

**MANUAL OF THE
KARNATAKA GOVERNMENT STATIONERY DEPOT**

CHAPTER 1

Origin, Organisation and Administration

1. The Government Stationery Depot is established for catering for the needs of papers, typewriters and other stationery articles and indirectly of the forms and registers required for use in all Government Offices according to rules, framed by Government in this behalf. The Depot is located in Bangalore, the headquarters of the Government of Karnataka. Branch Stationery Depots have been established at Dharwar and Gulbarga and located in the buildings of the respective Government Branch Presses.

2. With a view to establish a Legislature-cum-Budget Wing in the Government Press, Bangalore, and also with a view to provide the Government Stationery Depot and Government Book Depot with modern well designed accommodation, a new building has been constructed at Bangalore and the Government Stationery Depot, has to be shifted to the new buildings here the Stores could be arranged in a more systematic manner than is possible at present with the limited accommodation. In the new building, the first floor is of 24 feet height, where bales and bundles of paper are to be stockede. In the portion of the buildings allotted to the Stationery Depot in the top floor, the Stationery Depot Office and the Stationery Depot Stores of materials and articles other than papetr re to be stocked.

Note.- The Government Stationery Depot has since been shifted to the new buildings.

3. The Government Stationery Depot is under the administrative control of the Secretary to Government, Education and Youth Services Department, the Director of Printing, Stationery and Publications being in administrative charge, as the Head of the Department of Printing, Stationery and Publication, Bangalore, and the Deputy Directors of the Government Branch Presses at Dharwar and Gulbarga being in immediate charge of the Branch Stationery Depots at Dharwar and Gulbarga respectively, and an Assistant Director being in immediate charge of the Government Stationery Depot, Bangalore.

4. The Stock Verification Officer appointed in the Department of Printing, Stationery and Publications will attend to the duties of periodical stock checking (and reporting the results thereof) of all Stores articles in the several offices of the Department including the Government Stationery Depot, Bangalore and the Government Branch Stationery Depots at Dharwar and Gulbarga.

5. The Assistant Director, Inspection Cell, of the department will conduct inspections of offices of other Government departments with a view to proper observance of the rules for the receipt, stocking and issue of stationery articles, and economy in their use.

6. This Department is essentially a Service Department, which purchases and stocks all essential articles of stationery, papers, typewriters and other

duplicating materials in bulk quantities at competitive rates and supplies to all Government offices, generally once a year on indent, according to the rules framed by Government.

7. The supply of certain stationery articles, papers, etc., is also made to Commercial Department of Government, Government Industrial concerns and institutions, and Local Bodies and Offices authorized to obtain supplies on payment basis, in accordance with the rules for such supplies. This is to ensure uniform standard and economy in the purchase and use of the Stationery and papers, etc., in all Government Offices and institutions and avoid the use of luxury articles.

8. The Director of Printing, Stationery and Publications has jurisdiction all over the Karnataka State in respect of Government Printing, Stationery and Publications and allied matters.

9. The Government Stationery Depot, with its Branches, being a unit of the Department of Printing, Stationery and Publications, all the Service Rules including Rules regarding appointments, promotions, leave, pension, Classification, Control and Appeal, and Discipline, and conduct, attendance and other applicable to the Ministerial establishments of the Department are applicable to the Government Stationery Depot, and the relevant provisions of the Government Presses Manual are applicable.

CHAPTER II**Duties and Responsibilities****GENERAL****Applicability of Provisions of Government Presses****Manual**

10. The Government Stationery Depot, being a unit of the Department of Printing, Stationery and Publications, the provisions of this Chapter have to be read along with provisions of the Chapter on Duties and Responsibilities in the Government Presses Manual, and all provisions in the Government Presses Manual relevant to the Government Stationery Depot, and possible of application are applicable to the Government Stationery Depot also. The Provisions of Paras 21, 22 and 35 are in particular applicable to the Government Stationery Depot also.

Director

11. The Director is the head of the Department ii therefore only he will correspond with the Government in all matters and is in overall administrative charge of the Government Stationery Depot and the Government Branch Stationery Depots.

Assistant Director

12. (a) The Assistant Director, under the guidance of the Director, is in immediate charge of the Government Stationery Depot, both Office and Stores.

(b) The Assistant Director in charge of the Stationery Depot should exercise full control of the work

in the Depot both correspondence and accounts, and also Stores and must maintain discipline among the several officials. He is responsible for carrying on the work of the Depot with the maximum efficiency and minimum cost.

(c) He must call for the annual indents from a offices and institutions which draw their requirements from the Depot, duly countersigned by the competent authorities arrange for their scrutiny and arrange for the supply in time of the articles admissible, according to the scheme of Rotation of Indents approved in G. O. No. ED 1075 UPS 57, dated 15th December 1960 as amended from time to time.

(d) The Assistant Director should prepare a forecast of all stationery articles, papers, typewriters, etc., required for use of all Government Offices and institutions during the ensuing year and prepare an estimate of cost for the purchase of these articles and submit the same to the Director for approval and forwardal to the Stores Purchase Department for issuing enquiries for the purchase of such items as have to be obtained 'through 'the Stores Purchase Department. On receipt of sanction to purchase the articles, he must take action to arrange for their purchase 'through approved agencies, I.e., Director General of Supplies and Disposals in respect of papers, boards, typewriters, etc., Stores Purchase Department in respect of most stationery articles, and direct purchase through tenders by the Director of Printing, Stationery and Publications, in respect of articles which could be thus purchased.

(e) On the determination of the supply firms/contractors and the quantities and rates of supply, in each case, the Assistant Director must take prompt action to get the necessary agreements executed by the parties in the name of 'the Governor of Karnataka and collect security deposits if any, for the due performance of the contract as specified in the Local Indents of the Stores Purchase Department. He must place indents with suppliers/contractors for the supply of the articles in one batch or in several batches in the interest to Government work.

f) As each supply is received either by delivery at the Stationery Depot or at the Railway Station, the Assistant Director must make proper arrangements to clear the consignments immediately. He must report to the Director the arrival of the supply and take orders to open 'the packages, get them examined with the approved specimens enclosed to the quotations, by a Gazetted Officer who is ordered by the Director, and if the supply is found to agree with the approved specimen in all respects, he may report the matter to the Director for acceptance. Thereafter the supplier's/contractor's Bill must be taken up for processing and payment. In case the articles supplied do not conform to the approved specimen, the supply should be rejected or kept in abeyance and the supplier/contractor intimated at once by a letter to replace the articles as per specifications.

(g) Government have ordered in Order No. ED 234 MPS 62, dated 4th July 1963 that one of the Gazetted Assistants working at the Head Office of each

Department should be designated as Ex-Officio Departmental Controller of Stationery and Forms in the department and 'this officer should deal with all correspondence of Printing and Stationery matters of the Department. This Officer is responsible for the proper indenting, accounting and economical use of 'the printed forms and stationery articles in all offices of the Department. The Assistant Director should prepare a list of all these officers and keep in constant touch with them regarding the supply, issue and stock position of the Stationery articles.

OFFICE

Superintendent Grade I (Supervisor)

13. He is the head of the Government Stationery Office and should guide, check and supervise the work of all officials in the office and is responsible for the efficient working of the office. Among his duties will be marking of the tappals to the several officials, to take action forthwith in the case of D .0. letters, telegrams, Government letters, and performance of all the duties of the head of the clearance section relating to Government Stationery Depot, maintaining of Inspection minute book, maintenance of the Railway Receipts Register (Inward) and issue of Credit Notes to Railway Receipts; checking of the Attendance Registers, Cash and connected registers, Pay Bills, Contingent Bills, T. A. Bills, Medical Reimbursement Bills and Firms Bills; scrutinizing replies put up by all the officials of the Government Stationery Office and furnishing replies, promptly to the Accountant General, Karnataka,

Bangalore in respect of the Audit Reports; daily checking of postings of Ledgers of Stationery Stores articles and ensuring that postings are prompt and correct; scrutiny of the tenders and quotations received from the Stores Purchase Department and, directly called for by the Stationery Office with the help of the Account's Clerk who prepares the comparative statements; writing draft Administration Report of the Government Stationery Office; and scrutinising the indents passed by the Indent Clerks with reference, to the scale fixed by Government in their Order No. ED 1075 UPS 57, dated 15th December 1960; and preparing the forecast of the requirements of stationery articles for the official year following in Consultation with the Superintendent Grade I (Manager), Stationery Stores

First Division Clerks (3)

14 (a) One First Division Clerk shall be in charge of maintaining and posting of Cash Books, Contingent and allied Registers, General Receipt Books and their stock = account, preparation of A . C. and D . C. Bills; passing of the contractor's bills and maintaining the registers connected therewith; preparation of the comparative statements in respect of tenders received from the Stores Purchase Department and quotations directly invited by the Government Stationery Depot Office, getting them checked by the Superintendent Grade I, with reference to the quotations and samples received from the firms; inviting quotations and placing orders and arranging payments in the case of materials purchased within the powers delegated to the Director; maintaining the register to link payments of 95 per cent

and 5 per cent bills . in respect of supplies received and to attend to the clearance of outstanding Audit objections for payment of balance of 5 per cent for supplies made on the Director General of Supplies and Disposals rate contracts.

(b) One First Division Clerk shall attend to preparation of Annual Indents of Papers and Paper Boards for allocation of the same by the Director General of Supplies and Disposals, New Delhi on the several mills, correspondence with the Director General of Supplies and Disposals, New Delhi, relating to allocations and additional allocations, and transfer of allocations from one mill to another, and issue of amendments whenever necessary; placing supply orders for supply of papers and paper boards required for the Government Stationery Depot and to the Government Branch Presses in the State on receipt of the rate contract from the Director General of Supplies and Disposals; correspondence with the Branch Presses regarding the supplies from mills of papers and boards on the rate contract of the Director General of Supplies and Disposals, New Delhi; correspondence relating to certain special varieties of papers other than those allocated by the Director General of Supplies and Disposals; checking of monthly and yearly statements of excesses and deficiencies during stock verification prepared by the concerned Second Division Clerk, with reference to invoices.

(c) One First Division Clerk (Typewriter Store Keeper) will be in charge of Typewriters of the Typewriter Stores wherein English Typewriters, Portable

Typewriters, and Kannada Typewriters are stocked for general supply for all the Government Offices in the State, and in addition he will be in charge of all the old and unserviceable typewriters and duplicators returned by the several offices. He will also attend to all correspondence relating to purchase and issue of English Typewriters and duplicators, Calculating Machines, Adding Machines and to the duties of placing of orders with the firms for the supply of Typewriters on the rate contract of the Director General of Supplies and Disposals, maintenance of Stock, Receipt and Issue Register's for the Typewriters, attending to 'the work of auction of old and unserviceable typewriters and old and unserviceable duplicators once a year or as may be necessary, and attending to all outstanding Audit objections of balance 5 per cent bills for the supplies of Typewriters and Duplicators, etc., made on the rate contract of the Director 'General of Supplies and Disposals, and issue of Inspection Notes in respect of supply of Typewriters.

Second Division Clerks (8)

15. (a) One Second Division Clerk shall be in charge of maintaining the registers of receipt and issue of all the papers and paper boards, noting their values and getting the book balances tallied with the balances arrived at as per Bin Cards posted in the Stores, preparing the excesses and deficiencies statements on monthly check by the Gazetted Officers, and also annual stock verification, and getting the ledgers checked by the Internal Audit Section every day.

(b) One Second Division Clerk shall attend to the duties. of preparation of Establishment Pay Bills, supplemental Pay Bills, T.A. Bills and Medical Reimbursement Bills, and copying them to concerned registers; maintaining the leave ledgers relating to Casual Leave and furnishing the title to leave; maintenance of the Service Registers of all the officials of the Government Stationery Depot; maintaining 'the Stamps Account Register and issue of the stamps to the Despatcher as and when necessary after obtaining acknowledgment; maintaining the receipt and issue registers of Stationery articles and Forms and Registers.; maintaining the Furniture Registers, Office Order Book and Leave Order Book ; and posting of receipts and issues to the Registers with value in respect of all the stationery articles stocked in the Government Stationery Stores and issue to several departments.

(c) One Second Division Clerk shall attend to maintaining the list of paying departments and attending to corrections of this list as and when necessary, preparing 'the bills of paying departments in of supplies made to the several Government paying departments against, the annual indents, issue of reminders to adjust the bills and maintaining the Bills Registers and o watch the adjustments.

(d) One Second Division Clerk will be the Indent Clerk in respect of certain offices allotted to him and shall attend to send the printed indent forms to all Departments in time as per Rotation Scheme of supply prescribed register the indents' when received, issue reminders or indents not received, scrutinise and pass

the indents with reference to rules, put up supply orders and send them to the Stores after approval and obtain acknowledgments, watch supplies and arrange for supplies being made in time according to prescribed dates, arrange for balance supplies and additional supplies as may be necessary by putting up supply orders, attend to all work connected with indents for table equipment and articles of periodical supply and supply on such indents, and attend to all correspondence relating to supply of stationery articles, papers and table equipment to the offices situated in the districts he is concerned with. He will maintain the Indents Register and the Periodicals Register and note issues made in these.

He will also attend to all duties concerned with supplies to the private presses and to Government Branch Presses on requisitions received from them. The duties connected with supplies to the offices in the districts of (1) Kolar, (2) Chickmagalur, (3) South Kanara and (4) Coorg are allotted to this official. (e) One Second Division Clerk will be the Indent Clerk in respect of the offices situated in the districts of (1) Bangalore City, (2) Bangalore District, (3) Hassan, (4) Tumkur and (5) Mandya.

(f) One Typist-cum-Second Division Clerk—This official's duties shall be the duties of Indent Clerk in respect of offices situated in the districts of (1) Chitradurga, (2) Shimoga and (3) Mysore, as set forth in the duties of Indent Clerk in para (d). In addition, this official will attend to typing of all routine letters and notes and assist the Typist in typing work.

(g) One Second Division Clerk shall attend 'to the duties of registering of all inward letters and telegrams received from several Government Offices in the State, from the Accountant General, from Government and other sources; preparing daily, weekly and monthly pending statements, daily pending statements being prepared of references requiring immediate disposal; and putting up cross references to 'the 'To Registers' maintained by the Despatching Clerk.

(h) One Second Division Clerk shall attend to the registering of outgoing letters ; despatch of Railway Receipts received from the Stationery Stores, and maintenance of Service Stamp Accounts and connected registers, Tappal Book and Peon's Delivery Book.

Typist

16. The Typist will attend to all the duties of typing of the Stationery Depot, assisted by the Second Division Clerk-cum-typist in routine work and will maintain the Typewriter and accessories in good condition and see' that all the typing work of the Depot is attended to accurately and promptly. He will maintain a register showing: details of the typing work attended to each day.

STORES

Superintendent Grade I (Manager)

17. The Superintendent Grade I, Stationery Stores assisted by 'the Assistant Store Keeper and First and Second Division Clerks shall be the Head of the Stationery Stores and be in overall charge of the Stores.

Individually his duties and responsibilities are maintenance of Stock Ledger and Bin Cards for all Stationery articles and papers and being in charge of all Stationery articles, supply of papers to several departments and general supervision of work in the Stores. He will be assisted, by the Assistant Store-Keepers who will assist him whenever he is free from his outdoor work. Bin Ledger for articles in his charge should be maintained by the Superintendent assisted by the Assistant Store-Keeper.

First Division Clerks (2)

18. (a) One First Division Clerk will be in charge of all Drawing materials and table equipment materials, Bin Ledgers for these, and will attend to the duties of invoicing Drawing materials and table equipments along with the values of the articles supplied.

(b) One First Division Clerk assisted by a Second Division Clerk will be in charge of all printing papers, straw boards, and special papers. He must prepare the invoices for the issue of papers to Paper Room with the value's thereof. He must maintain the Bin Cards for these and put up Inspection Notes in respect of supplies made on 'the D.G.S. and D. rate contract.

Second Division Clerks (4)

19. (a) One Second Division Clerk will assist the First Division Clerk in charge of Printing Papers. straw boards and special papers, and attend to 'the duties of invoicing with values for all articles suppliment and any other work that may be entrusted to him in the interest of Stores Work.

(b) One Second Division Clerk, shall attend to all duties of despatching work of bundles and cases, booking bundles to be sent by Railways, and despatching Railway Receipts to Office Branch for being sent to parties by registered post, maintenance of all connected registers and packing materials registers and to duties of passing bills in respect of articles received in the packing section and other miscellaneous duties that may be entrusted in connection with the stores work.

(c) With the introduction of departmental lorry service and undertaking the clearance of the consignments received from various suppliers, one Second Division Clerk has to attend to clearance of the consignments of all papers and other articles, received from several mills and firms and in addition he will attend to the booking of the bundles by the Railways, by going to the Railway Station by lorry.

(d) One Second Division Clerk shall attend to the maintaining of the Indents book, noting the number of supply orders received from the Stationery Office, and pasting of the acknowledged invoices, issue of reminders whenever necessary for the return of invoices, duly acknowledged. He will also be in charge of old and fresh invoice books, and assist in invoicing whenever necessary. He will also prepare a 'list of supply orders pending daily at the end of the day's work.

20. One First Division Clerk working in the Stationery Depot Office [see para 14 (c)] will be in charge of the Typewriters and Duplicators Stores and attend to all the duties of stocking, invoicing with value and main-

taining ledgers, as in the case of other Stores articles.

Attender

21. The attender is attached to the Typewriter Stores to Which duties connected with purchase of Typewriters and correspondence relating thereto are entrusted. He will work immediately under the Typewriter Store Keeper and shall attend to all duties of manual assistance to the Typewriter Store-Keeper, cleaning of the typewriters, assisting him in shifting of typewriters, receipt of typewriters from the supplying firms, delivery of typewriters to officials deputed by offices, cleaning of the Typewriter Store arranging the typewriters in proper order, arranging unserviceable machines for auction and attending to 'duties connected with auction and all such other duties entrusted to him.

Senior Packers and Packers

22. They shall work in the Stationery Stores and each packer will be allotted to work under one of the 'Store Keepers and assist him in all his duties of the Stores, particularly receipt of stores from suppliers, checking the quantity received, comparing with samples, arranging and stocking articles received, periodical inspection and check of the 'articles stored,. regular cleaning of the Stores-Rooms and materials stored, assisting him in counting of stocks during stock verification, taking out articles stored for issue correctly, packing articles for supply and despatch, preparation of bundles, transport of bundles from the Stores to the lorry, supervising and guiding the work of daily mazdoors and being responsible for the Stores articles

with the duties of which each Packer is connected.

Carpenter

23. He shall attend to all duties of a carpenter like preparing cases and boxes, opening of cases and boxes received in the Stationery Stores, and other minor items of carpentry work in the Stationery Depot. When there is no work of Carpentry, he will attend to the duties of Packer.

Ministerial Class IV Staff (Peon)

24. All the peons must attend office 15 minutes before the commencing time of the office and open the office, keep it clean and tidy, deliver tappals and papers, and files to various sections, branches and officers. They should also attend to other routine types of manual assistance works entrusted to them by officers and officials.

Typewriter Mechanic

25. He shall examine all newly supplied typewriters and issue certificates of good working condition and acceptability, examine all typewriters with reference to their being serviceable or otherwise and furnish certificate of unserviceability in the case of machines which are unserviceable, and shall attend to all repairs of typewriters of all makes of Government offices situated in Bangalore.

CHAPTER III

Procedures for work

26. The Stationery Depot consists of (1) Stationery

Depot Office and (2) Stationery Depot Stores, each headed by a Superintendent Grade-I, the Superintendent Grade I in charge of the Office being generally referred to as Supervisor and the Superintendent Grade I in charge of Stores being referred to as Manager, Stationery Stores. -

STATIONERY DEPOT OFFICE

Correspondence Section

27. The General Rules of Office Procedure issued by Government in the Handbook of Office Procedure, and particularly the Rules of Procedure prescribed in detail in the Government Presses Manual, as amended from time to time, will be followed in the Government Stationery Depot also, with necessary modifications if any.

The Supervisor is assisted by First Division Clerks, Second Division Clerks, Typist and Class IV Officials. One of the Senior First Division Clerks will be in charge of Cash in addition to the duties attached to him, and is referred to as the Cashier. He has to pay a Security Deposit of Rs. 250

28. All papers regarding stationery, etc., shall be addressed to the Director of Printing, Stationery and Publications (Government Stationery Depot), Bangalore and received in the General Tappal Clearance Section and given a 'From' number and entered in the General Receipt Register. In case of local delivery tappal, an official of the General Tappal Clearance Section shall acknowledge their receipt, noting the 'From' number in the Local Delivery Tappal Book, to facilitate future

reference. The Superintendent of the General Clearance Section will open all tappals except D.O. letters, letters from Government and Confidential letters, which should be invariably opened by the Director or by the next Senior Officer in his absence. The tappal registered or unregistered, will be received in this section and dealt with similarly.

29. On opening the tappal, the Superintendent of the General Clearance Section will arrange for their registration in the General Tappal Register and pass on the letters pertaining to the Stationery Depot to the Assistant Director in charge. The D.O. letters, telegrams and letters if any, opened and received back from the Director shall be registered in the General Tappal Register and sent over to the Assistant Director, in charge or dealt with as directed by the Director.

30. The Assistant Director will go through the Tappal and mark them with necessary instructions for the attention of the Stationery Office or the Stationery Stores as the case may be, and pass them on to the General Receipt Clerk for registering them in separate Registers if necessary, 'and handing them over to the Supervisor (Office) or Manager (Stores). These two heads of sections will mark each paper for the concerned official working under them and pass it on to him, making note of important and urgent papers in special Note Books maintained by them. The Officials (Case Workers) will enter the details of the Tappals referred to them in the Case Register (Form III of the Hand-book of Office Procedure) and give each letter a 'From' number and deal with them expeditiously.

31. The Supervisor (Superintendent Grade I) and the Manager, Stores (Superintendent Grade I) must put up notes and drafts themselves in important cases, leaving routine cases to the concerned officials. All drafts and notes shall be temperately written and should be free from personal remarks.

32. For the registration of papers received or sent out, the Stationery office shall maintain the following registers:

1. From Register (General).
2. From Register (Government References).
3. To Register.
4. D.O. letters Register.
5. Peon Book, 'and
6. Tappal Register.

33. Ordinarily the maximum time allowed for submission of letters and cases for orders is three clear days. But simple letters and references which do not require much referencing and unofficial references which are self-contained, should be submitted the day after receipt in the office. D.O. letters, important papers and others marked 'Immediate' should invariably be disposed of on Top Priority basis within three days. Any papers on which the Director or Assistant Director has endorsed 'To-day' should be replied to on the same day or the next day without fail. If for any reason, longer time is required for submission, the papers may be submitted, with a note seeking further time, and permission obtained in writing. Reminders should be sent regularly in respect of all papers to which replies are due from outside

offices/firms/persons.

34. It shall be the duty of the Section Head to help' the Juniors and inexperienced clerks by guiding them in their day-to-day work and see that the section works' smoothly and efficiently. He should also see that the clerical staff under him is fully employed and the workload in the Section is equally distributed and that immediate attention is paid to all urgent and important papers.

35. All Registers and forms prescribed in the Hand Book of Office Procedure 'and any others prescribed and considered necessary for the working of the Stationery Depot shall be maintained properly and submitted to the Assistant Director and the Director periodically for inspection.

36. All officials dealing with correspondence and Accounts and Stores shall maintain a Diary showing the details of work turned out by them and submit the same along with the Arrears list of the Handbook of office procedure, every Monday through the Section Head to the Superintendent, General Clearance Section, for checking whether all papers have been attended to within the stipulated time. The Superintendent will report all cases of inordinate delay to the Director through the proper channel. This will also facilitate the preparation of consolidated Arrears Lists of the papers received during the month by the 10th of the following month, for submission to Government.

37. Each case worker should arrange' his files in five bundles, viz., (1) Cases Pending disposal, (2) Cases

awaiting replies, (3) Periodicals, (4) Circular Files, (5) Papers to be sent to the Records Room.

38. Clear statements of distribution of work among the several officials shall be prepared and got 'approved by the Director and put up near the table of each official, displaying details of his duties, registers and records to be maintained by him and the periodical returns to be submitted by him with their due dates.

39. A list of Reports and Returns due from the Stationery Depot is given in Appendix I subject to revision from time to time as ordered by competent authority. The Supervisor is primarily responsible to see that these reports and returns are sent out on or before the due dates.

40. Personal files are kept in safe custody by the Superintendent Grade I (Supervisor). The Confidential files and papers are kept with the Assistant Director/ Director. Circular files, Government Orders, etc., relating to the Stationery Depot shall be maintained by the Record Keeper. He shall also maintain the Office Order Book. He will prepare a table of contents and Index for facility of reference for the Circular files and Office Order Books. The Stationery Depot papers shall bear the Indexing STY. There shall be a separate Typist for the Stationery Depot Office and 'a separate Record Keeper, assisted by a Clerk cum-Typist with regard to typing work.

Arrangement and Custody of Records

41. (a) The Records of the Stationery Depot will be in the custody of the Record Keeper. He shall arrange

them by subjects and maintain a, list of subject bundles and also an 'alphabetical index for them.

(b) A facing sheet of the contents will be put up in every file as it is opened and each paper will be entered in the facing sheet as it is added on to the file. Accounts Registers, Periodical Returns, Gazettes and similar papers should as far 'as possible, be kept in separate shelves.

(c) The Registers and returns will be delivered to the Record Keeper when they are no longer required for current use.

(d) Papers taken for reference should be got back and restored to their proper places without delay.

(e) The Supervisor (Superintendent Grade I) will see that the Record Keeper keeps the records-shelves and records properly dusted and tidy and that they are duly protected from dampness, insects etc.

(f) Obsolete and useless records should,, with the approval of the Director, be weeded out and destroyed periodically. Records requiring to be destroyed should before destruction, be examined and selected by the Record, Keeper, under the instructions of the Supervisor (Superintendent Grade I) and sent up to the Director through the Assistant Director for inspection. Records should be destroyed once a year only in the month of December. The records, books, papers and registers chosen for destruction should be burnt in the presence of the Assistant Director. Destruction made in any year shall comprise papers which have passed their time limit calculated from the official year of their disposal. A

register shall be kept of all records destroyed giving briefly the substance of the records, their dates and noting the last 'To' or 'From' number, if any.

Accounts Section

42. The First Division Clerk in charge of Accounts and Cash will enter in the Cash Book all money transactions including cheques, drafts and remittance transfer receipts. Full details shall be given to admit of the main points of each transaction being readily ascertained. All receipts, disbursements and charges of whatever nature connected with the Public Service must be promptly and clearly shown in the Cash Book. For all moneys received at the Stationery Office from the Public, a receipt in the prescribed printed form should be issued under the signature of the Director or the Assistant Director and the counterfoils thereon carefully filed in the office. When refunds are claimed, the original receipt granted must invariably be produced for cancellation and the fact of refund noted in the office copy of the receipt and against the original entry in the Cash Book. The 'Cash Book shall be closed and the cash on hand deposited at the close of each day in the Cash Chest. All entries in the Cash Book should be checked by the Assistant Director with reference to the various documents on which they are based, i.e., all items of receipts with the counterfoils of receipts, etc., and all items of payment with the Acquittance- Roll, Contingent Register, Remittance Books, etc. The Assistant Director will also check the totals and the correctness of the closing cash balance' and verify by counting the cash balance and comparing with the book balance and sign the Cash

Book with date in token of this examination. The Director will examine the Cash Book once a month, preferably on do not previously intimated to the staff, test-check the receive and payments with the documents On which they rest, verify the cash balance at the chest with the book balance, at sign the Cash Book in token of his examination. The Cash Book is the record of cash transactions of the Director at he is responsible for its correctness and he has therefore exercise whatever check he considers necessary to ensure i chronological record of all cash receipts and paymen written up 'simultaneously with the transactions. The Key of the cash chest will be with the Senior I Division Clerk is in charge of Cash and he furnishes a cash security Rs. 250. The Senior First Division Clerk, shall, on account, keep office funds in his personal possession or m private money with office funds.

43. All moneys received in cash from whatever source except those drawn for making disbursements must at on be remitted to the Treasury for deposit after entering in ti Remittance Register wherein full details in respect of each item of money received and the head of account to which it is to be credited must be noted. Earnest moneys at security deposits should be credited to 'Revenue Deposits and sale proceeds of Stationery to 'Stationery Receipts

Contingent Register

44. The Contingent Register is a register showing under the detailed heads of the Budget Estimates the expenditure incurred by the Office from day-to-day out

contingent grants. To meet contingent charges, the Office is allowed an imprest of Rs. 1,000 which should always be accounted for by the Senior First Division Clerk either cash or by paid voucher. Whenever it is desired to do so, the Contingent Register should be totalled and a detailed contingent bill in Form No. 21 drawn up and presented to the Treasury for payment. Such Contingent bills shall be checked by the Assistant Director with the Contingent Register and the Cash Book before they are submitted for the Director's signature. Contingent charges must be promptly paid and brought to account. All disbursements from contingencies require the previous authority of the Director which should be obtained in the contingent order book or on the voucher supporting the charge.

Acquittance Rolls

45. (a) The Acquittance Rolls are records of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. They should be written up along with the establishment bills and both must be submitted to the Director for signature before the latter are sent up to the Treasury for being passed; and when any corrections or disallowances are made in the bills by the Accountant General after post audit, they are communicated by means of audit memoranda and they should be noted in the register in red ink and appropriate action may be necessary taken.

(b) Pay and allowances bills of establishment shall be checked by the Supervisor (Superintendent

Grade I), then the Internal Audit Superintendent and the Assistant Director before signature. The procedure for preparation of establishment bills and supplemental bills and disbursements will be similar to the procedure prescribed in the Government Presses Manual for those functions.

(c) The amounts drawn on these bills must be disbursed without delay. If any sum is left undisbursed at the end of a month, it shall be refunded to the Treasury by short drawal from the next bill sent up for payment unless the undisbursed amount is required to be kept for a longer period under the rules. The amount short drawn may be claimed in a supplemental bill at the time it is required for payment.

(d) Before signing the acquittance roll, the Director must satisfy himself that all amounts drawn on previous bills have been disbursed to the persons concerned, that proper receipts have been taken from them and that the payments have been duly posted in the Cash Book, any amount remaining undisbursed for more than three months being shortdrawn in the bill presented for signature.

Service Registers

46. The Service Registers of the 'members of the establishment must all be posted and kept up-to-date and they should be examined by the Director once on or before the last day of every year before the establishment pay bills for the month of March are sent to the Treasury. Entries should be made then and there on every occasion when any order which should be recorded

in the Service Register is, passed and the Assistant Director should ensure this.

Security Deposits

47. (a) Security deposits or earnest money received from contractors should be entered in the Register of Security Deposits and the amount sent to the State Huzur Treasury as a Revenue Deposit. Cheques payable or demand, Government of India Promissory notes, etc. received as Security should be similarly entered in the register and sent to the State Huzur Treasury promptly for safe custody.

(b) An annual review of all S . B. Security DePositf made by the contractors for the performance of the cotract shoukL be made and all Security Deposits of contract which have been duly executed should be released in favo of the pledging contractors. In case the party is n traceable immediate action should be taken to notify th the party should claim the return of the Deposits with three months. In case of default, these cases should reported to the Treasury Officer concerned who with approach Government for orders.

(O. M. No. FD 90 RTP/59, dated 16th January 1966).

Preparation of Budget Estimates

48. The Superintendent Grade I shall be responsible for the correct preparation of and the punctual submission to Government of the Budget Estimates relating to the Government Stationery Depot under Stationery and Printing in the preparation of which he shalt be guided by the general instructions

contained in the Mysore Budget Manual and instructions issued by Government from time to time. The provisions of the Government Presses Manual may be referred to for the several Budget Heads and notes thereon.

General Duties of Accounts Section

49. It is the duty of the Accounts Section:

(a) to prepare in time forecasts of requirements of the official year following in consultation with the Manager, (Superintendent Grade I) Stationery Stores and to deal generally with the correspondence relating to the receipt and issues of stores.

(b) to prepare the Budget Estimates of the Stationery Department, applications for additional allotments, replies to audit reports.

(c) to prepare and submit prescribed periodical reports and returns on or before the due dates.

(d) to see that all articles received in the Stationery Office from all sources and supplying departments are duly brought to account, and

(e) to price such articles.

Payments of Suppliers' Bills

50. The procedure as detailed in the Manual of the Government Presses in respect of payments of Suppliers' Bills under 'Bills' have to be followed in respect of bills received in the Government Stationery Depot also. Paras 268 and 369 of the Government Presses Manual may be referred to in this connection.

Bills to paying offices and Departments

51. In respect of bills to be sent to paying offices and paying departments from the Government Stationery Depot, valuation of supplies will have to be made on the basis of approved rate lists of stationery articles in force from time to time, as soon as supplies are despatched or delivered, and bills prepared. Scrutiny of the bills, despatch of bills, checking of the bills by the Internal Audit Section, watching of adjustments, maintenance of demand, collection and balance registers, issue of reminders and effective action to secure payments will also have to be done in accordance with the procedures prescribed for the several stages in the Government Presses Manual. The procedures in respect of securing payments from local bodies and in respect of addition of departmental charges and others as in the Government Presses Manual (and the Manual of Contingent Expenditure) are also applicable.

Reconciliation of Departmental Accounts with the Accounts of the Accountant General

52. The Second Division. Clerk in charge of Establishment Pay Bills, etc., attends to the reconciliation of figures with the Accountant General's figures in the Press Office with the Reconciliation Clerk. In this connection, the provisions in the Government Presses Manual may be referred to.

Posting of Accounts of Stores Articles

53. The daily receipts and issues of Stores Article's shall be posted into the ledgers by the Ledger Clerk with

reference to receipt vouchers and supply invoices, before the close of the next working day. The Assistant Director in charge of Stationery Department should also verify whether postings have been made accordingly and affix his initials in the ledger on each day in token of having verified the daily postings. The postings should be checked by the Superintendent Grade I of the Stationery Office regularly on the next working day after the transactions are over. The official posting the ledgers and the official checking the postings must initial the postings and checkings, and also sign in full against the last entry.

Striking of Monthly Balances

54. This work should be done with accuracy and utmost care and the officer should also test check a few items. The balances should be struck each month regularly, two separate totals for each month, one based on the book balance and the other on the physical balance reported to Government, if any, for approval, pending adjustment of excesses and deficiencies should be struck, and the excesses and deficiencies as compared to the balance's observed during verification of stock should be arrived at. The monthly balances should also be checked by the Superintendent Grade I of the Stationery Office or the First Division Clerk who is specially authorised to do this work, before the 5th working day of each month. The balances should also be checked whenever there is check of stock of any article on any day, to ascertain the excess or deficiency

Furniture

55. All articles of furniture should be serially numbered as S.O. 1 and S.O. 2 and so on and a register thereof (M. F. C. form) kept by the official entrusted with the duties connected with Furniture, which should contain details as to the cost and date of purchase of each. Once a year, all article's of furniture should be verified by counting and a certificate of agreement or disagreement of the balance according to the furniture register with the actual counted balance should be recorded in .the register. Prompt action should be taken as regards differencet disclosed by the verification which should he made by the Stock Verification Officer of the Department. Articles of furniture should not be removed from one room to another without the Director's knowledge 'or permission. When any article is lost or has become unserviceable the fact should be reported to the Director who will pass orders as to replacement of lost articles or disposal 'of unserviceable ones.

Estimating Annual Requirements of Stores

56. A forecast of the stores required, prepared with reference to the requirements of requisitioning officers in the case of special articles, and with reference to the average. issues of the three previous years in the case of articles of general supply, and providing also for half a year's reserve stock, shall be made in the month of January of each year.

It is just as essential to avoid overstocking as underestimating the requirements. Requirements can be assessed fairly accurately, in the light of the past

experience and on a careful consideration of the previous factors mentioned below :—

(a) In the normal course, requirements should be based on the average consumption for the last three years plus 50 per cent to cover the probable increase in consumption.

(b) If there are unusually heavy balances of particular items, probable receipts and issues during the remaining portion of the year should be taken into account before estimating the annual requirements.

(c) If there is any change in the number of indenting officers, requirements should be modified accordingly.

(d) If there is any change in the scale of issue of an particular item, requirements are required to be framed on the basis of changed scale of issue.

(e) In a number of cases supplies are regulated on the basis of the last year's consumption. However, it is possible that consumption during the preceding year was limited owing to non-availability of stocks. This possibility should always be taken into consideration while framing annual requirements.

(f) Similarly, the prescribed scales for a number of items are related either to the strength of the staff or the number of officers or the number of machines in use. This provides another useful check on the estimates worked out.

(g) While consolidating the requirements of all Depots, the possibility of transferring surplus stocks from one Depot to another should be kept in mind.

Purchase of Stores

57. Purchases of paper, boards and Stationery articles required by the Stationery Depot are to be made either through the Director General of Supplies and Disposals on rate contracts fixed by the Director General of Supplies and Disposals with several firms or through the Stores Purchase Department to whom indents are forwarded by the Government Stationery Depot, or direct by the Director after inviting quotations and following all the rules of purchases.

Purchases through the Director General of Supplies and Disposals

(a) Purchases of all papers and boards for which there are rate contracts fixed by the Director General of Supplies and Disposals have to be made on the basis of these rate contracts;

(G.O. No. ED 314 UPS 59. dated 14th March 1960)

The procedures prescribed by the Director General of Supplies and Disposals for obtaining papers and boards on; the basis of rate contracts fixed by him will have to be care fully and strictly followed in each case, the 'concerned official and officer of the Government Stationery Depot,. being conversant with these procedures and keeping themselves informed of the latest procedures in vogue from time to time. The Director General of Supplies and Disposals calls for an indent of the requirements at a particular time prescribing a date on which the indent should reach him and action has to be taken by the official in charge of the duties connected with these purchases, to prepare the

indent carefully, in consultation with the Senior Deputy Director in respect of papers, boards, and articles required by the Government Presses, and after scrutiny by the Assistant Director in charge and approval by the Director, the indent should be forwarded to the Director General of Supplies and Disposals in time. For preparing the indent the principles and procedures for forecasting requirements of several articles described in earlier paragraphs will have to be followed. The Director General of Supplies and Disposals fixes rate contracts and sends copies of the rate contracts fixed, along with allocations of requirements with various suppliers, and all details of the contract and the manner in which the contract has to be executed by the suppliers. These rate contracts when received have to be very carefully studied and compared with reference to the requirements intimated in the indent. Any discrepancy likely to affect the supply or the work of the Stationery Depot should be immediately examined and correspondence initiated with the Director General of Supplies and Disposals for remedial action. Supply orders will then have to be placed in the prescribed proforma, if any, with the suppliers based on the allocations and the terms fixed in the rate contract by the Director General of Supplies and Disposals.

Purchase of Typewriters, Duplicators and Calculating Machines

(b) The requirements of typewriters to be supplied to the several Government Offices from the Government Stationery Depot are normally obtained by placing orders on the basis of rate contracts fixed by the

Director General of Supplies and Disposals with firms making supplies of typewriters, both English and Kannada.

The Director General of Supplies and Disposals fixes up the rate contracts for the supplies of several makes of typewriters (English, Kannada, and other Indian Languages) with firms making supplies and 'sends copies of these contracts containing the allocations of the rate contracts, conditions of supply, rates and other details. On the basis of these rate contracts 'supply orders have to be placed with supplying firms, the number of typewriters to be obtained from several firms being decided by the Director on an equitable basis depending on the requirements of work and the rates of the machines and the suitability of the machines for various types of Government work. Placing of supply orders for typewriters has to be regulated so that orders of Government empowering the Director to purchase typewriters are 'adhered to. In G .O. No. ED 315 UPS 60, dated 29th March 1961 Government have authorised the Director to keep in reserve 150 typewriter's at the Government Stationery Depot, Bangalore.

While typewriters are purchased and stocked in the Government Stationery Depot and supplied to 'indenting Officers, duplicators are not stocked in the Government Stationery Depot, and orders are placed by the Government Stationery Depot, based on the rate contracts fixed by the Director General of Supplies and Disposals for several makes of duplicators to all the Government Offices for whom ,the supplies are to be 'made who make payment in advance of the cost of the

duplicators which should be intimated by the Government Stationery Depot to the offices concerned on receipt of requests from them for the supply. The cost of duplicators should be paid by means of a crossed Demand Draft drawn on any schedule Bank at Bangalore and made payable to the Director of Printing, Stationery and Publications, Government Stationery Depot, Bangalore-I. Handling charges are not to be charged on supplies of duplicators, Calculators and adding machine's to State Government offices. (Letter No. ED 53 RIM 69, dated 16th September 1969).

For the purchase and supply of calculating machines, the procedure is similar to that for the purchase and supply of duplicators.

The procedures applicable for placing of supply orders, maintenance of registers, passing of 5 per cent bills for papers and boards, are applicable for supply orders for typewriters, duplicators and calculating machines also with suitable modifications.

**Purchase of special types of papers and boards and
stationery articles through the Stores Purchase
Department**

(c) Annual Indents for the several articles to be purchased through the Stores Purchase Department will have to be prepared as 'soon as the amounts of Budget grants of the Department are known, the required quantities and their estimated cost being noted. The quantities to be included in the indent will also be regulated with reference to budget allotments available for these purchases. This indent shall be prepared by

the official of the Stationery Office entrusted with duties connected with purchases, shall be scrutinised by the Superintendent Grade I and the Assistant Director very carefully, and after scrutiny and approval by the Director will have to be forwarded to the Director of Stores Purchase Department for calling for tenders, and arranging for orders being placed for the articles subsequently, the rules and procedures prescribed in this regard being followed. It is very necessary that in this indent the correct and complete specifications of each article required are furnished, intimation also furnished whether samples are to be sent along with each tender or quotation, and the quantity of samples required. A list of firms dealing in the several articles should also be sent to the Stores Purchase Department, for their guidance in processing the purchases. When the Director, Government Stationery Depot is consulted, the tenders for each article shall be carefully scrutinised and the most advantageous tender for the article which is in accordance with the specifications and is suitable has to be recommended for acceptance. Tests will have to be conducted carefully, and approved samples preserved each sample being carefully labelled.

On receipt of local indents or orders placed by the Stores Purchase Department with the several firms, each order or indent should be very carefully scrutinised and compared with the recommendations made in respect of each article the specifications in the order being compared with the specifications required and the rates and all other items also verified. Any discrepancy should be immediately brought to the notice of the Director by

the concerned officials of the Stationery Depot and remedial action initiated by addressing the Stores Purchase Department, and if necessary and suitable the concerned firms also.

Purchase of articles direct by the Director

(d) An indent of articles to be purchased direct by the Director has to be prepared as in the case of articles to be purchased through the Stores Purchase Department. Quotations have to be invited from several firms, appropriate publicity being given in necessary cases, and all the rules of purchase applicable for Government Purchases, and procedures similar to those adopted by the S. P. D. should be followed by the Stationery Depot Office, and orders placed after scrutiny of quotations, testing of samples, scrutiny of samples, comparison of rates and selecting the most favourable offer. Almost all procedures should be the same as those for Purchase through the Stores Purchase Department except for the fact that the duties performed by the Stores Purchase Department, will have to be performed by the Government Stationery Depot office. These purchases are however, based on the powers delegated to the Director by Government.

(e) The procedures prescribed under 'Purchase of Stores' in the Government Presses Manual with suitable modifications will have to be followed in the case of all purchases of stationery articles also.

58.(a) As soon as any tender is accepted, it will be the duty of the office to obtain the orders of the Director as to the dates by which and the instalments in which

the year's requirements shall be supplied, the dates and the quantities being so fixed as not to inconvenience departments for want of stock.

(b) Copies of the orders placed with the supplying firms or departments shall be forthwith sent to the Manager' (Stores) with an order to take delivery of the articles specified therein when they arrive. Special care must be taken to see that supplies are received by the dates fixed for their delivery and any delay on the part of a contractor or supplying department shall at once be brought to the notice of the Director.

**Supply orders for supplies of Papers, Typewriters and other Stationery articles through the Director
General of Supplies and Disposals.**

59. Whenever Supply Orders are placed, serial numbers should be given for Supply Orders in continuation so that 'each number will distinctly define a particular supply order. Copies of the Supply Orders should be sent to the Mills and to the other officers connected with D. G. S. & D. and in the Government Stationery Depot, Superintendent, Grade I (Manager) of the Stationery Stores and to the Bill' Clerk of the Stationery Depot, and also Branch Presses in necessary cases. The Bill Clerk of the Stationery Depot will immediately enter all particulars of each of these Supply Orders in the Register maintained. This register' will contain all particulars of the several Supply Prders placed in serial order and a page may be opened for each item included in the Supply Order. This register should also contain information regarding when the quantities

of each item were received, i. e., the various dates on which various quantities of each item were received, the date of receipt of the bill and the reference No. in the Bill Register for both 95 per cent bill and for 5 per cent bill. It should also contain information regarding the date on which the Inspection Note with reference to each supply received was sent to the concerned Mill or Firm.

Separate Bill register should also be maintained in which all details of bills received both 95 per cent and 5 per cent are entered. As soon as the bills are received they must be entered in the Bill Register and the furnishing of the Inspection Note by the Stores watched. It shall be the duty of the Bill Clerk to remind the Stores and obtain the Inspection Notes which corresponds to the Stock Certificate with regard to other bills. As soon as the Inspection Notes are issued, entries should be made in this Bill Register. As soon as 5 per cent bills are received, a column should be provided against the entry for the 95 per cent bills entry in this register so that they could also be entered. Further, a column should also be provided in this register for entering the particulars of the Adjustment Memos received from the Chief Pay and Accounts Officer of the D.G.S. & D. If any adjustment memos are not received, it shall be the duty of the Bill Clerk to remind the Pay and Accounts Officer and to obtain these-Memos. The Supply Orders Register and Bill Register should be reviewed periodically at intervals of not less than a month and action taken on all items which require action to be taken.

These records shall be the basis for reconciliation of accounts and for reckoning the amount of expenditure

incurred under the several Budget Heads. When once the supply is received from any Mills, as far as the Stationery Depot is concerned, the expenditure will have been incurred the Pay and Accounts Officer adjusts it immediately later.

Receipt and passing of Indents received from several Departments in the Indent Section

60.(a) As per the rotation scheme of the supplies for the supply of Stationery articles prescribed vide Appendix 'E' to the Government Order No. ED 1075 UPS 57, dated 15th December 1960 and G.O. No. ED 248 TPS 65, dated 17th December 1965 blank printed indent forms will have to be sent to the respective Indenting Officers or grouping officers as the case may be with a suitable covering letter one month in advance indicating the month during which the indent is due. Immediately on receipt of indent from the indenting officers, it should be registered in the register maintained for the purpose. The schedule of time prescribed for arranging supplies of stationery articles and drawing materials to the several offices vide Appendix 'B' will have to be scrupulously followed in order to avoid any complaints from the indenting departments and supplies of materials should be arranged positively in the months during which supplies are due as per rotation scheme of supply prescribed in the Appendix 'E' vide Rule 17 in the case of all indents received in time, so that the accumulation of indents may be avoided in the Stationery Stores. If any of the items are not available for issue, a 'No stock certificate' may be issued in such cases permitting the concerned Indenting Officers to purchase small

quantities of them within the powers of purchase of the officer concerned to last for two to three months generally with a request to intimate the quantity so purchased in small quantities in order to regulate the balances till due if any, in respect of such items for which a 'No Stock Certificate' has been issued. But while issuing 'No Stock Certificate' it should be clearly stated that the quantities purchased should be limited to the scale fixed vide Appendix 'A' to the G. O. dated 15th December 1960. The quantities so purchased will have to be deducted out of the quantities due to the department on their Annual Indents and only the balance quantities should be supplied later and for this purpose whenever intimations of local purchases are received, the particulars should be noted in the indents of the concerned officers.

(b) If any of the items asked for by the department are not included in the list of items furnished in the Appendix 'A' and 'C' a reply has to be sent to the concerned department that they are not items to be stocked and supplied by the Government Stationery Depot.

(c) Supply of stationery articles is to be made free of cost in the case of offices which are entitled to receive supplies free on the basis of Government Orders and on payment of cost in the case of offices to whom supplies are to be charged for, in accordance with Rule 48 of the Manual of Contingent Expenditure. The Government Presses Manual may be referred to to determine whether a supply has to be charged for or made free and all other connected matters and details.

(d) Certain table equipments and articles at stationery for the use of Gazetted Officers are to be supplied in accordance with rules prescribed vide Appendix ' C ' (Rule 8 and 11) of G .O. dated 15th December 1960.

(e) In Government Order No. ED 365 TPS 67, dated 15th March 1969 it is ordered that the supply of Green Baize from the Government Stationery Depot in the Department of Printing, Stationery and Publications may 'be discontinued. The Heads of Departments are authorised jto adopt any one of the courses mentioned below, and to meet the expenditure out of the contingency fund sanctioned to the Departments concerned:

- (i) If tables can be polished, green baize need not be used;
- (ii) If the Officers concerned desire to use rexine, they may do so;
- (iii) If the Officers want to use green baize insteads of rexine, they may do So.

Audit

61. The Audit of the accounts of the Stationery Depot, will be conducted by the staff deputed by the accountant General's Office. Facilities for the conduct of audit by the Accountant General's Office and action to be taken on observations by the Audit staff and on the inspection Report that will be sent by the audit staff subsequently should all be as in para No. 271 of the Government Presses Manual.

Inspection of Offices in the matter of preservation and use of Stationery and accounting of Stationery

62. An Inspection Cell has been sanctioned in the Department of Printing, Stationery and Publications. The Director or the Officer of this Cell will conduct inspections of as many offices as possible with regard to the preservation, use and accounting of Stationery and avoidance of waste in both Stationery and forms.

The Inspection Cell should be utilized to get back to the Stationery Depot surplus articles for being made use, of in the Stationery Depot and supplying to other offices which may require them, and to secure all possible, economics by advising the officers concerned regarding measures of economy.

The Heads of Departments and Deputy Commissioners of Districts will provide the necessary facilities to the Inspecting Officer when he visits their own offices or their subordinate offices for this purpose.

Inspection of Office by the Director

63. The Director will conduct a detailed inspection of the office in the manner prescribed. The provisions of the Government Presses Manual in this regard may be referred to.

Office Stationery and Forms

64. The stock of office stationery and forms will be in charge of a IT Division Clerk to whom the connected duties are entrusted and who should account for all article received and issued by him in separate registers kept for the purpose. These registers should be

submitted monthly for the inspection of the Assistant Director and balances in stock verified by stock taking once a year. The fact of such verification should be noted in the registers under the signature of the Assistant Director.

STORES

General procedures for watching supplies from firms, receipt of articles, storage and accounting

65. (1) The procedures prescribed in the Government Presses Manual for watching supplies on orders placed, either through the Stores Purchase Department or direct by the Director of Printing, Stationery and Publications for articles to be supplied, the receipt of articles, their checking on receipt with reference to all details of the orders on the basis of which supplies are made, checking of stock of balances of the particular articles at the time of receipt, the proper preservation of articles in security and protected from damages, maintenance of Bin Cards, issues being made on the basis of proper authority and proper invoices for packing, bundling and addressing and despatch to the several addresses or local offices, will all be applicable to the Stores of the Stationery Depot and all its branches also with suitable modifications as may be necessary for the Stationery Stores.

Particularly paras 353, 355, 357, 358, 359, 360, 361, 362 and 366 of the Government Presses Manual may be referred to.

Some procedures relevant to the Stationery Depot are given in subsequent paragraphs.

Preservation and Custody of Stationery articles

(2) It will be the duty of the Superintendent Grade I to see that all the Stores are methodically arranged in security and that necessary precautions are taken to protect them against ravages of insects. The Superintendent Grade I and the other officials concerned will be jointly responsible for any losses which are attributable to neglect of their duties in this respect.

The Superintendent Grade I shall see that the consignments are packed and despatched properly. 'Any neglect of duty on the part of the official who is in charge of despatching, or short delivery of consignments should at once be brought to the notice of the Director and his orders obtained in the matter.

Sorting of Stationery articles

(3) On receipt of consignments from contractors, the Manager shall have them opened immediately and check them with the original orders and invoices received from, the supplying firms and have them arranged, after being, checked by the Gazetted officer who is entrusted with this function by the Director, in their respective places. Reams of papers shall be stocked neatly on wooden racks provided for the purpose or in other suitable places, and sundry stationery articles, which are of a costly nature or which may be easily stolen shall be kept under lock and key in almirahs. The entire stock of any particular article shall be in one and the same place as far as possible, and shall bear a label indicating the details of the article.

Register of articles brought on stock

(4) The Superintendent Grade I shall take article to stock by entering them in the Register of daily receipts. He will after bringing the stock on his register, return the invoices (in duplicate) to the Accounts Section with certificate that the articles specified therein have been received in good condition and taken to stock. The Accounts Section will then bring the articles on the Receipt Register and submit the invoices (in duplicate) to the Director for countersignature. The receipt register will be closed on the last day of every month and the totals carried to the Stock Abstract book in which the balance should be struck simultaneously. One copy of the invoice will be filed for purpose of check in the Depot.

Issues of Inspection Notes in respect of supplies received from the Mills on the D.G.S. and D. Rate contract and intimation of discrepancies in supply

(5) According to the procedure laid down in the Rate contract of the Director General of Supplies and Disposals for the payment of 5 per cent bills, the balance 5 per cent of the amount of the bill will be allowed on production of a separate bill supported by the consignee's receipts certificate/Inspection Notes. The final bills normally payable on production of consignee's receipts/ Inspection Notes will be paid after 75 days of the despatch of the consignment, even if the consignee's receipt/ Inspection Notes are not sent by the consignee.

Therefore it is essential that the Inspection Note should be sent to the concerned mills well within the 75 days of the despatch of the consignment. Therefore,

immediately on receipt of the consignment of papers and Boards on the Rate contract of the Director General of Supplies and Disposals, the Store Keeper or any other official who is in charge of the papers should submit a memo for the Inspection of the Stores on the date of the receipt of the consignment, and the memo should be brought in person to the Director, and immediately on receipt of the memo the Director shall authorise an officer to check the consignment invariably on the afternoon of the same day, or the forenoon of the next day, positively. The official in charge of 'issuing Inspection notes should issue Inspection Notes immediately after the orders are passed to take the articles 'to stock and in any case within three days after receipt of the consignment without fail.

In the case of the consignments of papers and b Boards received on the D. G. S. and D. Rate contract, if any short receipt or damages or any other discrepancies are noticed, the details of such short receipt or damages or other discrepancies should be intimated to the Pay and Accounts Officer, New Delhi, on the day itself of the receipt of the paper requesting him not to make payment of 5 per cent balance bills to the Mills concerned.

Special Measures adopted for proper custody of paper to be supplied to the Government Presses.

(6) Every effort should be made to stock all printing papers in secure rooms or halls, fully protected and locked. But, on account of inadequacy 'of accommodation, it may be sometimes necessary to stock the printing papers required by the Government Press in

a number of places and also in not fully. covered quadrangles and open spaces, for a very short period, and only as a temporary measure. Whenever paper is stocked in such places which are not fully covered, it is necessary to protect them by completely covering them with suitable covering material like tarpaulin and the reams have also to be arranged with care. If the reams have to be stocked in an open space with no built protection at the top against the sun and rain, the reams should not be kept on the floor but on an elevated place so that water cannot get below 'the piles of reams. The entire stock of paper has also to b'e completely covered all round with good tarpaulin as a measure of protection. When paper is stocked in places which are not covered on the sides though covered at the top, similar arrangements are necessary for protecting the paper at the sides. In every case where paper is stocked in different places, it is necessary that a record of the various places where a particular kind of paper is stocked is maintained by the Store- Keeper concerned. It is also necessary that separate Bin cards are maintained for every kind of paper stocked in each of the different places. It should be possible for any one who wants to know where the particular quality of paper is stocked to get full details of the various places where the paper is stocked by referring to the particular record. This record should always be kept up-to-date.

In addition to monthly and annual checking of stocks of all articles of paper, in respect of the papers which have been kept in different places, and particularly in open spaces, it is, essential that the stock

of paper is checked by the concerned Store Keeper every day in the morning before transactions start and once again every day before the close of the office just after transactions are closed. This, though apparently a tedious task, is a simple matter if systematically undertaken. The officials in charge of Stores of printing papers should particularly attend to these duties every day without fail and the officer in charge should by personal check ensure that this procedure is followed without fail. Every time there is an issue of paper from any stock of paper or there is addition to any stock by receipts, without any loss of time entries should be made then and there in the Bin Cards maintained in the particular stock, so that the accounts are correct.

Stocking of papers in open quadrangles and places as referred to in the foregoing paragraph should be avoided at all times and resorted to only when it is impossible to find accommodation to store the papers in closed rooms, and all available closed storage space should be examined and utilized, and stocking in open spaces should be discontinued as soon as additional accommodation is available. Special attention of the Officer-in-charge and the Manager, Stores is necessary in this regard.

Issues from the Stationery Depot Stores

66. From the Stationery Depot Stores issues of papers and Stationery Articles and Typewriters are made to indenting officers and of Printing papers, paper boards and cloth to the Government Presses.

Supplies of Stationery articles to offices

(1) (i) Indents or supply orders authorising supplies of paper and stationery articles with full details of the kinds of all articles to be supplied and the quantities are received from the Stationery Depot Office for supply being made to indenting officers. Soon after the receipt in the Store of the Indents or supply orders from the Indent section of the Stationery Office, their receipt should be noted in a separate book and their disposals noted and watched from time to time. The book should be in a position to show the number of the indents pending in the Stores at any time and this book will be maintained by one of the II Division Clerks working in the Stores. The indents or supply orders should pass through the officials in charge of the Stationery articles assigned to them for noting the quantities that could be supplied and passed on to the Invoice Section. The invoicing will be done without reference to the articles and the original copy of the invoice has to be sent to the official in charge of the stationery articles for picking out the articles, get them packed in his presence and pass on for bundling. At the bundling stage one of the officials in charge of the Stationery articles should be present to check up that the correct quality and quantities of paper and all other articles are included in the bundles. The Store keeper concerned will be personally held responsible for any excesses or deficiencies in the supplies made to the departments or in the discrepancies found at the time of the stock verification, which are attributable to lapses on his part. The packers who handle stores are also responsible for the stationery they handle and every

invoice should contain details of the packer who packed, the official who got the packing done and the official who checked should sign the invoice. The Storekeeper should maintain the Bin Cards for all the items stocked in the Government Stationery Stores and keep them posted up-to-date at every transaction, While invoicing in respect of paying departments the invoice may be prepared in quadruplicate and one copy may be sent to the Ledger Clerk who is entrusted with the work of posting of receipts and issuing of stationery articles, another clerk who is in charge of preparation of bills of paying departments.

In order to ensure accuracy in accounts, the invoice must bear the correct classification of stores issued and there should be no incorrectness in this regard. The issues should be checked carefully by the official in charge of the Sub-Stationery Stores with reference to the invoice before the articles are issued or packed and he should record on the invoice a certificate to the effect that the articles have been checked with reference to the invoice and found correct. As far as possible, the nomenclature and the unit of every article should be the same in records of supply and receipt. Transactions in the Stationery Stores may be closed at 4-30 p.m. every day and all invoices of the day should be sent to the Stationery Depot office before 4-45 p.m. for being posted in the issues registers on the same day if possible. The Ledger Clerk in the Office should as far as possible post all the receipts and issues on the same day. The Day Book of Issues should be checked every day by a senior official other than the official who posts

it. At the end of the month, monthly abstracts of receipts in the Bin Cards and Day Book of Issues should be compared and after reconciliation of differences if any, between the two totals, may be carried over to the Stock Ledger. The Supervisor should see that the work of checking the entries in the Day Book of Issues and receipts is done every day. The officials of the Internal Audit section should check the posting of Bin Cards and Day Book of Issues and Receipts, at least once in a week.

(O.O. No. 158, dated 9th December 1963)

(ii) The procedures prescribed in paras 479, 480, 481, 484 and 485 under Dispatching Section of the Government Presses Manual in respect of Dispatch of forms and registers to indenting officers will apply also to the dispatches of Stationery articles to indenting officers with suitable modifications where necessary. Particularly maintenance of registers to note the mode of dispatch, whether by personal delivery or by post or Railway parcel, and the R. R. No. and date, dispatches being made by goods train as far as possible, maintenance of registers for Railway Receipts both inwards and outwards, and obtaining acknowledgment for supplies made, watching their receipt, issuing reminders for them if they are not received, maintenance of delivery books, registers of packets posted and such other items of work, are applicable to the Government Stationery Depot also.

Supplies of Printing Papers, Boards and Cloth to the Government Press

(2) (i) Papers of several kinds and boards, and cloth required for the Government Press will be issued from the Stationery Stores on authorised indents approved by the competent Officers in charge of the respective branches indenting for these materials, who are responsible for the subsequent proper utilization and accounting of the several paper boards and articles issued from the Stationery Stores. The Stationery Stores makes issues in bulk on these indents, and ordinarily issues are made only twice a day, only in exceptional cases issues being made at other hours also. In the case of urgent work, the officials of the Stationery Stores dealing with the work of supplies of paper and boards and cloth to the Press will have to attend even on holidays and beyond working hours to meet the requirements of urgent work in the Government Press.

(ii) Invoices will be written up for supplies, of the quantities issued, these are checked and acknowledgments from the official of the Paper Room who receives supplies, obtained as in the case of all other supplies made from the Stationery Stores.

(iii) The Officer in charge of the Paper Room has to acknowledge the receipt of all articles issued on invoices by the Stationery Depot Stores to the Paper Room, by signing on the invoices. These acknowledged invoices will constitute the basis on which the ledgers are posted in the Stationery Depot office in which accounts of issues of printing papers are maintained

(iv) The Bin cards are, however, entered by the Stores officials on the basis of the invoices prepared by them and the materials actually taken out and issued. On no account should the printing papers or boards or cloth be issued on chits or memos as advance, without the invoice being written up. In extraordinary cases, if any such advances are issued, prior approval of the Director or the Senior Deputy Director is essential, and these advances should be adjusted and proper invoices made out at the earliest opportunity, not later than the very next working day.

Special Procedure for Typewriters

(3) Supplies of typewriters are received in the Stationery Stores, mainly on orders placed on the rate contract of the Director General of Supplies and Disposals on firms with whom the D. G. S. & D. has rate contracts. On the basis of supply orders placed with the firms, the firms will despatch the consignments of typewriters for which the Railway Receipts will be sent to the Government Stationery Depot. On receipt of the typewriters in the Stationery Depot Stores, the local representatives of the firms concerned will be intimated to depute their staff to inspect each machine and to hand over the delivery of each machine in proper working condition, after check. The Store Keeper of the Typewriter Stores will also carefully check each machine and its working, after representatives of the firms certify the good working order of the machines, and only after it is ensured that each machine is in satisfactory condition will the supply be accepted. This check is in addition to the inspection of the D. G. S & D staff which will have been conducted before the supplies are effected.

Acceptance and receipt of supply of typewriters from the several supplying firms is regulated to be in conformity with the Government order which prescribes that a stock of 150 typewriters shall be kept in the Government Stationery Depot. It shall be ensured that the total number of typewriters in stock in the Stationery Depot does not exceed 150 at any point of time.

The typewriters being costly equipment, shall be stored in a very secure place, a proper watch being arranged for the Stores room where these are kept and daily check of each of these Stores Rooms being arranged for.

Supplies of typewriters are not despatched by rail or road from the Government Stationery Depot to any office and all the receiving offices have to receive supplies of typewriters due to them at the Government Stationery Depot, Bangalore by deputing a responsible official, preferably a Typist or one who can check the satisfactory condition of typewriters that he has to receive. Each such official deputed by receiving officers to receive typewriters at the Government Stationery Depot should bring a letter of authority from the indenting officer authorising him to receive supply of the typewriters along with his specimen signature attested by the indenting officer, to enable the official being identified in the Stationery Depot. The officials who are deputed by the indenting officers should furnish clear acknowledgments for the supplies of the Typewriters that they receive from the Stationery Depot and no complaints whatsoever of any kind will be entertained when once the typewriters are delivered to the official as

from whom clear acknowledgments are obtained. A formal acknowledgment from the indenting officer after receipt of the typewriters in his office has also to be sent to the Stationery Depot, which shall be filed along with the original invoice. The Typewriter Store Keeper shall issue reminders for this formal acknowledgment of the indenting officer if it is not received and take appropriate action.

**Unserviceable Duplicators, Typewriters and
Calculating Machines**

(O.O. No. ED 315 UPS 60, dated 29th March 1961)

67. The official in charge of Typewriter Stores will also be in charge of all unserviceable Typewriters, Duplicators and Calculating Machines, which may be received from Government offices in the Stationery Depot. All unserviceable Typewriters, Duplicators and Calculating Machines should be sent to the Government Stationery Depot after they are declared as unserviceable, where they will be stocked and subsequently auctioned when there is sufficient number of machines which have accumulated.

Before any typewriter or duplicator is to be declared as unserviceable, it will be examined by the Typewriter Mechanic of the Government Stationery Depot. The period of serviceability of standard Typewriters being about ten years ordinary, typewriters which have not been made use of for ten years will not be treated as unserviceable; often, the typewriters should serve much longer. The concerned department where the typewriter was being used should have made

all efforts to get the Typewriter repaired at reasonable cost and should only when further repairs are not possible or not economical refer to the Government Stationery Depot, the question of declaring the machine as unserviceable with full particulars of the date of supply of the typewriter, the repairs effected till then and the cost of such repairs. The typewriter will then be examined by the Typewriter Mechanic and on the basis of his report and the data furnished by the Department the Director will pass orders regarding the Typewriter being declared unserviceable or otherwise. After an examination of the relevant factors, viz., period of normal serviceability, repairs effected so far, and the present condition of the Typewriter, a Typewriter may be considered unserviceable, only if it is clear that the Typewriter cannot be made serviceable even with repairs, or the cost of repairs is so uneconomical as to be not worthwhile. A typewriter or duplicator declared as unserviceable will be stocked in the Stationery Office for being auctioned.

Accounting of Hessian Cloth and other packing materials

68. (i) As large quantities of hessian cloth are used for bundles to despatch stationery articles to mofussil offices, it is necessary that an account of the quantity of the Hessian cloth that is received, the quantity that is used for several bundles, with the full details, and of the balance quantities available is maintained. Also, the Hessian cloth that is obtained from the bundles of paper received from paper Mills, should be taken to stock and accounted for, so that this

may be made use of for packing purposes. Care is necessary in the use of hessian cloth to ensure that all hessian cloth received either by purchase, or as covering of paper bundles, is properly made use of and accounted for.

(ii) Indenting officers who receive bundles of Stationery articles of forms and registers covered by gunny cloth or hessian cloth should auction the hessian cloth and credit the sales proceeds to the receipt of the Government Printing and Stationery Department. A note is also printed on invoices, which reads as follows.

“The case coverings should be sold by auction and the amount realised remitted to the Treasury and the Treasury receipt forwarded to the Director of Stationery, Bangalore.”

(iii) Whenever reams of papers are unpacked, the wrappers of the reams should be carefully preserved. Also whenever articles are received in deal wood boxes or cases, the boxes or cases should be opened with care and all the empty boxes or cases should be preserved for being made use of for despatch of articles from the Stationery Stores when required or for use in the Government Press Carpentry, or for auction when a sufficient accumulation of cases and boxes takes place. Similarly all bale planks and bale bands should also be preserved carefully for being either made use of or for auction in course of time.

Monthly and Annual Stock-taking

69. The stock of stores in the Stationery Depot shall be verified once a year with reference to the balance appearing in the stock registers against the first of April.

The stock taking should commence on the first (working day) of April of every year and the work continued day to day till it is completed. However the period of stock taking shall in no case exceed 15 days. During this period the issue and receipt of Stores shall ordinarily be suspended. Urgent demands, may, however be complied with under the express orders of the Director if delay in supplying the Stationery indented for is likely to cause inconvenience to the Public Service. For the same reasons, supplies of articles, from contractors may be accepted and taken to stock if they are actually required for issue during the period.

As the Stock Verification Officer or other officer entrusted with these duties by the Director checks each article, the officer should under his own hand, enter in red ink the quantities actually found by him in the stock register and shall initial and date every such entry. As the stock taking proceeds, a statement showing in one view the book balance and the balance actually found at the stock taking and the difference, if any shall be posted and verified daily by the Manager (Superintendent Grade I) Stores) and checked by the Accounts Section.

The statement of Annual Stock Verification should be scrutinised and action taken regarding the differences in accordance with the powers vested in the Director and in necessary cases referred to Government for orders regarding the differences. (The Government Presses Manual may be referred to).

In addition to annual stock taking of articles, the stock of articles should be checked on the last working day of every month by an officer of the Department other

than the officer in charge of the Stationery Depot, who is trusted with this duty by the Director, and transactions office Stationery Stores may be suspended on that day so that the Store-Keeper may arrange all the items to facilitate checking of the items with reference to Bin Cards balances and also book balances on that date.

After the checking of the physical stock of the items, a statement indicating the physical balances, the book balances, and a statement of excesses or deficiencies as may be noticed should be prepared, and if there are any discrepancies, they should be immediately reconciled after rechecking the entries in the Bin Cards and also entries in the Ledgers, and necessary corrections should be made immediately and this statement should be preserved and enclosed to the Stock Report to be submitted as on first April of every year.

Further, all the officials in charge of the Stationery Stores are held personally responsible for any discrepancies in the stock of the articles under their charge arising out of lapses on their part, and they should themselves check the stock of all the articles under their custody regularly and ensure that there are no discrepancies; they must also see that the Bin Cards are posted every day without fail and tally their accounts with those in the Ledger section, They are therefore permitted to stop issues and packing by 4 p - m. generally every day and devote particular attention to their accounts and to the accuracy of the stocks.

Unserviceable articles

70. The Director shall dispose of unserviceable articles in accordance with the powers vested in him.

All articles returned to the Stationery Office shall also be entered in the Register of articles returned.

Balances Register

71 When an article requisitioned for and passed for is not in stock, the words 'out of stock' should be impressed by a Rubber Stamp by the Stationery Stores on the memo or supply order and all uncomplished with requisitions should be brought in the register of uncomplished with requisitions (Balances Register).

INVOICES

72. Four different kinds of invoices are in use in Government Stationery Stores for different purposes. Several sub-stores have their own forms of invoices which are serially numbered and are in triplicate and or quadruplicate. A register of accounts of invoice books received from the Press to be issued and in stock shall be maintained by the Manager of the Stationery Stores in which all details of the numbers of invoice books printed, used, and in balance shall be noted. Two copies of the invoices, will be sent to the receiving office which has to return one copy with acknowledgment and retain one copy for purposes of accounts of the office concerned. One copy of the invoice will be sent to the Accounts Section of the Stationery office on the day next to the date of the supply and will form the basis of posting of issues in the concerned ledgers, the original invoice also being referred to when any doubt arises or a detailed check is considered necessary.

On receipt of invoices with acknowledgment being recorded, the return of which should be watched, the invoices should be pasted to the corresponding counterfoil thereof and produced for inspection of officers deputed to check the Stationery Articles and Stationery Accounts.

Periodical Check of Stores

73. It will be the duty of the Superintendent Grade I (Manager) (Stores) to be constantly checking the stocks and to bring to the notice of the Director through the Assistant Director any article the stock of which is running low.

Supply of Clothing

74. With regard to the supply of clothing to the members of the staff to whom such supply could be made, the provisions of the Government Presses Manual in Para 96 (h) and (i) will be applicable.

Labour for Stationery Depot for packing

75. The employment of 25 Mazdoors in the Stationery Depot in connection with the packing of Stationery articles, is sanctioned in Government Order No. ED 138 UPS 63, dated 3rd August 1963 and the payment at Rs. 2-50 per day for each Mazdoor is sanctioned in Government Letter No. ED 33 MPS 71, dated 17th March 1971.

(Note.- Enhanced Wages at Rs. 3-25 per day per Mazdoor is sanctioned with effect from 8th October 1973 as per GO. No. ED 189 MPS 72, dated 29th September 1973).

CHAPTER IV**Rules governing supply of Stationery****RULES IN THE MANUAL OF CONTINGENT
EXPENDITURE**

76. The rules in the Manual of contingent expenditure, governing supply of Stationery Articles to Government Offices are furnished below.

55. Special Rules.

48. Stationery.

(a) Stationery articles required for use in Government offices or institutions should invariably be obtained from the Director of Printing, Stationery and Publications by placing indents on him. The mode of placing such indents and the scales of supply shall be regulated by the rules laid down by Government in that behalf from time to time.

(b) The Department of Stationery is intended mainly to make supplies to offices and institutions under the State Government. Such supplies will not be charge for except in the following circumstances

(1) Stationery supplied in connection with a scheme plan or non-plan, of which the whole or portion of the cost is recoverable from other Government or non-Government sources.

(Note.- An indent placed under this rule should not cover more than one scheme).

(2) Stationery supplied in connection with the elections to the State and Central Legislatures, Village Panchayats and Taluk Boards.

- (3) Stationery supplied for printing Departmental text-books and in connection with the public examinations of all kinds including those conducted by the Mysore Public Service Commission.
- (4) Stationery supplied for Public Works (including Hydro-Electric Works) for which separate capital accounts are kept.
- (5) Stationery supplied to Government Commercial Undertakings including the Mysore Government Insurance Department.

(c) With the general or special sanction of Government Stationery articles may be supplied to offices or institutions, of the Central or other State Governments and to corporations and other non-Government bodies. All such supplies shall be charged for.

Note.-A Departmental charge at 10 per cent shall be levied on the actual values of the stationery supplied to officers, departments or institutions covered by Exceptions (1) to (5) of clause (b) and by clause. (c)

(d) Local purchase by Government officers of stationery articles which are supplied by the Department of Stationery is not permissible except with the sanction of Government or such other authority to whom Government have delegated the power. Such sanctions are subject to the following conditions:

- (1) that the articles proposed to be purchased are certified to be not available in the office of the Director and that they are not expected to

become available within a time which will facilitate timely supplies to the office requiring them;

- (2) that the quantities proposed to be purchased together with the stationery already supplied by the Director, Government Stationery Depot, are well within the scale of stationery admissible to the office for the year;
- (3) that only so much of the quantities are purchased as are required for use before supplies can be made from the stationery office;
- (4) that the purchase can be made from the sanctioned budget allotments;
- (5) that the quantities purchased are accounted for as in the case of articles supplied by the Director, Government Stationery Depot.

Certificates to the above effect should be duly recorded in the relevant bills under the signature of the drawing officers.

(e) In the case of stationery articles not stocked by the Director of Government Stationery Depot, Heads of offices can purchase them locally subject to such restrictions about their quantities and cost as may have been laid down in particular cases.

Note.- Charges incurred in transmitting stationery articles from the Government Stationery Depot, Bangalore, to the several mofussil stations as well as for delivering them locally, will be in out of the contingent allotments of the

receiving office concerned. The Director, Government Printing, Stationery is accordingly authorised to adopt "To Pay" system, when consignments are booked by rail, most of carriage for supplies delivered locally being likewise paid the offices receiving them.

Exception.- The Director of Printing and Stationery may dispatch packages of stationery articles, papers and boards intended Government Branch Presses and for Taluk offices, prepaid to Railway Stations nearest to destinations +

RULES IN GOVERNMENT ORDERS

77. The question of framing uniform rules for supply of stationery articles, drawing materials and typewrit to various Government offices in the new Mysore State was under the consideration of Government and after careful consideration Government were pleased to approve of the rules as detailed in the following Appendix.

(1) These rules have come into force with effect from the 15th December 1960.

(2) The various Unit offices to which Stationery articles were supplied have been grouped in convenient sizes in consultation with the Heads of Departments and one of the offices in each of the groups will be supplied on the basis of a consolidated indent for the group submitted by that Office. The most convenient Officer in a group to whom supplies shall be made may be fixed by the Director of Printing, Stationery and Publications in Mysore, in consultation with the Heads of Departments concerned.

(3) In consultation with the Commissioner for Examinations, Bangalore, the Director of Printing, Stationery and Publications shall arrange to supply stationery articles to the Chief Superintendents of Examinations at District Headquarters only.

(4) Whenever a new office is created, that office may either purchase its requirements of stationery out of its contingent grants, to last till the regular supply is made by the Government Stationery Depot according to the Rotation scheme or obtain them from its Head Office.

(5) The supply of Stationery articles to the Mysore Government Secretariat was being made every quarter or half year in consultation with the executive section of the General Administration Department, till 7th November 1969. With effect from 7th November 1969, in accordance with G.O. No. GAD 59 DSY 69, dated 4th November 1969, issue of articles of stationery, forms etc., required by the various Departments of the Government Secretariat for the use in the Secretariat Offices as well as for the use in the establishments of the Ministers, Ministers of State Deputy Ministers, is attended to by the Government Stationery + Depot and the Forms and Despatching Branch of the Government Press, Bangalore. The articles of stationery etc., with the Government Secretariat as on 7th November 1969 has been taken over by the Department of Printing, Stationery and Publications, and there is only one agency viz., the Director of Printing, Stationery and Publications to issue the articles of stationery to the Government Secretariat Departments, on indents by the departments. Ordinarily, supplies are made to each of

the indenting units of the Secretariat once a month on indents, and the unit concerned has to arrange to receive delivery of the articles to be supplied at the Government Stationery Depot or the Forms Despatching Branch of the Government Press, Bangalore.

(6) The supply of drawing materials shall be made on separate indents.

(7) The Director of Printing, Stationery and Publications in Mysore was authorised to print 5,000 copies of the Rules and to distribute them direct among all the indenting Offices, for their guidance.

APPENDIX

78. Rules for the supply of Stationery articles to the several Government Offices and accounts to be maintained in respect of them—

1. Stationery articles required for use in Government Offices including Drawing materials and Typewriters will be supplied by the Government Stationery Depot, Bangalore. and its branches as and when such branches are opened in future.

2. A list of Stationery articles supplied by the Government Stationery Depot is shown in Appendix 'A'. Any additions to or subtractions from the list, should be done under orders of Government.

3. All Stationery articles, drawing materials and typewriters required for use in Government Offices or Institutions should be indented from the prescribed printed Indent form which can be had from the Director of Printing, Stationery and Publications, Government

Stationery De ot, Ban alone on application Separate indents should be sent for each o t e three categories of articles viz., articles, Drawing materials and typewriters.

4. Indents for Stationery articles shall ordinarily be complied with only once a year in the prescribed form.

5. The indent should contain information regarding the number of Gazetted, non-Gazetted Executive and Ministerial Officers attached to the Office. Permanent and temporary posts (with' period of sanction) should be given separately As the details furnished in the statement are the only means of check in the Office of the Director of Stationery, for regulating the supply of articles on fixed scale, accuracy in preparing the statement is essential

6. In all cases of supplies of Table equipments and fixed scale articles (initial or replacement) a certificate of non-receipt of the same articles previously for the same post should be furnished.

7. Articles shown in Appendix B are supplied according to scale fixed by Government s the strength of establishment of each office, gaze and non gazetted ministerial staff only.

8. Articles shown in Appendix 'C' are supplied at stated intervals. They should be indented for separately and not shown in the regular indent for Stationery articles. These articles cannot be renewed until the expiry of the period prescribed for their use and even then shall be renewed only when the old and unserviceable articles are returned or on a certificate signed by the indenting officer to the following effect

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

This certificate will be accepted in exceptional cases only.

9. Whenever a Gazetted Officer is transferred or retired from service or goes on leave, on deputation or training, he should hand over charge of the periodical stationery articles to his successor with intimation to the Government's Stationery Depot. No fresh supply can be made to the successor unless the interval prescribed in the rules expires.

10. Appendix 'D' contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No fresh supply of these articles will be made or their renewal or replacement permitted without sanction of Government. Before indenting for any article mentioned in Appendix 'C' and 'D' which has been lost or damaged or destroyed, a report of the fact shall be made by the Officer to the Head of the Department,, who will investigate into the matter and fix the responsibility for the loss or damage or recover the value of the articles and forward a copy of his order to the indenting officer for being sent along with the indent to the Director of Printing,. Stationery and Publications. Government Stationery Depot, Bangalore- 1. If the cost of the articles does not exceed Rs. 10.00, the Director, Government Stationery Depot,

may after receipt of the indent and the order referred to, replace them. Sanction of Government is necessary in other cases to replace them if the cost of lost articles is not recovered.

12. (a) Whenever a new office is created, it is necessary that sanction of Government authorising the Government Stationery Depot to supply the articles should be obtained as per para 4(b) of Government Circular No. ED, 229 UPS 58, dated 29th October 1958 (Appendix 'F') and sent to the Government Stationery Depot, for necessary action.

(b) During the first year of its existence or such period as precedes the date of next supply from the Stationery Depot according to the Rotation scheme, a newly created office should obtain its requirements' by direct local purchase after inviting competitive quotations, which should be paid for from the contingent grant of the office, and from the subsequent year onwards the Government Stationery Depot will arrange supply to the new office according to the Rotation scheme of supplies.

13. Whenever an existing office is abolished or amalgamated with another office, the officers in charge of such offices should intimate the date of abolition or amalgamation to the Government Stationery Depot so that names of such offices may be deleted from the list maintained in the Stationery Depot. In such cases, articles, such as Stationery articles including fixed scale articles, drawing materials, Table equipment and Typewriters, remaining over on the date of abolition or

amalgamation, should be returned to the Government Stationery Depot, immediately.

14. The utmost care is to be exercised in preparing the indents for stationery particularly in respect of articles to be supplied periodically. It is also necessary to verify the actual stock on hand with reference to requirements included in the indents and heads of offices must pay personal attention to these.

15. Only one indent will be complied with once a year generally. No additional or advance supplies are admissible. In special circumstances, additional but not advance supply may be arranged under orders of Government after furnishing full reasons to Government through the Government Stationery Depot, in accordance with the instruction issued in para 3(b) of Government Circular No. ED 229 UPS 58, dated 29th October 1958 (Appendix 'F').

16. 'Any balance of Stationery due on indents which has not been issued by the close of the supply year for which they were indented for shall lapse.

17. Supplies shall be made to all the offices in rotation (district-wise) in the month specified against each district noted in Appendix 'E' except in the month of April when the Stationery stores will be closed for annual verification of stock of stationery articles.

18. As far as possible, the Rotation scheme will be adhered to.

19. (a) Whenever articles are out of stock in the Stationery stores, the relevant column in the packing

memo will be marked "out of stock ": Such cases may arise sometimes although efforts are made to reduce them to the minimum. As soon as a substantial number of these articles becomes available, supply will be arranged by the Stationery Depot.

(b) In case the indenting officer has to make a local purchase of articles that are out of stock in the Government Stationery Depot specific concurrence of the Director, Government Stationery, has to be obtained by him in each case.

20. As the indent of the Secretariat is very heavy and as compliance of such indent will take not less than a week, which will upset the programme of supplies to other offices, the indent of the Secretariat will be complied with once a quarter by the Government.

(Note.- This has been amended subsequently).

21. Charges incurred in transmitting stationery articles to several mofussil stations as well as delivering them locally are to be met out of the contingent grants of the offices concerned and the bundles will be booked "To Pay". Only in the case of bundles booked to Government Branch Presses and Taluk Offices, freight charges will be met by the Government Stationery Depot.

22. The Director of Printing, Stationery and Publications, Government Stationery Depot is authorised to call for stock and iss books of any office from time to time in order to satisFy himself that these books are uniformly and properly maintained and return them to the offices concerned as early as possible.

23. The articles received from the Government Stationery Depot, should be placed in charge, under lock and key, of either the Sheristedar, the Head Clerk, or the Manager of the Office. Supplies to office staff should be made only on indents signed by heads of sections who should see that there is no misuse of Government Stationery.

24. The offices in Bangalore will, on the date fixed by the Government Stationery Depot, depute a responsible official to attend to the Stationery Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered on the authority that may be granted to him by the head of the office to receive the supply. Objections, if any, regarding supplies made, must be made before the supplies are removed from the Depot. The authorisation letter should bear the name stamp of the office or be on the printed letter-head and also contain the specimen signature of the official to be deputed for the purpose and be duly attested.

25. If any mofussil office desires personal delivery, the office should intimate the Stationery Depot at least three clear working days in advance. Saturday being a half working day, mofussil offices should not depute any 'official + to take delivery of the articles on that day. As regards authorisation to supply, etc., the same rule as in the case of Bangalore offices will apply in this case also.

(Note.- Saturday is not a half working day now).

26. Mofussil offices should clearly indicate on the indents, the nearest Railway Station to which the bundles are to be booked and also intimate the name and address of the officer to whom Railway Receipt is to be sent and also the name of the Post Office to which letters may be sent, very clearly.

27. (a) The Ministerial head of every office shall be held personally responsible for any avoidable loss, misuse or failure to: jceep proper accounts (receipts and issue) of stationery articles.

(b) Any wilful wastage or extravagant use on the part of any subordinate using Stationery which may be apparent to the Sheristedar, Head Clerk, etc., should be brought immediately to the notice of the head of the office.

28. When an indenting officer finds that any articles supplied by the Government Stationery Depot have not been used or are not likely to be used for the purpose for which they were obtained or are likely to deteriorate before coming into use, he shall without delay report the matter to the Director of Printing, Stationery and Publications, Government Stationery Depot with particulars of the date of supply and the circumstances under which it was indented for and then dispose it of under the instructions of the Director.

29. Exchange of Stationery articles between Government offices and the Government Stationery Depot is forbidden and requisitions from offices for such exchange from the Stationery Depot shall not be considered unless.__

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

(2) they have not deteriorated since then; and

(3) there are 'special grounds for exchange, which should be stated.

30. Inter departmental exchange of stationery articles is strictly prohibited.

31. The Heads of Departments during the course of their regular inspection of their subordinate Offices will also ensure that stationery articles, drawing materials and typewriters are being indented as per rules, properly accounted for, kept secure under lock and key and properly utilised.

32. The fairly wide impression that indenting officers are entitled to a supply of stationery entirely on the basis of their demands is incorrect. The scales for the supply of stationery are approved by Government. It will be of great assistance to the Stationery Depot if indentors refrain from demanding quantities in excess of the scales sanctioned by Government. If indents do not conform to this scale, it will be necessary to reduce them to the extent allowable under the rules. The scales sanctioned by Government are merely the maximum scales, and efforts should be made to indent for the minimum required within the scale. 'A careful attempt to assess the year's requirements should be made because no demands for additional stationery 'during the year can be entertained without sanction of Government. In fact, if such demands are received they will not be met.

The only ground on which a demand for additional stationery may be entertained by the Printing and Stationery Department would be the fact that additional staff has been sanctioned during the year. In such a case the demand for additional stationery will have to be supported by a copy of the Government order sanctioning the additions to staff. In cases where the rules are clear, the Government Stationery Depot may not even reply to letters containing demands, not covered by rules and unnecessary correspondence based on the lack of appreciation of the rules has to be avoided.

33. **Typewriter.**- (a) Standard size typewriters are supplied by the Government Stationery 'Depot at the rate of one typewriter for every sanctioned post of a typist or Steno-Typist in accordance with the instructions issued in Government Circular No. ED 229 UPS 58, dated 29th October 1958 (Appendix 'F '.)

(b) Supply of typewriters to offices where there are only sanctioned posts of Typists-clerks or where only clerks knowing typewriting are attending to typing work with or without some allowance for the said work, shall be made + with the specific sanction of Government, after the Head of Department concerned has explained to Government the need of such a typewriter.

(c) **Procedure for getting initial and additional supply of Typewriters.**- In the case of initial and additional supplies, the indent has to be made in the prescribed printed indent form, which can be had from the Government Stationery Depot, free of cost, on

application. This form has to be properly and correctly filled up and sent to the Government Stationery Depot through the Head of Department, duly countersigned, along with a copy of Government Order, sanctioning the post of Typist or Steno-Typist and also details regarding the number of sanctioned posts of Typists and Steno-Typists; number, make and size of typewriters held in the indenting office as well as in the entire department, should be furnished. After receipt of the indent in proper form along with enclosures, the Government Stationery Depot will scrutinise and arrange supplies.

(d) **Procedure for getting replacement of old Typewriters.**- (i) The same procedure as in the case of initial and additional supply has to be followed. In addition to this, the old typewriter intended for + replacement has to be brought over to the Government Stationery Depot, for necessary examination in the first instance. If the typewriter is found, on examination, unfit and also uneconomical for repairs it will be replaced. Otherwise, the typewriter will have to be got repaired and made use of by calling for competitive quotations.

(ii) Supplies of Typewriters in any case will depend on availability of stock of typewriters and the make, quantity and size of typewriters that may be supplied will be determined by the Director, Government Stationery Depot.

(e) **Surrender of excess number of Typewriters.**- Holding typewriters in excess of the sanctioned number of typists and Steno-typists is

contrary to rules and such excess number of typewriters should be delivered to the Director, Government Stationery Depot without any delay.

(f) **Portable Typewriters.**- Supply of portable size typewriters is made at the rate of one for every Touring officer, of and above the rank of Deputy Commissioner.

(g) **Procedure for taking delivery of Typewriters.**- For taking delivery of typewriters, whether Standard or Portable, the indenting office has to send responsible officials, preferably Typists or officials with sufficient knowledge about the working of typewriters, only after prior consultation with the Government Stationery Depot. The official so deputed will be required to check the working of the typewriters, before taking delivery, No complaint will be entertained about defects or others in the typewriters after delivery is taken from the Government Stationery Depot. The indenting office has to send a letter of authorisation with specimen signature of the official who takes delivery of the typewriters, duly attested. The authorisation+ letter should be either on a printed letter-head Or should bear the name stamp of the indenting office, without which delivery of typewriters is liable to be refused. Typewriters will not be sent from the Stationery Depot by train or otherwise and the receiving office has always to receive delivery at the Government Stationery Depot.

(h) **Replacement of portable Typewriters.**- This will be done provided other conditions are fulfilled and only by a portable one., A standard size typewriter cannot be supplied as replacement for a portable typewriter on any account.

(i) **Supply of accessories-** Only articles such as long brush, etc., that are received from the respective firms will be given along with typewriters at the time of delivery.

(j) **Free Servicing and setting right the defects in Typewriters.-** (1) Minor adjustments and free servicing will be attended to by the respective firms free of cost, during the period of guarantee and incurring extra cost during the guarantee period is opposed to rules.

(2) For free servicing of Typewriters, as well as setting right the defects, the firms who supply the typewriters may be addressed immediately on receipt of typewriters. The Government Stationery Depot may be informed only when the respective firm fails to take necessary action even after 2 or 3 letters.

(3) Saturday being a half working day, mofussil offices should not depute any official to take delivery of typewriters on that day.

(Note—Saturday is not a half working day now).

APPENDIX "A"**(Vide RULE 2)****79. Scale of supply of paper and stationery articles of general office use**

- | | | |
|---|--|---|
| 1 | Creamlaid or Buff foolscap 9 lbs. | Per annum—four quires for an officer, three quires for an official (Ministerial). The above scales are fixed as note sheets are separately supplied by the Government Press. In the event of note sheets being not supplied, only case workers writing elaborate notes may be allowed the maximum of 2 reams a year. |
| 2 | Buff folio in lieu of absorbant papers | Average consumption for the past three years |
| 3 | Azurelaid foolscap paper | Supplied to Judicial Offices and Offices with functions similar to Judicial Offices on the basis of average consumption for the past three years. |
| 4 | Brown (buff) cartridge Royal 30 lbs. | In view of the fact that ready made envelopes in different sizes will be supplied to Government Offices
Two reams in each variety per annum to divisional and district offices and 1 ream in each variety per annum in the ease of minor offices may be fixed. For Headquarters offices of heads of departments located in Bangalore City, 4 reams |

5 Buff Demy 16 lbs.	in each variety per annum may be fixed.
6. T.W. Paper Thick	Per annum—2 reams per typewriter per annum in the case of minor offices and 4 reams per annum in the case of major offices, i.e., district and higher offices.
7. T.W. Paper thin per annum	Do do
8 T.W. Carbon Paper	Average consumption for the past three years
9. Blotting paper	Fixed scale article
10 Pencil Carbon paper	Average consumption for the past 3 years
11 Pen Carbon paper	Do do
12 Blank foolscap books, 2 quires	Do do
13 Blank Quarto 1 quire	Do do
14 Blank Octave quire	Do do
15 File books	Do do
1 6 Steel pen nibs	Fixed scale articles
17 Steel pen holders	Do
18 Needles	Average consumption of the past three years
19 White tape skeins	Average consumption based on 3 years consumption

20 Thread white reels	Do	do
21 Sealing wax sticks, I Grade	Do	do
22 Candles	Do	do
23 Black ink powder packs	Fixed scale article	
24 Red ink powder packs	Do	
25 Black lead pencils	Do	
26 Coloured pencils	Do	
27 Copying pencils	Do	
28 Blotting pads	Do	
29 Thablak thread	Average consumption of the past three years	
30. India rubber	Fixed scale article	
31 Cotton tags	Average consumption of the past three years	
32 D.O. Covers	Do	do
33 T.W. Ribbons	4 ribbons per annum per typewriter in the case of minor off	
	6 ribbons per annum per typewriter in the case of Distri Offices and	
	Divisional Offices.	
	8 ribbon s per annum per typewritcr in the case of Headquart offices	
	in Bangalore.	

34 Gem clips	Average consumption of the past three years.
35 Shorthand Note books	Do do
36 Shorthand pencils	6 pencils per annum to each Stenographer.
37 Pad ink bottles	Average consumption of the past three years.
38 Self inking pads	Do do
39 Liquid gum bottles	Do do
40 T. W. Stencil paper	Do do
41 T. W. Stencil ink tubes	Do do
42 Pins assorted in lbs.	Do do
43 White twine balls	Do do
44 Envelopes of sizes—	Supply to be made once in 2 years on the average numb of letters registered during the previous three years. of letters registered during the previous three years. Office should use economy slips, obtained from the Forms Branch of the Government Press, for using the envelopes more than once.
(a) 4" x 5"	
(b) 4" x 1	
(c) 6" x 12"	

List of Drawing materials stocked in the Government Stationery Depot and scale of supply.

1	Drawing paper Double Elephant	..	
2	Drawing paper Single Elephant	..	Supplied mainly to P.W.D. Offices and offices of Survey Department, Forest Department and other Department partme where the use of these articles is necessary, on the average consumption of preceding 3 years, depending upon the stock position in the Government Stationery Depot.
3	Tracing paper	..	
4	Tracing cloth	..	
5	Chequered foolscap paper	..	
6	Drawing section paper	..	
7	Cartoon Drawing paper S—226	..	
8	Cartoon Drawing paper S—227	..	
9	White cartridge Royal	..	To examination centres of the Education Department for drawing purposes as per the indent of the Commissioner for Examinations.

10	White cartridge Double Crown	..	
11	Crow quills of Mapping pens	..	
12	Sponges	..	
13	Drawing pencils of different grades	..	
14	Drawing pins	..	Same as Serial Nos. 1 to 8
15	Sable hair brushes	..	
16	Colour cakes of various tints	..	
17	Artists glasses	..	For scale of supply vide serial Nos. 8 and 9 of Appendix 'C'.

APPENDIX "B"**(Vide RULE 7)****80. List of Stationery articles issued On Fixed scale.**

Sl. No.	Name of the Article	Period	Scale		clerks	Mutchis and Litera'e attenders
			Gazetted Officers	Managers and Office Superintendents		
1	Blacklead pencil	Annual	4	3	3	2
2	Red and blue pencil		2	1		..
3	Green coloured pencil	do	3*	2†	2#	..
4	Black ink powder		3	packets to each person		
5	Red ink powder	do	1	packets to each person		
6	Pen holders	do	2	2	2	1
7	Nibs		6	4	4	2
8	Blotting paper	Per month	2 sheets	1 sheet	1 shett	1 sheet

* Accounts Officers only.

† Accounts and Audit Superintendents only.

Account a and Ardit Clerks who deal with accounts matters.

APPENDIX "C"**(Vide RULES 8 AND 11)****81. List of Stationery articles issued at stated Intervals.**

SI No.	Name of the article	Minimum No. of years for which the articles are issued	Scale	Remarks
1	Blotting Pad	One year	For each Gazetted Officer	Tahsildars to be supplied once in. 2 years
2	India Rubber pieces	Two years	One per person	do
3	Pen knife	Four years	One for each Gazetted Officer	
4	Scissors	do	do	Tahsildars to be supplied once in 6 years

Sl No.	Name of the article	Minimum No. of years for which the articles are issued	Scale	Remarks
5	Green Baize	do	Two yards for each Gazetted Officer	
6	Ink Glasses	Five years	Two per person	
7	Finger Print Plates	do	One to each Office	
8	Saucer sets	Two years	The required number	To be supplied to offices of P.W.D and other Departments requiring them.
9	Artists Glasses	do	do	do

[Note :—The supply of Green Baize has now been stopped

APPENDIX "D"
(Vide Rules 10 and 11)

82. List of Stationery articles which are not consumed by use and may ordinarily be used for an indefinite period.

Sl.No.	Names of the articles	Scale
1	Officer's Ink Stand	... One for each Gazetted Officer
2	Ordinary Ink Stand	... One for each clerk
3	Paper Weights	... One for each Gazetted Officer
4	Rulers	... One for every 6 clerks

NOTE TO APPENDICES "C" AND 'D' :—

- (1) All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss may have arisen.
- (2) All old and unserviceable-articles should be returned to the Government Stationery Depot for being-exchanged for new ones at the end of specified period.
- (3) Three yards of green baize will be supplied to Judicial Offices for use on Horse-shoe table, once in 4 years subject to condition mentioned in Note (2).

APPENDIX "E"

83. Revised Rotation List of Supplies of Stationery articles by the Stationery Depot,
Bangalore

Sl. No.	Offices supplied, Name of the District	Latest date of receipt of indent in the Stationery Office	Latest date of passing and sending to stores	Latest date of dispatch of the Stationery from Stores	Period for which the Stationery supplied
1	Bangalore Rural Offices	15th April	30th April	30th May	30th May
2	Bangalore Heads of Urban Offices	30th April	15th May	15th June	June to May
3	Sub-Offices (Urban)	15th May	31st May	30th June	July to June
4	Taluk Offices	31st May	15th June	15th July	July to June
5	Mandya	15th June	30th June	31st July	August to July
6	Chitradurga	30th June	15th July	15th August	August to July
7	Tumkur	15th July	31st July	31st August	Sept. to Aug.

Sl. No.	Offices supplied, Name of the District	Latest date of receipt of indent in the Stationery Office	Latest date of passing and sending to stores	Latest date of dispatch of the Stationery from Stores	Period for which the Stationery supplied
8	Raichur	31st July	15th August	15th Sept.	Sept. to Aug.
9	Gulbarga	15th August	31st August	30th Sept.	Oct. to Sept.
10	Kolar	31st August	15th Sept.	15th October	Oct. to Sept.
11	Bellary	15th Sept.	30th Sept.	31st October	Nove. to Oct.
12	Shimoga	31st Sept.	15th Oct.	15th Nove.	Nove. to Oct.
13	Bidar	15th October	31st October	30th Nove.	Decr. to Nove.
14	Hassan	31st October	15th Nove.	15th Decr.	Decr. to Nove.
15	Coorg	15th Nove.	30th Nove.	31st Decr.	Jany. to Dece
16	Chikmagalur	30th Nove.	15th Decr.	15th January	Jany. to Decr.
17	South Kanara	15th Decr.	31st Decr.	31st January	Feb. to Jany.
18	Mysore	30th Decr.	15th Jany	15th Feb.	Feb. to Jany.
19	Dharwar	15th January	31st Jany	28th Feb.	March to Feb.

Sl. No.	Offices supplied, Name of the District	Latest date of receipt of indent in the Stationery Office	Latest date of passing and sending to stores	Latest date of dispatch of the Stationery from Stores	Period for which the Stationery supplied
20	North Kanara	1st January	15th Feb.	15th March	March to Feb.
21	Belgaum	15th Feb.	28th Feb.	31st March	April to March
22	Bijapur	31st March	15th April	15th May	June to May

- Note:-** (1) Despatches of Stationery articles have not been included for the month of April, it being the stock verification period.
- (2) Despatches of Stationery articles in the respective months from the Stores will be subject to urgent work such as Elections, Examinations, Assembly Sessions, and similar important and priority works. However every endeavour will be made to see that offices are not inconvenienced and the above programme of despatches will be adhered to as far as possible.
- (3) After the establishment of Government Branch Stationery Depots at Dharwar and Gulbarga, the Rotation list of supplies for the districts of Belgaum, Dharwar, North Kanara, Bijapur, Gulbarga, Raichur, Bellary and Bidar is different and is found in the chapters on the Government Branch Stationery Depots, Dharwar and Gulbarga.

84. APPENDIX "F**(Vide Rules 12,15 and 33)**

Supply of Civil List, Mysore Code, Mysore Acts, Central Acts, Mysore Civil Services Rules, Treasury Code, etc- At present the Education Department is unnecessarily being approached both by Heads of Departments and the Secretariat Departments, whenever the question of supply of such publications arises. In fact, it is not necessary to consult the Education Department in this regard as none of the publications mentioned above pertains to the Education Department - The Heads of Departments are therefore requested to approach their administrative Secretariat Departments concerned, which in turn will issue necessary orders to the Director of Printing, Stationery and Publications, with the concurrence of the concerned Secretariat Department connected with the particular publication, e.g., General Administration Department in case of Civil List, Law Department in case of Mysore Code, the Finance Department in case of Mysore Civil Services Rules. Treasury Code, etc. It is not necessary for the administrative Secretariat Department concerned to consult the Education Secretariat also before the Director of Printing Stationery and Publications is authorised to supply the necessary publications.

Supply of table equipments, stationery articles and rubber stamps.—(a) At present initial supply of table equipment to newly created offices for use of the Officers and also initial supply of stationery articles and rubber stamps to newly created Government offices is

made with the sanction of Government. The Heads of Departments concerned approach the Education Secretariat direct or their administrative department in the Secretariat which in turn consult the Education Secretariat. The Education Secretariat in turn has to consult the Director of Printing, Stationery and Publications. All these stages involve avoidable delay in the supply of stationery articles, etc., to newly created offices which have to be supplied with their requirements. In the circumstances, Government is pleased to direct that the Heads of Departments will submit their indents for supply of table equipment, rubber stamps and stationery articles to newly created offices direct to the Director of Printing, Stationery and Publications, together with copies of the Government Orders sanctioning the opening of New Offices, the details of staff therefor, etc. The Director of Printing Stationery and Publications in turn will supply the necessary **table equipment**, stationery articles, rubber stamps, **etc., to these new Offices**, subject however to stationery rules and economy orders of Government.

(b) As regards enhancement of the existing supply of stationery articles on the ground that the existing supply is inadequate, the Heads **of Departments will** first approach the Director of Printing, Stationery and Publications in the matter who in turn will scrutinise the proposals and make necessary recommendations in this behalf to the Administrative Department of the Secretariat. The Administrative Department **of the Secretariat will in turn- scrutinise the**

recommendations and issue necessary orders in consultation with the Finance Department, but without the necessity of consulting the Education Department.

Supply of Common Forms and Registers.-(a) The instructions issued at item (3) 'above relating to the supply of table equipments, stationery articles, etc., will apply **mutatis mutandis** to the supply of common forms and registers also. The Director of Printing, Stationery and Publications will supply Common Forms and Registers to newly created offices on the basis of the indents to be submitted to him direct by the Heads of Departments concerned subject, however, to usual rules governing the supply of such forms and registers. The Heads of Departments while submitting indents for the supply of forms and registers will, however, ensure that copies of Government Orders sanctioning the creation of new offices and the details of the staff there. for are enclosed with their. indents.

(b) It will expedite matters if the Secretariat Departments while sanctioning creation of new offices and the staff therefor also authorise the Director of Printing, Stationery and Publications to supply table equipments, stationery articles, rubber stamps, common forms, registers, etc., in accordance with stationery rules and economy orders of Government. The Secretariat Departments are therefore requested to include this item in the Orders sanctioning the creation of new offices.

Printing of new forms, etc.—(a) The Heads of Departments will first approach the Director of Printing, Stationery and Publications and ascertain from him (i)

the likely expenditure involved in printing these forms, (ii) whether these forms can be printed at the Press free of cost under the rules or whether they are to be charged for and (iii) whether it will be possible for the Director to print these forms at Government Presses, and then approach the Administrative Department of the Secretariat concerned which will issue necessary orders authorising the printing of the forms in consultation with the Finance Department. Consultation with the Education Department in this matter is not merely not necessary but also involves avoidable delay.

(b) At present, there are various forms in use in various integrated areas. In Government letter No. ED 941 UPS 57, dated the 14th February 1958, the Heads of Departments have already been requested to effect uniform standardisation of forms and registers as early as possible. The Heads of Departments are therefore requested to take necessary action accordingly on a top-priority basis, and, after the forms are uniformly standardised, to get the approval of Government in the Administrative Department of the Secretariat concerned to the printing of such forms in Government Press and stocking them for their future supplies on indent.

(c) As regards printing of special Forms and Registers in use in Government Offices in integrated areas, the attention of the Heads of Departments is invited to the instructions already issued in this behalf in Government Order No. ED 146 UPS 58, dated the 10th September 1958.

Supply of Typewriters.—At present, supply of Typewriters is made on the specific sanction of

Government which is accorded in consultation with the Education Department and the Finance Department. As the supply of Typewriters is to be made against sanctioned posts of typists and steno-typists on the basis of one typewriter for each sanctioned post of a typist or a steno-typist it is not necessary to obtain specific sanction of Government for the supply of a Typewriter when there is already a sanctioned post of a typist or a steno-typist. The Director of Printing, Stationery and Publications is therefore authorised to supply a Typewriter against a sanctioned post of a typist or steno-typist subject to the usual rules of supply of typewriters to Government Offices - The Heads of Departments while submitting indents for supply of typewriters will ensure that copies of the Government. Orders, sanctioning posts of typists or steno-typists for their offices are invariably enclosed with their indents.

Supply of Duplicators.—At present Duplicators are not stocked at and supplied from the Government Stationery Depot, Bangalore. In spite of this, the Education Secretariat is being unnecessarily consulted in this behalf. The Heads of Departments are therefore requested to approach their Administrative Departments of the Secretariat direct in the matter. The Secretariat Department will in turn issue necessary orders in the matter in consultation with the Finance Department. The purchase of Duplicators will, however, have to be made by the Heads of Departments in accordance with the rate contract fixed by the Stores Purchase Committee with the firms concerned. The procedure. has been amended. (vide 57 (b).

[G.O. No. ED 1075 UPS 57, dated 15th December 1960]

Economy in the use of Stationery

85. Certain instructions issued from time to time 'to secure economy in the use of Stationery are given below -

(1) Heads of offices should exercise the strictest economy in 'the use of articles of Stationery and great discretion should also be exercised in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing according to the importance of the subject matter.

(2) Service post cards should be more largely used by all officers, including those at Headquarters for short routine communications, such as, acknowledgments, reminders, etc -

(3) Both sides of paper should be used for writing upon, in all offices, in all cases and for all communications.

(4) Short communications should be sent in quarto (one-fourth of a foolscap sheet). Even longer communications should be sent in quarto if they can be completed, on the two sides of a quarter sheet.

(5) In offices where note paper with four pages is supplied and used, the communication should be written on the first, second, third and fourth sheets consecutively, and where the first two sheets only are used, the other half should be cut and used for another communication.

(6) When a communication is received merely seeking supply of some information or of some book or is

of a routine nature and 'the reply to it is not required for office reference, reply should be written on the communication itself and dispatched.

(7) The spare space on incoming letters should, whenever possible, be utilised for brief office notes and for drafting replies.

(8) The use of typewriting paper should be resorted to only when absolutely necessary and never when less than four copies have to be made.

(9) The practice of using an extra sheet for docketing letters should be avoided, the docket being entered on 'the outer paper of the communication itself.

Economising the use of Stationery and Reducing Printing work

86. The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and Stationery articles -

(i) The use of both 'sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use -

(ii) Every available stock of paper and forms in the different offices of the State 'should be carefully conserved and profitably utilized.

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes.

(iv) Covers received should be cut open and used again as far as possible, by pasting the cut and with slips.

(v) The Director of Printing, Stationery and Publications should use, wherever possible, 'thin paper instead of thick, and brown or other paper instead of white, to keep down cost.

Economy in. the use of Envelopes

87. Envelopes should be fastened by pasting a slip over the flap, without 'the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes cut the slip so that the envelope can be used again by pasting on it another slip.

Whenever practicable, combined letter envelopes or inland letter forms should be brought into use and the use of separate envelopes dispensed with.

Economy in the use of Stationery for Examinations

88. Large quantities of stationery articles such as blotting paper, brown cartridge, badamy demy, ruled foolscap, steel pens, nib's, sealing wax, candles, etc., are being supplied by the Director of Printing and Stationery on indents from officers conducting the several examinations in various Departments of Government and other examining bodies who get supplies from the Stationery Depot, in excess of the actual requirements. Articles such as white reel thread, red and white tape, black lead and coloured pencils, scissors, penknives, paper weights, paper cutters, officers ink stand, long cloth, etc., are also being indented for and supplied though there seems to be no need for these in most of the examinations.

In view of the need to enforce economy in the use of articles of Stationery, Government direct that the officers who indent for these articles should carefully estimate the requirements on the basis of the number of candidates and total number of hours of writing and indent only for the minimum quantity of such article's as are essentially required.

Articles left after the close of the examination should be taken to stock in a separate register to be opened the purpose and this balance should be shown as deduction from the gross estimate of requirements when indenting for the stationery articles on the next examination.

CHAPTER V

Government Branch Stationery Depots

89. The Government Branch Stationery Depot, Dharwar was established in the year 1968 in the existing buildings of the Government Branch Press, Dharwar, to supply essential Stationery articles and drawing materials to all unit offices situated in the four districts of the Belgaum Division, the Government Branch Press, Dharwar, and also the examination centres, with the following staff.

Sl. No.	Name of the Post	No of posts	Scale of Pay	Revised Scale of pay from 1st January 1970
1.	Head Clerk..	1	150-270	175-10-275-15-350-EB-20-450
2.	First Division Clerk	1	110-5-150-6-180-10-220.	130-5-140-8-180-EB-10-260-15-290

Sl. No.	Name of the Post	No of posts	Scale of Pay	Revised Scale of pay from 1st January 1970
3.	Second Division Clerk.	2	80-3-110-4-14-5-150.	90-4-110-5-170 EB-6-200.
4.	Typist	1	80-3-110-4-130-5-150.	90-4-110-5-170 EB-6-200.
5.	Packers	5	55-1-65	65-2-95
6.	Peon	1	50-1-60	65-2-95
7.	Watchman	1	50-1-60	65-2-95

One post of Second Division Clerk on Rs. 80—150 from the Government Stationery Depot, Bangalore was transferred to the Government Branch Stationery Depot. It was also prescribed that security deposits should be taken from the persons appointed against the following posts as indicated against each of them. (1) Head Clerk Rs. 1,000 (Rupees one thousand only). (2) Store Keeper Rs. 500 (Rupees Five Hundred only). (3) Assistant Store Keeper Rs. 250 (Rupees Two hundred and fifty only). (4) Packers Rs. 100 (Rupees one hundred only). (5) Watchman Rs. 100 (Rupees one hundred only).

(G.O. No. ED 175 TPS 67, dated 1st December 1967).

The rules and procedures applicable to the Government Stationery Depot, Bangalore are applicable to the Government Branch Stationery Depot, Dharwar also with suitable modifications as may be necessary.

Purchases for the Government Branch Stationery Depot, Dharwar are made by the Government Stationery Depot, Bangalore along with purchases made

for the Government Stationery Depot, Bangalore and supplies arranged to be made direct from the firms in possible cases, and in some cases when bulk supplies made have been received in the Central Stationery Depot, Bangalore, Stationery articles will be dispatched to the Branch Stationery Depot, Dharwar, from Bangalore.

For the powers delegated to the Deputy Director, Government Stationery Depot, Dharwar, the Government Presses Manual may be referred to.

The rotation scheme for supplies of Stationery articles from the Government Branch Stationery Depot, Dharwar for offices situated in the districts of Belgaum Division, i.e., Dharwar, Belgaum, Biiapur and North Kanara districts is as given on page 83.

**Revised Rotation List of Supplies of Stationery
Articles by the Government Branch Stationery
Depot, Dharwar.**

Sl. No.	Indenting Officers of	Latest date of receipt of indents in the Govt. Branch Stationery Depot, Dharwar	Months of supply from the Stationery Stores	Periodicity of use
1.	Dharwar District	1st May	June, July and August (Before 31st August)	1st September to 31st August.
2.	Belgaum District	1st September	September, October, and November (Before 30th November)	1st December to 30th November

Sl. No.	Indenting Officers of	Latest date of receipt of indents in the Govt. Branch Stationery Depot, Dharwar	Months of supply from the Stationery Stores	Periodicity of use
3.	North Kanara District	1st December	December, January, (Before 31st January).	1st February to 31st January.
4.	Bijapur District	1st February	February, March (Before 31st March).	1st April to 31st March.

(G.O. No. ED. 383 TPS 68, dated 30th December 1968).

In respect of duties of personnel in the Government Branch Stationery Depot, Dharwar, the duties enumerated for the Government Stationery Depot, Bangalore will have to be performed by the officials, in accordance with the allotment of duties to be made by the officer-in-charge to cover all, aspects of work of the Branch Stationery Depot.

The forms and registers, to be used in the Government Branch Stationery Depot, Dharwar shall be similar to the forms and registers in use in the Government Stationery Depot, Bangalore.

Government Branch Stationery Depot, Gulbarga

90. The Government Branch Stationery Depot, Gulbarga was established in the year 1970 in the existing buildings of the Government Branch Press, Gulbarga to supply essential Stationery articles and drawing materials to all unit offices situated in the four

Districts of the Gulbarga Division, the Government Branch Press, Gulbarga and also the examination centres, with the following staff.

Sl. No.	Name of the post	No. of Posts	Scale of pay	Revised Scale of pay from 1st January 1970
1.	First Division Clerk	1	110-5-150-6 180-10-220	130-5-140-8-180- EB-260-15-290
2.	Second Division Clerk	2	80-3-110-4- 140-5-150	90-4-110-5-170- EB-200
3.	Packers	2	55-1-65	65-2-95

Sanction was also accorded to the transfer of one Second Division Clerk and one post of Packer from the Government Stationery Depot, Bangalore to the Government Branch Stationery Depot, Gulbarga, against the posts sanctioned newly

(G.O. No. ED 235 TPS 69, dated 30th August 1969).

The rules and procedure applicable to the Government Stationery Depot, Bangalore are applicable to the Government Branch Stationery Depot, Gulbarga also with suitable modifications as may be necessary.

Purchases for the Government Branch Stationery Depot, Gulbarga are made by the Government Stationery Depot, Bangalore, along with purchases made for the Government Stationery Depot, Bangalore and supplies arranged to be made direct from the firms in possible cases and in some cases when bulk supplies made have been received in the Central Stationery Depot, Bangalore, stationery articles will be despatched to the Branch Stationery Depot, Gulbarga, from Bangalore.

For the powers delegated to the Deputy Director, Government Stationery Depot, Gulbarga, the Government Presses Manual may be referred to.

The rotation 'scheme for supplies of Stationery articles from the Government Branch Stationery Depot, Gulbarga for offices situated in the districts of Gulbarga Division, i.e., Gulbarga, Bidar, Raichur and Bellary districts, is as given below:

**Revised Rotation List of supplies of Stationery
Articles from Branch Stationery Depot, Gulbarga.**

Sl. No.	Name of the District	Last date of receipt of indents in the Branch Sty, Depot, Gulbarga	Months of supply of stationery from stores	Period for which the stationery supplied is to be used
1	Gulbarga District	15th April	May, June and July	September-August.
2	Raichur District	15th July	August, September, and October.	December November.
3	Bellary District ..	15th September	November, December and January.	February-January
4	Bidar District ..	15th December	February and March	May—April

(G.O. No. ED 43 MI'S 70, Bangalore, dated 7th February, 1970).

In respect of duties of personnel in the Government Branch Stationery Depot, Gulbarga the duties enumerated for the Government Stationery Depot, Bangalore will have to be performed by the officials, in accordance with the allotment of duties to be made by the officer-in-charge to cover all aspects of work of the Branch Stationery Depot.

The forms and Registers, to be used in the Government Branch Stationery Depot, Gulbarga shall be similar to the forms and registers in use in the Government Stationery Depot, Bangalore.

APPENDIX I

Reports and Returns due from the Government Stationery Depot.

Returns	Due date
1. Additional Reports	May-each year or during the Budget Session of the Legislature.
2. Annual Inspection Report	May-June-each year
3. Annual Stores Verification Report	June-each year
4. Annual Stores and Stock Account Report (Value Accounts)	May-June-each year
5. Census of Govt. Employees as on 31st March every year	April-May-each year

ANNEXURE I

FORMS AND REGISTERS IN USE IN THE GOVERNMENT STATIONERY DEPOT

All the observations on page 725 of the Manual of the Government Presses are applicable to this Annexure also and may be referred to.

Indent Form

(Front Side, First Page)

**FORM OF ANNUAL INDENT FOR STATIONERY
ARTICLES.**

INDENT FOR STATIONERY FOR THE SUPPLY YEAR FROM THE 1ST
197 TO THE 30TH-31ST 197

For the Group Office of the.....allied
offices, and offices subordinate thereto

(To be filled in by the Grouping officers.)

(For instructions regarding preparation of indent, see
back of the Form)

I. I hereby certify that the stock of stationery articles has
been examined on and—

(1) that every item of stationery received up-to-
date either from the Stationery Office or from any other
source has been properly accounted for. The relative
acknowledgments have been returned duly attested as
per Stationery Rules ;

(2) that the actuals agree with the quantity shown
as balance in the stock book ;

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

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

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

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

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

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

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

II. I further certify that this indent has been carefully prepared in my office with reference to the rules regarding the preparation of indents for stationery and that the stationery indented for is absolutely necessary.

III. The Grouping of offices has been finalised and intimated by the Head of the Department, vide letter No..

Number of Gazetted Officers.....

Number of Non-Gazetted Executive Officers.....

Number of Non-Gazetted Ministerial Officers.....

(a) Case workers..... (b) Others (c)

Account Staff..

Number of Typewriter Machine working :—

1. No. of Typists

2. No. of Steno-Typists

2. Articles not printed in this indent form, but included in Appendix-A, to which the indenting officer is entitled should be indented for in accordance with rules and all items in the indent should be serially numbered.

3. The actual consumption of all articles in the three previous years preceding that in which the indent is made, whether indented for or not, together with the balances on hand on the date of indent shall be shown in the columns provided for the purpose.

4. Articles supplied on a fixed scale and for stated periods and those expected to last for a number of years, should be claimed in accordance with rules.

5. The term "all articles" referred to in paragraph 3 of the instructions includes also articles supplied on a fixed scale and for specific and indefinite periods and as such, the consumption under these should also be shown in the indent.

6. A list of surplus stocks should be sent along with the indent, if there be any, and if not, a 'Nil' statement should be sent. For this purpose, articles of stationery remaining in stock for over a year should be considered as surplus unless there be any good reason to treat them as otherwise.

7. Indents not in accordance with the above instructions and not furnished in time will not be complied with by the Director of Stationery.

8. All the columns in the body and front page of the Indent forms may be properly filled in as per Rules of Stationery.

(Horizontal lines at the foot)

Date of receipt of Indent by Indent Clerk. S. O. No. dated
Sanctioned as per entries in column 13 with the
following remarks :—

Indent Clerk.	Supervisor.	Assistant Director of Stationery.
Date of receipt of indent by Store-keeper	Names of packers deputed to pack the consignment	

(Vertical columns)

Description of package.	Number of packages.	Invoice No.	dated
----------------------------	------------------------	-------------	-------

(Lines under description of package)

1. Full bales Nos.
2. Made-up cases Nos.
3. Gunny rolls Nos.
4. Bundle No.
5. Other items

(Horizontal lines)

No. of items supplied.	Balance	Sl. No. in Balance Register.
Date of return of Indent to the Accounts Section.		Signature of Store-keeper.
Filed on		

(Reverse - Second and third Pages)**(Vertical Columns)**

1. Name of article indented for as given in Appendix A;
- 2, 3, 4, 197— 197—197—Actual consumption of the
three supply years preceding that in which the indent is

made, 5. Average annual consumption as per details in columns 2 to 4; 6. Actual quantities supplied by the Stationery Depot last year on Indent, 7. Opening balance as on date of Previous Supply in column No ; 8. Total of columns (6 and 7); 9. Actual consumption in the current year up to the date of indent; 10. Balance on hand on date of indent; 11. Quantity now indented for; 12. Quantity passed by the countersigning officer; To be filled in by the Stationary Office, 13. Quantity passed by the Indent Branch; 14. Quantity actually issued by stores, 15. Remarks.

(Horizontal lines under column 1)

All articles to be included, one line for each article.

1. Cr. laid F'cap 9; 2. Buff folio paper; 3. Duplicating Paper; 4. Azurelaid foolscap, (for courts only); 5. Brown Cartridge Royal; 6. Badamy Demy; 7. Typewriting paper (thick); 8. do (thin); 9. do Carbon Paper; 10. Blotting paper; 11. Pencil Carbon paper; 12. Pen Carbon paper; 13. Blank Foolscap book, 2 qrs; 14. do Quarto, 1 qr.; 15. do Octavo, 1/2 qr.; 16. Circular Files; 17. Steelpen nibs No.; 18. do holders No.; 19. Needles No.; 20. White tape Skeins; 21. Thread white reels. 22. Sealing wax sticks; 23. Candles No.; 24. Black ink powder, packs; 25. Red do; 26. Black lead pencils; 27. Coloured pencils; 28. Copying pencils; 29. Green coloured pencils; 30. Thaluk thread; 31. Cotton tags; 32. D.O. Covers; 33. T.W. Ribbons; 34. Gem clips; 35. Shorthand note books; 36. do pencils; 37. Pad ink bottles; 38. Self-inking pads 39. Liquid gum bottles; 40. T.W. Stencil paper; 41. do Ink Tubes; 42. Pins assorted in ibs; 43. White Twine Balls; 44. Ready made Envelopes 4 x 5", 45. do 4" x 10", 46. 6" x 12".

(At the foot)

- N. B- (1) The Indenting Officers should note the date of previous supply with No. and Date of Invoice of the Government Stationery Depot [relating to the figures furnished in column No. (6) in Remarks column No. (15).
- (2) Advance supplies received on special requisition or under Special Government Orders should also be clearly noted in red ink in column 6 and particulars of Invoice No. and Date in the Remarks column.
- (3) Offices of the Integrated Area should furnish Indent No allotted to them in their former States. The Indent No. attached by the Government Stationery Depot in respect of unit offices may also be quoted.
- (4) Every first indent of newly created Offices, should accompany copies of orders of Government (i) Creating such office (ii) Sanctioning supply to that office [in case the (i) does not authorise supply].

Indent Form**(Front Side, First Page)**

**FORM OF ANNUAL INDENT FOR DRAWING
STATIONERY ARTICLES**

INDENT FOR DRAWING STATIONERY FOR THE SUPPLY
YEAR FROM THE 1ST 197 TO THE 30TH-31ST 197

For the Group Office of the
allied Offices, and offices subordinate thereto.

(To be filled in by the Grouping officers)

(For instructions regarding preparation of indent, see
back of the Form)

(1) I hereby certify that the stock of Drawing Stationery articles has been examined on (1) that every item of drawing stationery received up-to-date either from the Stationery Officer or from any other source has been properly accounted for. The relative acknowledgments have been returned attested as per Stationery rules ;

(2) that the actuals agree with the quantity shown as balances in the stock book ;

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

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

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

(6) that no articles liable to deterioration have been kept in stock for long period without issue.; and

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

II. I further certify that this indent has been carefully prepared in my office with reference to the rules regarding the preparation of indents for stationery and that the stationery indented for is absolutely necessary.

III. The Grouping of offices has been finalised and intimated by the Head of the Department, *vide* letter No

The exact address to which the articles have to be despatched	(a) By Railway goods to (b) By Railway parcel to (c) If by local delivery the name and designation of the official authorised. (d) Specimen signature of the authorised official.
No.	Date
Station	Nearest Railway Station.
Head of account to which the issues should be charged in the account, if the cost has to be paid forDepartment.

Signature and designation
of the Group Officer.

(To be filled in by the countersigning officer.)

Countersigned. The quantities passed by me have been entered in column 12.

No.	Date
Station	Signature and designation.

(Front side, Fourth Page)

**INSTRUCTIONS FOR PREPARING THANNUAL INDENT
FOR STATIONERY**

1. Indents should be sent to the Stationery Office strictly in accordance with the dates prescribed in the

table of supply, Appendix E. Vide G.O. No. ED 1075 UPS 57, dated 15th December 1960.

2. Articles not printed in this indent form, but included in Appendix A, to which the indenting officer is entitled should be indented for in accordance with rules and all items in the indent should be serially numbered.

3. The actual consumption of all articles in the three previous years ipreceding that in which the indent is made, whether indented for or not, together with the balances on hand on the date of indent shall be shown n the columns provided for the purpose.

4. A list of surplus stocks should be sent along with the indent if there be any and if not, a ' Nil' statement should be sent. For this purpose, articles of stationery remaining in stock for over a year should be considered as surplus unless there be any good reason to treat them as otherwise.

5. Indents not in accordance with the above instructions and not furnished in time will not he complied with by the Director of Stationery.

6. All The columns in the body and front page of the Indent forms may be properly filled in as per Rules of stationery.

(Horizontal lines)

Description of package.	Number of packages.	Invoice No.	dated
----------------------------	------------------------	-------------	-------

(Lines under description of package)

1. Full bales Nos.
2. Made-up cases Nos.
3. Gunny rolls Nos.
4. Bundle No.
5. Other items

(Horizontal lines)

No. of items supplied.	Balance	Sl. No. in Balance Register.
Date of return of Indent to the Accounts Section.	Signature of Store-keeper.	
Filed on		

(Reverse - Second and third Pages)**(Vertical Columns)**

1. Name of article indented for as given in Appendix A;
- 2, 3, 4, 197— 197—197—Actual consumption of the three supply years preceding that in which the indent is made,
5. Average annual consumption as per details in columns 2 to 4;
6. Actual quantities supplied by the Stationery Depot last year on Indent,
7. Opening balance as on date of Previous Supply in column No ;
8. Total of columns (6 and 7);
9. Actual consumption in the current year up to the date of indent;
10. Balance on hand on date of indent;
11. Quantity now indented for;
12. Quantity passed by the countersigning officer; To be filled in by the Stationary Office,
13. Quantity passed by the Indent Branch;
14. Quantity actually issued by stores,
15. Remarks.

(Horizontal lines under column 1)**All articles to be included, one line for each article.**

1. Drawing paper double elephant; 2. Drawing paper single elephant; 3. Tracing paper; 4. Tracing cloth; 5. Drawing section paper; 6. Cartoon drawing paper rolls S. 226; 7. do S. 227; 8. Crow quills or Mapping pens; 9. Sponges; 10. Drawing pencils of different grades; 11. Drawing pins, 12. Sable hair brushes, 13. Colour cakes of various tints, 14. Saucer sets (once in two years); 15. Artist glass (do); 16. Indian Ink Bottles or Sticks.

(At the foot)

- N.B.— (1) The Indenting Officers should note the date of previous supply with No. and Date of Invoice of the Government Stationery Depot [relating to the figures furnished in column No. (6) in Remarks column No. (15)].
- (2) Advance supplies received on special requisition or under Special Government Orders should also be clearly noted in red ink in column 6 and particulars of Invoice No. and Date in the Remarks column.
- (3) Offices of the Integrated Area should furnish Indent No allotted to them in their former States. The indent No. attached by the Government Stationery Depot in respect of unit offices may also be quoted.
- (4) Every first indent of newly created Offices, should accompany copies of orders of Government (i) Creating such office, (ii) Sanctioning supply to that office [in case the (i) does not authorise supply].

Letter calling for Indent

(Horizontal lines at the top)

C.F. No. 45. GOVERNMENT OF KARNATAKA

TELEPHONE, TELEGRAM, No. ENCLS, OFFICE OF THE
DIRECTOR or PRINTING, STATIONERY AND
PUBLICATIONS, GOVERNMENT STATIONERY DEPOT,
BANGALORE-1, DATETo....., Sir,

Subject -Annual Indent for the Supply of Stationery
articles and drawing materials for the year 19.....19.....

I write to state that your annual indent for the
supply of stationery articles and Drawing materials for
the year 19.....19.....is due to be received in this office
in the month of.....19..... as per rotation scheme of
supplies prescribed in G.O. No. ED 1075 UPS 57, dated
15th December 196(.).

I therefore request you kindly to send the indent
duly countersigned by the countersigning officer if
countersigning is necessary as per rules. Two blank
printed indent forms have been enclosed herewith.

I may also state that all the columns on the face
of the indent and in the body of the form may kindly be
filled in properly and in particular the strength of the
establishment, *i.e.*, number of Gazetted Officers, number
of casual workers, the number of typists and steno-typists,
the number of typewriters and the number of
Duplicators available in your office. may kindly be
furnished in the appropriate columns provided on the
face of the indent, so that the indent may be complied
with without giving room for any objections.

In this connection I may also state that if the indent is not received in time, the supply of stationery articles cannot be made in time and this office cannot be held responsible for any delay or inconvenience caused to Government work in the matter of supply of stationery articles. In some cases it may not be possible at all to make supplies on delayed indents because of the Government Stationery Depot being engaged in works related to other offices whose supplies are due at that time. It may kindly be noted that the indents for the supply of stationery articles and Drawing materials have to be sent to the Director of Printing and Stationery, Government Stationery Depot, Bangalore, and the indent for the supply of Forms and Registers, have to be sent to the Director of Printing and Stationery (Forms Branch), Government Press, Bangalore, under two different covering letters as they are two different offices of this department dealing with the supply of stationery articles and Forms and Registers respectively.

Further the periods of supply of stationery articles and Forms and Registers to several offices are quite different and indents to Forms and Registers are to be sent at the time when they are due and not when the stationery articles are due.

Yours faithfully

for Director.

Indent for supply of Typewriters during 19 —19

(Horizontal lines)

To. The Director of Printing, Stationery and Publications, Government Stationery Depot, Bangalore-1

(Horizontal columns along with space at the right side)

1. (a) Name of Department, (b) Name of Indenting Office, 2. Full Address, 3. Number and date of Government Order sanctioning the post of Typist or Steno-Typist or Clerk-cum-Typist or Clerk entrusted with typing work, 4. Make, size and Machines Numbers (copy of G.O. is enclosed) of typewriters owned by the Indenting Officer. Stock receipt No. and date, 5. Make and size of Typewriter desired to be supplied to the Indenting Officer, reasons for the same, 6. Whether the Typewriter(s) indented for is/are required as (a) Initial Supply, (b) Additional Supply, or (c) On replacement basis.

(At the Foot)

Copy of Government order sanctioning the abovementioned posts should be enclosed in cases of initial or additional supply of Typewriters. (If it is an initial or additional supply against sanctioned post of clerkcum-typist or clerk entrusted with typing work, copy of Government Order authorising the Director, Government Stationery Depot, Bangalore, to make supply of typewriter should be enclosed). In cases of replacement the specification and date of purchases of the typewriter(s) intended to be replaced, should be mentioned.

(Horizontal lines at the reverse)

CERTIFICATE BY THE INDENTING OFFICER

1. I certify that the total number of posts of Typists and Steno-Typists (including the posts for which

typewriter(s) is/are now indented) in my office as on this date, is.....and the total number of typewriters available in my office, is.....and the total number of typewriters available in my office is.....out of which.....is/are in use and..... is/are not in use.

2. I certify that.....Typewriter(s) held by my office is/are counted against sanctioned post(s) of Clerk(s)-cum-Typist(s) or Clerk(s) entrusted with typing work and that this/these typewriter(s) was/were obtained with Government Order sanctioning the supply/purchase.

3. I have sent herewith old typewriter(s) intended to be replaced for necessary examination and for taking further action and certify that it has/it has no base board or/and metal cover.

I certify that the typewriter(s) indented for has/have not been previously indented for or received so far.

5. I undertake to return excess typewriters to the Government Stationery Depot, Bangalore, in case the posts against which typewriters are held or supplied are abolished.

(At the foot)

Place.....Date....., Office Seal,
Signature and designation of the Indenting Officer.

(Horizontal lines)

SUPPLY ORDER No. DATE,

1. Name of office, 2. Letter or Indent No. and date,
3. Particulars of supply :—

(Some space to be left below)

4. Whether the supply is free or to be charged
(At the foot)

indent Clerk, Superintendent, For Director,
(Horizontal lines at the reverse side)

(Some space to be left above)

(To be filled in by the Stores), 1. Invoice or
packing memo No. and date, 2. Bundle, Case or Bale
Nos., 3. Name of the Packer packing the items, 4. do
checking the items, 5. Mode of delivery.

(At the foot)

Issue Clerk, Store—keeper, Superintendent.

Common Letter Reply

(Horizontal lines at the top)

GOVERNMENT OF KARNATAKA

No. S. Office of the Director, Government Stationery
Depot, Bangalore, dated 19 , To

SIR,

Subject - Supply of Stationery Articles and Papers

With reference to your letter No.....Dated.....19 on
the above subject I write to invite your kind reference to
item No.....noted below.....Yours faithfully, For
Director.

(At the foot) (Front Page)

1. Office Seal may be affixed in the column therefor on the face of the indent.

2. The certificates on the face of the indent form may be got attested, duly verifying the stocks on a specified date.

3. Strength of Establishment may be noted in the appropriate columns.

4. The number of Typewriter machines working together with the relative staff be noted in the column therefor.

5. Make of the Duplicator machine may be furnished.

6. The nearest Railway Station to which the bundles are to be booked may please be noted.

7. The Head of Account not filled in.

8. The indent may be retransmitted after countersignature after getting the column No. 12 filled in by that Officer.

9. All the columns in the body of the indent form are not filled as required by rules of Stationery.

10. Column No. 15 with reference to Foot-note 1, 2, 3, and 4 are to be filled up before retransmission.

11. Your annual Indent is due by.....
for compliance by..... as per rotation scheme to supply.

12. The Indent for the year 19 though due by is not so far received duly completed as per rules of Stationery for further action.

13. Indent forms will be sent, in the appropriate time prescribed in the rotation scheme of supplies.

14. The Indent forms were sent to you..... 19

15. Your annual indent having not been received in time cannot be complied with immediately, as preference is to be given for Indents in time and as per rules of Stationery.

16. Supplies are made on the basis of GO. No. ED 1075 UPS 57, dated 15th December 1960 and not at quantities inderted for by the Department or of those countersigned quantities by Heads of Offices.

17. Supplies to Sections of Offices are opposed to rules of Stationery. Only one consolidated indent per year, of all the Sections of your office, including your subordinate offices have to be sent in time for compliance.

(Horizontal lines at the reverse side)—(contd.)

18. Your annual supply for the year 19 — has been made under all available items of Stationery and papers under this office, Invoice No..... dated..... 19, receipt of the same as per the said invoice may be acknowledged.

19. Supplies will be arranged for as soon as the annual stock verification in the Government Stationery Stores is completed.

20. In view of the essential supplies relating to Examination/Census/ Election supplies will be arranged during next month.

21. Stray requisitions in the absence of Government Order sanctioning such supplies cannot be complied with as it is opposed to rules of Stationery.

22. The Indent for Forms and Registers and all matters pertaining to them may be sent to the Director of Printing, Stationery and Publications, Forms Branch, Bangalore.

23. Civil List, Desk Diaries, Calendars, are supplied by the Director of Printing, Stationery and Publications, P.W. Section, Government Press, Bangalore and may be addressed separately.

24. Kindly note that the Stationery articles against your annual indent of 19, will be supplied to you in due course receipt of which may kindly be awaited.

25. According to rule 5 of the Government Order No. ED 1075 UPS 57, dated 15th December 1960, a newly created office should either purchase its requirements of Stationery articles out of its contingent grants or to obtain them from its head office till the regular supply is made to the grouping officer of the Department concerned according to rotation scheme of supply.

26. Kindly depute an official of your office with his specimen signature duly attested for taking delivery of the Stationery articles at this office on any working day if the stationery is urgently required and if there is provision to depute the official. The Stationery will be packed and handed over to the official who will be deputed. This suggestion is made to avoid further delay in the supply of stationery.

do Quarto; 1 qr.; 15. do Octave, 1/2 qr; 16. Circular Files; 17. Steel-pen nibs No.; 18. do holders No.; 19. Needles No.; 20. White tape Skeins; 21. Thread white, reels; 22. Sealing wax sbicks; 23. Candles No.; 24. Black ink powder, packs;

25. Red do; 26. Black lead pencils; 27. Coloured pencils; 28. Copying pencils; 29. Green Coloured pencils; 30. Tliablak thread.

(Horizontal columns at the reverse side)

Particulars of articles, Quantity to be supplied, Quantity supplied from stores, Remarks.

(Vertical columns continued from the front side)

31. Cotton tags, 32. D.O. Covers, 33. T.W. Ribbons, 34. Gem clips.

35. Shorthand note books, 36. do pencils, 37. Pad ink bottles, 38. Self-inking pads, 39. Liquid gum bottles, 40. T.W. Stencil paper, 41. do Ink Tubes, 42. Pins assorted in lbs, 43. White Twine Balls, 44. Readymade Envelope **4" X 5"**, **45. 4" X 10"**, **46. 6"x12"**.

(At the foot)

(Horizontal lines)

Whether the supply is to be charged or Free cost.....
 Indent clerk, Supervisor, Assistant Director,
 Date of receipt of indent by store-keeper,
 Names of packers deputed to pack the consignment,
 Invoice No. and date, Number of packages, Bundles
 No.

Invoice Clerk, Store-keeper.

Letter forwarding accepted Bills

(Horizontal lines at the top)

GOVERNMENT OF KARNATAKA

No. S. Office of the Director of Printing, Stationery and Publications, Government Stationery Depot, Bangalore, Dated.....

To....., Sir, Subject.—Your bill No.....

dated.....for Rs..... towards the supply of..... With reference

to the above bill(s) I write to forward herewith the said bill(s) duly accepted and passed for payment for Rs.....and to request you kindly obtain payment for the bill(s) by presenting the same at the State Huzur Treasury, Bangalore/District Treasury, A sum of Rs in your above bill(s) being is disallowed/deducted and the same is not admissible/held over for future payment.

Kindly acknowledge receipt of the passed bill(s) in the form appended below. Yours faithfully, for Director.

(At the foot)

(Horizontal lines)

ACKNOWLEDGMENT

Received my/our bill(s) No.....dated..... for Rs..... duly accepted and passed for payment sent under cover of your letter No.....dated.....in respect of supply of.....

Designation.....Place.....Date....., Seal.

To; The Director of Printing, Stationery and Publications, Government Stationery Depot, Bangalore.

Letter reminding adjustment of Bills

(Horizontal lines at the top)

GOVERNMENT OF KARNATAKA

Office of the Director of Printing, Stationery,
Government Stationery Depot, Bangalore, Date.....,
No.....

Sir, Subject.—Adjustment of bills of this office.

This Office bill Nos.....dated..... to.....
Rs.....in respect of supply of stationery articles,
Table equipment made under this office invoice
No..... dated..... has been sent for
necessary adjustment and to request you to kindly
arrange payment in full settlement of this bill
immediately as otherwise further supplies and services
will have to be deferred till all the bills relating to
previous supplies are paid in full. The delay in
realisation has been objected to by the Public Accounts
Committee and also by Local Audit. The bills have to be
adjusted within three months from the date of receipt of
the bills or otherwise the matter will be reported to
Government as per G.O. No. ED 122 TPS 66 dated 22nd
August 1968. All correspondence in this behalf may be
made to the Director of Printing, Stationery and
Publication, Government Stationery Department,
Bangalore—1.

(Vertical columns)

Bill No. and Date, Invoice No. Date, Amount.

(Horizontal column)

1, 2, 3.

(At the foot)

Yours faithfully, for Director.

Letter returning D. C. Bills

(Horizontal lines at the top)

GOVERNMENT OF KARNATAKA

Office of the Director of Printing, Stationery and Publications, Government Stationery Depot, Bangalore-1, date No. S/7 —7 , To, The

Sir, Subject-Adjustment of Bills through D.C. Bills.

With reference to your letter No enclosing there-with a D.C. Bill for Rs.....for adjustment through Accountant General), I am to state that as per Official Memorandum No. FD 19/BUDD/dated prescribes that Bills should be settled offly through Cheques / Challans/ Bank Draft, and not otherwise. Therefore, the D.C. Bill received with your letter cited above is returned herewith along with its relevant enclosures for taking further action as prescribed in the said Official Memorandum and to request you kindly to settle the Bill in question accordingly without further delay. Yours faithfully, for Director.

Invoice Form

(Horizontal lines at the top)

Mysore Government Stationery Depot, I. No. Bangalore.....Invoice of stores, etc., despatched this day from the Depot per

To.

(Vertical columns)

No. and date of requisition; Description; Quantity in figures; Quantity in words.

(Horizontal columns)

Sufficient space**(At the foot)**

Checked and found correct, By order, Checking Clerk, Storekeeper, Supervisor.

Invoice Form**(Horizontal lines)**

No. P.D.....Bangalore Date.....Invoice of Stores etc despatched this day from the Depot per. To The

(Vertical columns)

No. and date of requisition ; Description ; Quantity in figures ; Quantity in words.

(At the foot)

Checked and found correct, By Order, Stores Manager, Checking Clerk and Designation of the Receiving Officer.

Invoice Form**(Horizontal lines)**

**KARNATAKA GOVERNMENT STATIONERY DEPOT,
BANGALORE**

Memo of contents of this package to ; Bundle No P.D.P.M. To The..... S.O. No..... dated Letter No. dated.....

(Vertical columns)

No. Description of articles ; Quantity Reams Qrs. Quantity in words cost Rs. Ps. No. Description of articles Quantity Quantity in words ; -Cost Rs. Ps.

(Horizontal columns under Description on articles)

Foolscap printing 43 x 61 8.4 kgs ; 2. Azurelaid Foolscap printing 4.9 Kgs. 3. Buff Foolscap Folio 2.25 kgs; 4. Brown Cartridge 18.1 kgs; 5. Badamy Demy 8.9/9.1 kgs ; 6. Typewriter Paper thick (Creamlaid) (4.5 kgs) ; 7. Typewriting Paper thin 1.2/1.3 kgs ; 8. Typewriting Paper carbon. (Black), 9. Blotting Paper, 10. Pencil Carbon, 11. Pen Carbon, 12. . Printing Foolscap Books, 13. Printing Quarto Books, 14. Printing Octavo Books, 15. File Books, 16. Steel Pen Nibs, 17. Steel Pen Holders, 18. Needles, 19. White tape. . Skeins, 20. Thread White Reels.. . Reels, 21. Sealing wax I or II grade Stick, 22.. Candles, 23. Black Ink Powder.. .Packs, 24. Red Ink Powder. Packs, 25. Black lead Pencils. . No., 26. Coloured Pencils 27. Copying Pencils., 28. Tha.blak Thread, 29. India Rubber.. Pieces, 30. Cotton Tags. .No., 31. Green coloured Pencils, 32. Typewriting Ribbons (Black), 33. Shorthand Note Books. No., 34. Shorthand Pencils, 35. White Twine Balls, 36. Gem Clips, 37. Pins, 38. Duplicating Paper.. .RMS, 39. Pad ink bottles. .No. 40. Self Ink pads, 41. Liquid Gum bottles, 42. Stencil paper, 43. Cyclostyle Ink tubes gest/shouni, 44. Readymade Envelopes, 45. Readymade Envelopes 4" x 9", 46. Readymade Envelopes 5" X 10" 47. Readymade Envelopes 6" x 12", 48. 4k" x 49. 50.

(At the foot)**(Horizontal lines at the left half)**

Stationery Office, Bangalore, Date-.....19 ,

Checked by....., Packed by.....,
Invoicing Clerk.....

Checked and found correct, Checking Clerk, Station,
Date.....

(Horizontal lines at the right half)

Note 1 :—This memo should be returned to the Director of Stationery within a week after the receipt of the consignment with the following certificate duly signed.

Opened in my presence and the contents found correct, Signature and Designation of the Receiving Officer, Store-keeper, Superintendent Grade-I,

Note 2:—In case covering should be sold by auction, the amount realised should be remitted to the Treasury and the Treasury Receipt forwarded to the Director of Stationery, Bangalore.

Invoice Form

(Form same as Invoice Form P.D.P.M. but with letters P.M.S./

Gate Pass**(Horizontal lines)**

**KARNATAKA GOVERNMENT PRESS AND ALLIED
OFFICES BANGALORE**

GATE PASS

Branch.....Original/Duplicate * Date.....19

*To be certified by the Gate Keeper and returned to the Branch concerned.

(Vertical Columns)

Invoice No. and date Address of the Consignee. Bundles, boxes packets or any others (give numbers in words and the number as marked on each in figures) Per goods parcel post or in person.

(At the Foot)

Signature of the Invoice Clerk.....Initials of the
Asst. Director..... *The above articles were
checked by me at the Gate and found correct. They were
allowed to pass the Gate at (hour)..... on (date)....19

*This matter to be printed only on the duplicate.

(Horizontal Lines)

Labels to keep dry

Please Keep Dry (In large bold type and red Ink)

**OFFICE OF THE DIRECTOR OF PRINTING,
STATIONERY AND PUBLICATIONS, GOVERNMENT
STATIONERY DEPOT, BANGALORE.**

Bundle No. Case No.. To. The.....

(At the foot)

(Horizontal Line)

Dispatching Clerk. Karnataka Government Stationery
Depot, Bangalore.

Invoice Form

(in quadruplicate)

(Horizontal lines at the top)

ORTGINAL/DUPLIOATE/TRIPLICATE/QUADRUPPLICATE

Karnataka Government Stationery Depot, Bangalore.....
19 Press invoice of stores etc. dispatched this day from
the Depot per. To The Director of Printing, Bangalore
(Paper Room).

Indent No..... Date.....

(Vertical Columns)

No. and date of requisition. Description. Quantity. In figures. In words. .

(At the foot)

Checked and found correct. By Order. Checking Clerk. Counter. Stores Manager.

Bin Card**(Horizontal lines)****GOVERNMENT STATIONERY DEPOT, BANGALORE**

Description of material.....Book Balance as on.....

(Vertical Columns)

1. Date 2. Quantity received 3. Invoice or Packing Memo No. 4.Quantity issued 5. Balance 6. Initials. Daily Receipt Register of Stores

(Vertical Columns)

Sl. No. ; Date ; Suppliers ; Description of Article; Advice Note No. and Date ; Bale Nos. ; Bales or cases opened on; Quantity opened and sent to stores in words and figures ; Initials of the Official opening the bales Storekeeper's Acknowledgment Remarks re quality Taken to stock on Remarks.

Supply Report**(Horizontal lines at the top)**

Report of supply record on SPD and other Orders in the Government Stationery. Stores, Bangalore. No. Date.

(Horizontal Columns)

1. Name of the supplier 2. Railway Receipt No. and date 3. Supplier's Advice Note No. and date ; 4. Bale or case number No. Quantity of Supply

(Horizontal Columns)

5. No. and date of S.P.D. Local Indent or this office letter No. 6. Name of articles ; 7. Quantity ordered; 8. Quantity supplied up to date ; 9. Quantity now supplied on the firms bill No date for Rs; 10. Balance due, if any ; 11. Excess, if any. 12. Orders as to whether the excess may be taken to stock or whether the balance due may be waived.

Nature of supply

(Vertical columns)

Approved specification; Specification of supply; Reports of tests if any; Whether the supply may be accepted;

(Horizontal columns)

13. Make of articles ; 14. Weight of articles ; 15. Size of articles ; 16. Makers number ; 17. Details of composition, etc. of the articles, 18. No. of articles per package ; 19. Samples, etc ; 20. No. of Stock Ledger folio in which the article is taken to stock.

(At the Foot)

Cancelled. Bill Passed

(Horizontal lines)

Bill Clerk ; Stores Supdt. I ; Asst. Director ; Director.

Indent Register

Government Stationery Depot, Bangalore.

INDENT REGISTER

(Vertical Column)

1. Name of the Office, 2. Date of sending blank indent forms 3. Date of Receipt of indent in the Stationery Office, 4. Date of passing and sending it to Stores and SO. No. with date, 5. Date of despatch of stationery From the Stores and Invoice No., & Particulars of supply annual of balance, 7. Remarks.

Periodical articles Register

REGISTER SHOWING THE ISSUES OF PERIODICAL ARTICLES

ETC., TO.....DISTRICT.....

(Vertical Columns)

1. Sl. No. 2. Name of article, Strength of establishment.

(Horizontal Columns under Names of articles)

1. Penknives...No. 2. Scissors.. .No. 3. Green baize Meters. 4. Ink glasses... .No. 5. Officer's inkstand. . .No. 6. Wooden inkstand....No. 7. Rulers.....No. 8. Paper weights .No.

Stock Ledger for Stationery articles

STOCK LEDGER FOR STATIONERY ARTICLES

(Horizontal lines)

Name of Paper/Article , Unit.....

(Vertical Columns)

Date; From whom received or to whom issued; No. of receipt order or issue not) ; Quantities, Receipts, Issues, Balance ; Initials of Verifier Value, Receipts Rate, Rs. Ps., Amount ; Issues Rate, Rs. Ps ; Amount; Balance Rate, Rs. Ps., Amount ; Initials of Verifier ; Remarks.

Stock Ledger for Papers

Same form as Stock Ledger for Stationery articles

Adjustment Register**ADJUSTMENT REGISTER OF BILLS ISSUED FOR ARTICLES**

SUPPLIED BY THE STATIONERY DEPARTMENT

(Vertical Columns)

Serial No. ; No. and date of bills issued; No., Date ; Names of officers to whom bills are issued ; Number and date of invoice under which supply is made ; Value, Rs. Ps. ; Sales Tax, Rs. Ps. ; Details of receipts Total Amount, Rs. Ps.; Remarks.

Balance Supply Order Register

Government Stationery Depot, Bangalore—1.

BALANCE SUPPLY ORDER REGISTER.

		Acknowledgment	Annual or	
S.O. No.	Name of office	from Stores	previous S.O. No.	Remarks

ANNEXURE II

PAST RULES FOR THE SUPPLY OF STATIONERY ARTICLES AND FORMS

1. All the Stationery for Public Offices will be supplied from the Karnataka Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of Stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix B attached.

5. Appendix C attached, contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the previous sanction of Government.

7. Annual estimates are not required, but when an unusually large consumption of any article or paper in any particular official year is anticipated in any

department, the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required and the purpose for which they are required and other necessary particulars.

8. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

9. (a) A standing list (Appendices D and D-1) containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued: —

(1) The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

(2) Extracts from this list shall be sent to each Head of the Office concerned and also extracts of list relating to all subordinate offices to the Heads of Departments in other than the Revenue Department, and to the Deputy Commissioners in the Revenue Department.

(3) The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be Stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

(4) The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be, who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(b) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of Department or the Deputy Commissioner concerned.

10. On the 15th of July of every year, a list showing the actual quantities consumed in the previous year, of each kind of stationery article shall be posted to the address of the Superintendent of Stationery.

11. The actual consumption of all articles of stationery in each year shall be totalled and shown in the Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

12. Supplies shall be made to all the offices in rotation in the months specified against each office in the standard list.

13. Supply of articles not specified in Appendix-A shall be made only with the previous sanction of Government and in accordance with Government Order No. G. 2805-7-G. M. 7-7, dated 19th November 1904 and G.O. No. O. 5047-9-G.M. 142-07-5, dated 26th February 1908 authorising the Superintendent to make small purchases for casual supplies.

14. Appendix-E contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government Order No G. 2.5240-P. & S. 78-18-4, dated 8th May 1919, and if the article is not available for return, only being furnished with a certificate in the following form :— -

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

15. It shall be incumbent on indenting officers to see that articles of periodical issue are issued to subordinates., only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

16. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

17. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government the particulars being intimated to the Superintendent of Stationery.

18. The Superintendent of Stationery shall give intimation to the officers in Bangalore of the dates on which the supplies will be issued from the Depot.

19. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority 'that may be granted to him by the head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be 'returned.

20. In the case of other offices, the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been dispatched noting particularly the address, which shall have been furnished previously, to which it has been consigned. Should there be any error

in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

21. On arrival of the supplies, the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the - receipt must not be delayed pending reference to the Stationery Depot - regarding the short or excess delivery which should form the subject of separate correspondence.

22. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

23. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can

only be admitted when preferred within three days of the opening of the case or package. Whenever the receiving officer may have reason to consider that the packing has been improperly carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestion for future prevention and in cases of damage transit, the cause thereof which may be apparent should be communicated,

24. Packing case such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under "Stationery Receipts".

25. Whenever the provisions of these rules leave not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that accounts.

26. The stores of, Stationery and Forms received from the Stationery Depot should be placed in charge under lock and key of either the Sheristedar, the Head Clerk or the Manager of the Office.

27. Three separate books, (Appendices F.1. and F.2. and I.) one showing the receipts, another showing the issue of stationery and printed forms, - and the third showing periodical issues of stationery shall be maintained in each office.

28. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

29. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried over to the receipt book and balance struck. The books shall be examined and initialled once a month by the Head of the Office. The balance as shown in the book shall be verified with the actual balance in hand once a quarter by the ministerial head, and annually in July by the Head of the Office when intimating the stock and total of issues to the Superintendent of Stationery,

30. Any wilful waste or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the Head of the Office,

31. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for examination.

Forms

32. (a) A standing list (Appendix G.) containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued :—

(1) The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

(2) Extracts from this list shall be sent to each Head of the Office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department -

(3) The Head of the Office shall on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendents figure are claimed, the data on which such claim is made shall be stated in detail.

(4) The extract with this memo of additions and deduction shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be who shall scrutinise the same and sanction the final standing list in consultation if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(b) Whenever a new office is created under the sanction of Government or when an existing office is abolished intimation shall be given to the Superintendent of Stationery who shall make the necessary correction to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

33. On the 15th July of every year, a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

34. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Heads of Departments under the authority, of any rule or regulation in force be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their requisitions.

35. Each form or register to be printed in the Government Press shall be numbered consecutively, and the number once given to a form or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

36. In the case of forms newly introduced under the provision of Rule 34 sample form of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefore in the Appendix. If in any case forms on special paper are required, reasons therefore must be fully specified in the requisition.

37. Every printed form, shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1-2,000-9-9-03 The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

38. A book ifie with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this all modifications of forms ordered from time to time shall be at once noted.

39. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the form while in store. -

40. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall,- in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

41. Old and obsolete forms shall wherever possible be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised they shall be entered as stores received under the heading of the paper on which they are printed and issues there from posted under that heading.

Examination of Stock

42. The head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H to the Superintendent of Stationery on or before, the 15th July to enable the Superintendent to regulate the supplies of the year. All modifications in the standing list maintained in his office will, however, be made only under orders passed by competent authority.

43. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with Treasury receipt. -

44. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :-

Ink stands, Penknives, Scissors, Colour boxes, Rulers, etc., and the opinion of the head of the office in regard to these shall be recorded. -

45. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

46. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

47. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

General

48. When any stationery article or form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying with the requisition.

49. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or breach of these rules.

P R E F A C E

The first edition of the Mysore Stationery Manual was issued in 1918. In the year 1931 a revised edition was prepared and issued in the year 1932. Correction slips to the Stationery Depot Manual were subsequently issued in 1956.

Thereafter, the Manual now being brought out is the next edition. Reference is invited to the Preface and Foreword in the Government Presses Manual which has been published recently. The Department of Printing, Stationery and Publications is one composite unit, headed by a Director and rules and procedures and practices are in many cases common to all the units of the Department. Therefore every unit of the Department will have to refer to the Government Presses Manual which includes all the substantial provisions of rules, procedures and practices applicable in the Department. The Government Stationery Depot Manual includes, besides references to provisions which have to be consulted in the Government Presses Manual, several other provisions which are applicable particularly to the Government Stationery Depot. In this edition the provisions effective as on 1st December 1971 have been incorporated.

The late Sri D.S. Gurubasavappa, a retired Director of Printing, Stationery and Publications, who was well conversant with the techniques and procedures of the department and the development of the department was appointed as Special Officer, Government Press, Bangalore and the preparation of the

revised Manuals was entrusted to him. He had prepared in 1968, a draft of the Government Stationery Depot Manual and this draft has been subsequently revised and scrutinized by the present Officer on Special Duty for the Government Press, Bangalore Sri M.A. Sri Rama, another retired Director of Printing, Stationery and Publications, and this revised draft has also been scrutinized by me and is now being published.

The above two retired officers have toiled hard in collecting the information and presented the facts in such a way as to be easily referred to by every official. My thanks are due to both of them and the department remains ever grateful to them for their service.

B.N. RAMAMURTHY

Director,

Printing, Stationery and Publications.

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MANUAL
OF
THE KARNATAKA GOVERNMENT STATIONERY DEPOT