoidable delay and sent to the Stock Section for taking out the articles passed for supply.

Each indent shall be dealt with on one and the same day by the several stock sections of the Stores. Issues to be made from the unopened stock against any item in the indent shall be noted in the remarks column of the indent. The stock clerks will take out the articles to be issued from their sections as far as stock permits, note the quantities actually taken out in column (14) of the indent and post the issue in the stock books concerned and impress the words " Out of Stock ", by means of a rubber stamp against those items which have not been issued for want of stock. For this purpose the indent shall be passed on from stock clerk to stock clerk until all the demands have been complied with. The indents shall then be returned to the clerk charging the indents. The indent shall then be given to the clerk maintaining the balance register for noting in the balance register the articles still due to be supplied on the indent. The indent shall thereafter be given to a warehouseman who will receive the articles from the various sections and pack them for despatch. The packers will prepare contents slips in triplicate to indicate the articles packed in the consignment. The contents slip shall be got checked by the warehouseman specially deputed for the purpose and his certificate for having checked the contents slip with the indent shall be obtained on all the copies of the contents slip. The packer will then hand over two copies of the contents slip to the warehouseman in charge of despatch of railway receipts and the indent to the clerk charging the indent. The credit note shall be signed by the Assistant Storekeeper. The consignment and the credit note shall then be handed over to the clearance clerk for booking the consignment. The clearance clerk shall hand over the railway receipt to the warehouseman in charge of despatching the railway receipts after booking the consignment. The railway receipt along with one copy of the contents slip shall immediately be despatched to the consignee. The other copy of the contents slip shall be transferred to the Indent Section. The indent shall then be transferred to the posting clerk for posting in Departmental Issue Register after which the indent will be transferred back to Indent Section. It will be the duty of the Store-keeper to see that the handling of the indents at different stages in various sections of the stores is done without delay.

138. *Issue of articles from open stock to packers and precautions to be taken by them in accepting articles.*—The clerk charging the indents shall enter in the register of charged indents, the name of the packer deputed to pack and despatch the consignment who will then receive the articles with reference to the quantities passed in the indent and initial the entries in the stock register. As the responsibility of the stock clerk will cease after the packer has accepted the issues and initialled the stock book, the packer shall under no circumstances accept an article without first checking the quantity and description with the indent. Packets of articles received from the Director-General of Stores, which have been opened or are not intact when received, or which show signs of having been tampered with, shall be counted in detail by packers before taking delivery. Unopened packets of articles received from the Director-General of Stores and Paper Mills need not be opened and counted by packers before or after taking delivery.

139. *Issues from bulk stock to packers.*—The packer deputed to pack a consignment shall pack the articles issued from the open stock in dealwood cases, baskets or gunnies as is necessary for the safe transport of the articles to their destination. He shall then take the indent to the Assistant Store-keeper who shall issue from the bulk stock any full bales or reams or cases, in accordance with the entries in the remarks column of the indent. The procedure prescribed in rule 137 supra, for loose stock, shall be followed in the case of issues from the bulk stock.

140. *Return of indents and acknowledgments of supplies made.*—It shall be the duty of the concerned clerk of the Indent Section or other sections to watch the return of the certificate of receipt of the consignment from the indenting officer and to call for it if there is any delay on the part of the Indenting Officer and to take prompt action if there is any complaint of excess or deficiencies or breakages.

141. *Indents of offices at State headquarters.*—In the case of indents of offices at State Headquarters (Local Indents) the Store-keeper shall intimate to the Indenting Officer a date on which an authorized agent should be deputed to take delivery of the articles from the Stores. The indents will be charged on the day on which the authorized agent comes to the Stores and he will receive the articles from the Stock Section. He will collect and bring them to the clerk charging the indents for a final check of the articles with reference to the indent and for preparation of list of articles supplied. The articles will be made over to the authorized agent after obtaining his acknowledgment in the indent.

142. *Issue of paper, etc., to Government Press.*—The Government Press is authorized to get from the Stationery Stores all kinds of paper, etc., required for printing standardized forms and other work relating to all Government Departments and local bodies. For this purpose the Press Branch will send an Annual Indent to the Stationery Branch in the prescribed form. The Annual Indent will be passed by the Indent Section and transferred to the Stores. As there are no facilities in the Press for storing the paper, the Press Branch is permitted to receive the paper in small instalments. For this purpose the Press Branch shall send separate requisition for supplies required for immediate use. The quantities issued on the requisitions shall be set off, against the quantities passed on the Annual Indent. In order that the quantity passed on the indent may not be exceeded, the quantities supplied shall be watched from a ledger account maintained by the Assistant Store-keeper in which the total quantity claimed and passed on the indent under each variety of paper is noted at the top of each page, set apart for each variety of paper and the datewar supplies made on requisitions received from time to time shall be entered. The requisition shall be sent in triplicate in the form prescribed for the purpose. If an article asked for is not supplied or if a quantity less than indented for is supplied, necessary entries should be made by the Stationery Stores in all the three copies of the requisition. The requisitions will be sent to the Press along with the consignment through the lorry staff of the Stationery Stores and the original copy will be returned by the Press Branch duly acknowledging the receipt of the articles supplied on the requisition. The remaining two copies will be retained by the Press Branch for its purposes. An advice showing the particulars of supplies of paper made to the Press Branch every day shall be sent from the Stationery Stores to the Press Branch, on the following day. The Press Branch shall return the advice to the Stationery Stores duly acknowledging the receipt of the paper. The Press Branch shall give at least three days' notice to enable the Stationery Stores to arrange for transport and also to suggest and get the approval of the Superintendent, Government Press, for supplying suitable substitutes if particular items requisitioned are out of stock.

143. *Periodical checks on stores and accounts.*—Nothing causes greater dislocation in the working of the Stationery Department or greater inconvenience to Indenting Officers, than that any article should be out of stock. In each article six months' stock calculated on the basis of the average of the annual consumption of three previous years shall always be maintained. This represents the requirements to meet the demands of indenting officers to whom supply is due in each quarter and three months' reserve stock. This will be the minimum stock to be noted in the stock book in the space provided for the purpose in the pages of the stock book allotted to each article. To ensure that the minimum stock is always maintained, the Store-keeper shall send on the first day of every week a statement in duplicate showing the article the stock of which is below the minimum stock. One copy of the list will be kept by the Section Head of Indent Section. The other copy will be kept by the Manager and he will take steps for replenishment of stock. The Store-keeper shall furnish to the Controller through the Manager by the fifth day of the last month in each quarter a list of articles which are below the minimum stock and the Manager shall note against each item the action taken to replenish the stock of articles the stock of which has run below the prescribed minimum. The Store-keeper shall once a quarter, i.e., by the 15th of the month following each quarter, furnish the list of articles in the stores which are likely to become a dead stock for want of demand and obtain orders of the Controller for their disposal.

NOTE (i).—The minimum stock to be noted in the stock books shall be furnished to the stock clerk by the ledger clerk.

(ii) Articles for which there has been no demand for more than one year shall be treated as dead stock unless there are special reasons not to treat them as such.

144 *Quarterly verification of stores by the Store-keeper.*—The Store-keeper shall once a quarter, verify 25 per cent of the stores with the bulk and loose stock registers. By the 15th day of April, July, October and January he shall submit to the Controller a certificate of his verification together with (i) a list of excesses or deficiencies found by him and (ii) a list of articles which have become damaged or unserviceable or are likely to become damaged or unserviceable. The Controller of Stationery and Printing shall carefully investigate the facts and where any deficiency or damage is attributable to carelessness shall recover the cost from the officer responsible. Excesses so reported may be adjusted and deficiencies written off within the sanctioning powers of the Controller of Stationery and Printing, as defined in rule 45 of the Manual.

145. *Posting of issues of stationery in the departmental registers.*—As soon as indents, etc., are received by the posting clerk under rule 137 supra, he shall post the issues in the departmental registers concerned and return them to the sections concerned through the clerk charging the indents to enable the concerned sections to watch for the acknowledgment from the indenting officers. It will be the duty of the Store-keeper to see that there is no delay in posting and retransmission of indents to the sections concerned.

146. *Posting of issues in the daily totals register and in the ledger.*—When the issues for the day in the several departments have been posted and the total for each department struck the posting clerk shall post the daily totals register; the entries therein shall then be totalled, compared with the issues in the stock-books and the register handed over to the ledger clerk for posting the ledger. It will be the duty of the Store-keeper to see that there is no delay on the part of the posting and ledger clerks and report to the Assistant Controller any slackness on their part.

147. *Monthly reconciliation of day-books.*—At the beginning of each month, the balances appearing in the ledger on the last day of the preceding month shall be compared with the totals of the balances appearing against the same date in the bulk and loose stock registers maintained in the Store Section. The ledger clerk shall be responsible for the correctness of the verification and shall by the 10th day of each month, submit a certificate of his verification together with a memorandum of adjustment, if any, to be made in consequence of wrong postings in the accounts, for the sanction of the Assistant Controller. The memorandum should specify clearly in what accounts the adjustment is to be made. After an adjustment is sanctioned by the Assistant Controller it will be the duty of the Store-keeper to see personally that it is carried out in the registers.

148. *Preparation of price list of stationery articles.*—For the purpose of valuing the stationery supplied by the Stationery Department a price list shall be prepared by the Accounts Section annually and printed at the Government Press in Royal Octavo size (9-7/8″ × 6-1/8″) early in each official year, i.e., before the end of May. The Head of each department shall inform the Controller of Stationery and Printing not later than the 28th February, the number of copies of the price list he requires for his own office and for offices subordinate to him. In the preparation of this list, the Accounts Section shall be guided by the following instructions :—

(*a*) In the case of articles received from abroad the price of each article as given in the latest invoice shall be converted into rupees, at the average rate of exchange, prevailing on first April as ascertained from the Accountant-General plus the following on account of freight, customs duty, etc. :—

Freight.—Eight per cent of the invoice value of the article or the actual freight noted in the invoice when the invoice relates exclusively to one article. Director-General's departmental charges —3 per cent, Customs duty, if any, paid on the goods.

One per cent of invoice value to cover handling charges till delivery of the article into the Stationery Stores.

(*b*) In the case of paper obtained from Indian mills against the allocation given by the Director-General of Supplies and Disposals, New Delhi, 3 naye paise will be added to the running contract rate per pound to cover freight and other handling charges, until the paper is brought to the stores. One per cent of the contract rate will also be added to cover the Director-General's Departmental charges.

(*c*) In the case of articles purchased locally either from private firms or other Government Departments the actual price paid shall be taken as the value, when the price is for free delivery Stationery Stores. When the price paid is on terms other than free delivery Stationery Stores, 5 per cent of the price will be added to the price paid to cover freight and other handling charges in computing the value of the article.

(*d*) In the case of all articles, whether obtained from abroad or purchased locally, which are supplied to officers, whose indents are to be complied with on payment or adjustment an addition of 21 per cent should be made to the prices in clauses (*a*), (*b*) and (*c*) above to cover departmental charges. One per cent of the value of the articles will also be added to cover packing charges in the case of mufassal indents. Twenty-one per cent departmental charges need not be levied on the stationery supplies to the " Raj Bhavan ", Comptroller, Governor's Household and his establishment and Surgeon and his establishment.

(*e*) The rates shall generally be worked out to the nearest naya paisa, fractions half and less than half a naya paisa being ignored and fractions more than half being rounded to the next higher naya paisa. But in cases where the portion to be omitted forms a large portion of the price of the article the rates shall be worked out for larger units. The issue rates of articles such as white printing, unbleached printing, coloured, ledger and other papers and straw boards, etc., as are purchased at a flat rate applicable to each class consisting of several items will be worked out with reference to flat rate for all goods in each class irrespective of the consideration whether any individual items in any class are purchased or not during the supply year. The price list shall contain the price of all articles which are in stock on the first April of the year, besides the prices for the articles to be purchased during the year. New items purchased during the year shall be included in the price list by issue of addendum slips as and when purchases are made.

1 9. *How bills for stationery purchased to be paid.*—When bills for the purchase of stationery are presented for payment the procurement section shall check them with reference to the Committee book and agreement entered into with the contractor to ascertain first that the articles have been brought to account and secondly that the contract rates have not been exceeded. The bill shall then be transferred to Accounts Section for passing along with the connected files. The Accounts Section will also make a second check to see that the article has been brought to account in the Committee book and that the contract rates are not exceeded. The bill shall then be passed by appropriate endorsement on the bill and noting the fact in the Committee book against the relevant item. Payments shall be made by drawing contingent bills. In the case of contractors at the State Headquarters the contingent bill shall be endorsed in favour of the contractor or any financing bank, which has been legally empowered by him to receive payment. The contingent bills shall be signed either by the Controller or any other Gazetted Assistant to whom the power of signing contingent bills is delegated by the Controller. The contingent bill with the supporting vouchers shall then be made over to the payee in the city for presentation, at the office of the Pay and Accounts Officer, Madras. In respect of contractor outside the State Headquarters but within the Madras State the contingent bill with the supporting vouchers shall be despatched to the payee by registered post acknowledgment due for presentation at Government treasuries concerned for payment. An advice shall at the same time be sent to the Pay and Accounts Officer, Madras, or the Treasury Officer concerned, as the case may be, giving particulars of the bill. In the case of contractors outside the State of Madras payments due to two or more contractors may be included in a single bill and cheque obtained from the Pay and Accounts Officer, Madras, for the amounts due which shall be sent to the Reserve Bank of India, Madras, for the issue of demand drafts or remittance transfer receipts in favour of the contractors or any financing bank which has been legally empowered by them to receive the payment for the amounts due to them. In case of supplies made by other departments of Government, in which the bills are received in triplicate, the original and duplicate copies shall be returned duly countersigned to the officers concerned. The amounts in respect of such bills are adjusted in the accounts of the Stationery Department directly by the Accountant-General on receipt of countersigned bills from the supply Departments. In the case of paper supplied by Indian mills on supply orders placed against running rate contract for each year entered into by the Director-General of Supplies and

Disposals, New Delhi, with the various paper mills in India, payment is made by the Accounts Officer of the Directorate and debit passed on to the Stationery Department through the Accountant-General, Madras. It shall be the duty of the Accounts Section to watch the debits raised in the departmental accounts from time to time. To ensure this being done, a register in the following form shall be maintained in the Accounts Section. Copies of bills sent by the mills to the Accounts Officer shall be called for from the Indian mills by the procurement section and transferred to the Accounts Section for noting the relevant particulars in the prescribed register.

FORM OF THE REGISTER TO WATCH ADJUSTMENTS OF PAYMENTS MADE FOR SUPPLIES OF PAPER BY INDIAN MILLS.

Serial number.	Name of the mill.	Bill number and date.	Amount.	Supply order number and date.	R.R. number and date.	Particulars of supply.	C.B. number and date.	Date and voucher number in which debit raised.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

150. *How unserviceable articles to be disposed of.*—All such articles as the Controller with reference to rules 143 and 144 supra finds to be no longer required or to be unfit for issue shall be at once separated from the main stock and kept in the register of articles set apart for auction S.Sty. 57 and dealt with in the manner laid down in the rule 153 infra. All articles condemned and noted as " condemned and set apart for auction " in the register of returned articles shall be entered in the register of articles set apart for auction (S. Sty. 57).

151. *How articles returned by the officers are dealt with.*—All articles returned to the Stationery Department under rules 59 to 62 and rule 87 of the Manual shall be entered in a register in form S. Sty. 56 which shall be maintained in the Stores. The articles shall at once be examined by the Assistant Controller and if they are found to be good and fit for issue shall be added to stock by an adjustment slip bearing the serial number of the entry in the register of returned articles. The transactions shall be posted in the stock register as deduction from issues. The adjustment slip will then be transferred to the posting clerk who will make a similar entry in the Departmental register concerned and return the adjustment slip to the clerk dealing with the correspondence, for filing with the connected papers. Articles which are not fit for adding to stock will be dealt with in the manner laid down in rule 152 infra.

152. *How damaged articles to be disposed of.*—Articles of stationery including cyclostyle machines which are unfit for reissue and which cannot be economically repaired and which are returned under rules 59 to 62 and 87 will be condemned by the Assistant Controller and set apart for auction.

153. *Sale of unserviceable and other articles by public auction.*—The Assistant Controller shall arrange for the sale in auction once a quarter of all articles entered in the register and ordered to be treated as damaged, unserviceable, or not required for use, and obtain the orders of the Controller for confirmation of the sale.

154. *Quarterly certificate regarding the disposal of damaged articles.*—The Assistant Controller shall once a quarter certify in the remarks column of the register of unserviceable typewriters and the register of other condemned articles, that all articles returned to the Stationery Department have been disposed of in accordance with these rules.

155. *Annual Stock Verification.*—The stock of stores in the Stationery Stores shall be verified each year with reference to the balances appearing in the stock registers maintained in the store section on the date of verification by a gazetted officer appointed by the Government. The stock verification shall commence on or as soon as possible after 1st April. The period of stock verification shall ordinarily be six weeks. During the period of stock verification the issue and receipt of stores from and into the section, under stock verification shall ordinarily be suspended. But urgent demands will, however, be complied with only under the special orders of the Assistant Controller.

156. *Receipts of stores prior to stock verification.*—In order to facilitate the annual stock verification, it is desirable that the stock of various articles in the loose stock section is kept as low as possible. To this end, stores from the bulk stock shall not be transferred to loose stock unless they are required for issue prior to the commencement of stock verification. The dates of supply of articles by contractors shall also be so regulated as to avoid delivery of stores by the contractors during stock verification period unless such articles are required to comply with urgent demands.

157. *Store keys to be kept sealed during stock verification.*—The keys of the stores section which is under verification shall be kept sealed in a bag or cover, at the end of each day the sealing being done in the presence of the Store-keeper and the Stock Verification Officer. The sealed bag or cover shall be opened in the presence of the Store-keeper and the Stock Verification Officer every morning just before the commencement of work of verification of the stock section. The procedure shall be adopted until the verification of the section is completed.

158. *Verification of loose and bulk stock by Stock Verification Officer.*—The entire stock in each section shall be verified before passing on to the next section, first the loose stock and then the bulk stock.

159. *Verification of intact bundles, etc.*—While checking the loose stock, the Stock Verification Officer shall proceed to the several racks and almirahs in which the articles are stored and examine them there. If the loose stock consists of boxes, packets or bundles of a uniform size and with their original packing intact, it shall suffice if the boxes, packets or bundles are counted in detail and 5 per cent of each particular class selected at random opened and tested. All broken boxes, packets or bundles shall however be verified in detail.

160. *How bulk stock to be verified by the Stock Verification Officer.*—The bales or cases of each particular class of article in the bulk stock shall be counted in detail and at least one bale or case of every kind of stock, shall be opened and examined. But when the number of bales or cases exceed one hundred, 1 per cent of these shall be examined.

161. *The entry in the stock registers to be made by the Stock Verification Officer in red ink with initials and date under each item.*—As he checks each particular article the Stock Verification Officer shall in his own hand enter in red ink, the quantities actually found by him in the stock register concerned and shall initial and date every such entry.

162. *Preparation of excess and deficiency statement.*—As the stock verification proceeds, a statement showing in one view, the book balance, the balance actually found by the Stock Verification Officer and the difference, if any, with its valuation under each head shall be posted daily by the stock clerks, verified and accepted by the Store-keeper and checked by the Accounts Section and the Stock Verification Officer shall be responsible for seeing that this is done.

163. *The stock verification report to be submitted to the Controller of Stationery and Printing for transmission to Government.*—At the close of the stock verification, the Stock Verification Officer shall countersign the statement referred to in rule 162 supra and submit it to the Controller of Stationery and Printing, with his remarks and with a certificate in the form noted below :—

"I hereby certify that I have personally verified by actual counting, the stock of stationery in the Stationery Store with reference to the balances appearing on the date of verification of the several items in the stock registers maintained in the store section of the Stationery Department in accordance with rules 158 to 162 of the Stationery Manual.

I further certify that there are no other articles in the store rooms which have not been examined by me and the list of excesses and deficiencies herewith submitted is a true and complete list of all variations between the balances appearing on the date of verification and the stock on hand on those dates."

164. *Date of submission of the report of the Stock Verification Officer to Government.*—The Controller of Stationery and Printing shall submit the report of the Stock Verification Officer with the statement of the excesses and deficiencies with any remarks he may have to offer, to the Government by the 1st of August at the latest,

165. *Adjustments of excess and deficiency in the day-books owing to stock verification.*—After the stock verification is over the stocks as reported by the Stock Verification Officer shall be adopted in the stock registers and ledgers thus " as per stock verification of ".

166. *Preservation of records.*—The records mentioned in the list below will be destroyed after the periods prescribed against each, subject to the instructions in Article 326 of the Madras Financial Code, Volume I :—

Description of record.	Period of preservation.	Authority.
	YRS.	
Pay bills and when maintained separately, acquittance rolls for pay and allowances (other than travelling allowance) of Government servants for whom no establishment returns are submitted or no service books or service rolls are maintained.	35	
* Pay bills and, when maintained separately, acquittance rolls for pay and allowances (other than travelling allowance) of Government servants for whom establishment returns are submitted and service books or rolls maintained.	6	Article 326 (*b*), Madras Financial Code, Volume I.
Pay bills, and when maintained separately, acquittance rolls of Government servants in last grade service.	45	
Registers of contingent expenditure	5	
Sub-vouchers	3	
Detailed budget estimates of an office	5	
T.A. bills and acquittance rolls relating to T.A.	3	
Statements of monthly progressive expenditure and correspondence relating to discrepancy in the figures.	2	
Register of cheques received	25	
Cash book	25	
Register of undisbursed pay, etc.	10	
D.C.B. bill files	10	
D.C.B. registers	10	
Attendance register	3	
Casual leave register	1	
Annual establishment return	35	
Pension cases (including the service books and leave accounts attached to them) in which invalid or compensation pensions have been sanctioned.	25	
Other pension cases (including the service books and leave accounts attached to them).	5 years after the retirement of the Government servant concerned.	Article 326 (*b*) of Madras Financial Code, Volume I.

* Before the head of an office allows any pay bills or acquittance rolls to be destroyed, he should take care to satisfy himself that the procedure in regard to the maintenance and verification of service books prescribed in subsidiary rules 6 and 12 under Fundamental Rule 74 (*a*) (iv) Part III of Annexure II of the Madras edition of the Fundamental Rules has been strictly followed in regard to those pay bills or acquittance rolls.

NOTE 1.—Service books and other papers relating to a claim for gratuity should be retained until the claimant attains 55 years of age or dies, whichever is earlier and also until final orders have been passed on the claim.

NOTE 2.—In regard to service books of Government servants who have been dismissed or discharged or have resigned or died whilst in service, *see* rules 14 to 16 of the subsidiary rules under Fundamental Rule 74 (*a*) (iv) contained in Part III of Annexure II of the Madras edition of the Fundamental Rules.

Description of record.	Period of preservation.	Authority.
	YRS.	
Distribution register	5	Appendix J, District Office Manual.
Fair copy register	3	
Despatch by post and local delivery book.	3	
Stamp account	3	
Security register	10 years provided all the valuables entered therein have been duly accounted for.	
Periodical register	10	
Call book	3	
Stock book of cheque books	10	
Record issue register	3	Appendix J, District Office Manual.
Stock book of stationery and forms ..	10	
Stock book of furniture	Permanent.	
Stock book of price list	3	Appendix J, District Office Manual.
Personal registers	5	
Arrear list	3	
Running note file to the personal and periodical registers other than special registers.	3	
R. Disposal	Permanent	Paragraph 109, District Office Manual.
D. Disposal	10	
Lodge disposals	1	
Transit register	3	....
Ledger of daily receipt and issues ..	10	....
Departmental issue register and register of daily totals of issues of stationery.	10	....
Register of articles ordered from abroad.	10	....
Register of typewriters, duplicators and other machines received.	10	....
Register of outgoing consignments ..	10	....
Register of returned articles	10	....
Register of articles set apart for auction.	10	....
Stationery Committee book	10	....
Register of all receipts of consignments in stores.	10	....
Bulk stock book	10	....
Loose stock book	10	....

Description of record.	Period of preservation.	Authority.
	YRS	
Store register	10	....
Godown voucher book	10	....
Intra Store Transfer vouchers.. ..	10	....
Balance register	3	....
Register of purchases made from contingencies.	5	....
Periodical progress reports of different sections in stores.	3	....
Lorry log book	3	....
Register showing hour, etc., of handing over and taking back sealed bag containing store key.	1	....
Credit notes issued for consignments ..	5	....
Attendance register of mazdoors, etc.	3	....
Pay bills and acquittance rolls of mazdoors and other store staff excluding ministerial staff.	45	....
Contractor's agreements for supply of stationery.	10	....
Procurement register	5	....
Register showing list of articles auctioned.	5	....
Check register of orders and supplies.	10	....
Office copies of consignee receipts ..	5	....
Clothing indent files	5	....
Register of clothing indent	5	....
Register of clothing orders	5	....
Indent register	10	....
Register of short receipts	10	....
Stationery indent files	10	....
Register of permanent numbers assigned to typewriters.	Permanent.	
Register of loan machines	20	....
Register of typewriters supplied to Gazetted Officers.	30	....
Register of unserviceable typewriters.	Permanent.	
F. files of typewriters and duplicators.	5 years after date of condemnation of the machine.	