

**ESTIMATES COMMITTEE
(1969-70)**

(FOURTH LOK SABHA)

HUNDRED AND FIRST REPORT

**MINISTRY OF HEALTH AND FAMILY PLANNING
AND WORKS, HOUSING AND URBAN DEVELOP-
MENT (DEPARTMENT OF WORKS, HOUSING
AND URBAN DEVELOPMENT)**

**Action taken by Government on the recommendations
contained in the Seventy-second Report of the Estimates
Committee (Fourth Lok Sabha) on the Ministry of
Health and Family Planning and Works, Housing and
Urban Development (Department of Works, Housing
and Urban Development)—Department of Printing and
Stationery (Stationery Wing)**



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CORRIGENDA
to

101st Report of the Estimates Committee
(Fourth Lok Sabha) on the Ministry of
Health & Family Planning and Works,
Housing and Urban Development (Depart-
ment of Works, Housing & Urban Develop-
ment).

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- Page (iii), line 5, for '1' read '2'.
Page (vii), para 5, line 6, for
'Government' read 'Government's'
Page 4, line 3 from below, for 'demends'
read 'demands'
Page 5, line 7, for 'even' read 'over'
Page 6, line 16, for 'taken' read 'take'
Page 8, line 4 from below, for 'proceurement'
read 'procurement'.
Page 9, line 3 from below, for 'Strioal'
read 'Serial'
Page 37, line 11, for '62nd' read '72nd'
Page 40, line 9, for 'including'
read 'included'.
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CONTENTS

	Page
COMPOSITION OF THE ESTIMATES COMMITTEE	(iii)
COMPOSITION OF THE STUDY GROUP 'D' OF THE ESTIMATES COMMITTEE	(v)
INTRODUCTION	(vii)
CHAPTER I. Report	1
CHAPTER II. Recommendation that have been accepted by Government	2
CHAPTER III. Recommendations which the Committee do not desire to pursue in view of Government's reply.	18
APPENDIX I. Chief Controller of Printing and Stationery Memorandum No. 5/111/52-P. & S. dated the 14th July, 1954.	21
APPENDIX II. Chief Controller of Printing and Stationery Memorandum No. 12/18/69-P. & S. dated the 25th June, 1969.	33
APPENDIX III. Instructions issued to the Regional Stationery Depots for sending quarterly statements of stocks held by them to the Controller of Stationery and the Chief Controller of Printing and Stationery.	37
APPENDIX IV. Analysis of the action taken by Government on the recommendations contained in the 72nd Report of the Estimates Committee (Fourth Lok Sabha).	40

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**STUDY GROUP 'D' OF THE ESTIMATES COMMITTEE
(1969-70)**

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INTRODUCTION

I, the Chairman of the Estimates Committee having been authorised by the Committee to submit the Report on their behalf, present this Hundred and first Report on action taken by Government on the recommendations contained in the Seventy-second Report of the Estimates Committee (Fourth Lok Sabha) on the Ministry of Health and Family Planning and Works, Housing and Urban Development (Department of Works, Housing and Urban Development) Department of Printing and Stationery (Stationery Wing).

2. The Seventy-second Report of the Estimates Committee was presented to the Lok Sabha on the 28th March, 1969. Replies indicating action taken on the recommendations contained in the Report were furnished by the Ministry on the 22nd September, 1969.

3. The replies to the recommendations were considered by the Study Group 'D' of the Estimates Committee at their sitting held on the 12th December, 1969. The draft Report was adopted by the Committee on the 20th December, 1969.

4. The Report has been divided into the following Chapters:

I. Report.

II. Recommendations that have been accepted by Government.

III. Recommendations which the Committee do not desire to pursue in view of the Government's reply.

5. An analysis of the action taken by Government on the recommendations contained in the 72nd Report (Fourth Lok Sabha) of the Estimates Committee is given in Appendix IV, it would be observed therefrom that out of the 31 recommendations made in the 72nd Report, 29 recommendations i.e. 93.5 per cent have been accepted by the Government. The Committee do not desire to pursue 2 recommendations i.e. 6.5 per cent in view of the Government reply.

M. THIRUMALA RAO,

NEW DELHI;

Chairman,

December 22, 1969 | Pausa 1, 1891 (Saka)

Estimates Committee.

CHAPTER I

REPORT

The Estimates Committee are glad to observe that the points brought out in their Seventy-second Report on the Ministry of Health and Family Planning and Works, Housing and Urban Development (Department of Works, Housing and Urban Development)—Department of Printing and Stationery (Stationery Wing), have been replied to by Government in time and generally to their satisfaction.

CHAPTER II

RECOMMENDATIONS THAT HAVE BEEN ACCEPTED BY GOVERNMENT

Recommendation (Serial No. 1) Para 1.30

The Committee note that the storage space available with the Central Stationery Office, Calcutta is by and large adequate. They also note that the Regional Stationery Depot, Madras has been able to obtain additional accommodation and it would soon be in a position to cater to the needs of all the indentors in the southern region. They are, however, constrained to observe that the Regional Stationery Depots at New Delhi and Bombay suffer from a lack of adequate storage space.

Reply of Government

Please see replies to Recommendations Serial Nos. 2 and 4 in this Chapter.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-PII, dated the 22nd September, 1969]

Recommendation (Serial No. 2) Para 1.31.

The Committee feel that there has been a drawback in planning the Regional Stationery Depot at New Delhi to serve the needs of the entire northern region. Considering the rapid expansion of governmental activities and opening of new offices etc. during the Plan periods, the Ministry should have anticipated that there would be heavy pressure on space for storage of paper and stationery articles for governmental organisations in the near future. It appears that this aspect was overlooked while planning the building which has already created the problem of space. The future requirements could have been foreseen and provided in the original plan of the building. The Committee hopes that in future foreseeable and future needs of accommodation would be borne in mind in such cases.

Reply of Government

A Department Committee was appointed in 1951 for the Stationery and Printing Department. Government accepted the Committee's recommendation to set up a Regional Stationery Depot at New Delhi to cater for the requirements of indentors in Delhi|New

Delhi only, totalling about 316. The stores to be handled by the Depot every year were estimated at about 1200 to 1400 tons. On this estimate, the effective storage space was worked out by the Central Public Works Department at 14,000 sq. ft. only. This calculation also tallied with that worked out on the yardstick of 10 sq. ft. per ton as recommended by the Bedaux Engineers (a private consulting firm of specialists who had previously examined the working of the Government of India Stationery Office, Calcutta.) Against this requirement of 14,000 sq. ft., plans drawn up and approved for the Regional Stationery Depot, New Delhi were for 35,000 sq. ft. (24,000 sq. ft. for storage purposes and 11,000 sq. ft. for the Administration Block, watch and ward, Garage, Transit Godown, etc.) Thus the Plans included reasonable provision for future expansion and cannot therefore, be said to have been defective. Unfortunately, even this additional accommodation has been found to be inadequate due to the changed circumstances and unexpected increase in the number of indentors and their demands. The increase in the number of indentors has been due to (i) expansion in Government activities and (ii) widening of the scope of the functions of the Depot to cover the demands of all indentors in the northern region.

2. The Chief Controller of Printing and Stationery is seized of the problem of shortage of accommodation in the Regional Stationery Depot, New Delhi. Steps have been taken to put up sheds in the existing available open space within the compound of the Depot to provide covered space to the extent of 10,000 sq. ft. Besides, efforts are also being made to get additional storage accommodation to the extent of about 10,000 sq. ft. allotted by the Director of Estate at convenient places.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 3) Para 1.32

Government should explore the possibility of providing additional storage space in the Regional Stationery Depot, at New Delhi so that due to congestion of stores damage to stationery articles is not caused.

Reply of Government

Please see reply to Recommendation Serial No. 2 in this Chapter.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 4) Para 1.33

The Committee note that at present the Regional Stationery Depot, Bombay is not in a position to meet the requirements of the entire western region, the present depot, being only in the nature of a nucleus of a bigger organisation to come later.

The Committee suggest that a phased programme may be drawn up for the expansion of the depot so that it may be in a position to cater to the needs of the entire western region.

They also suggest that the feasibility of making the Stationery Depots consumer-oriented for purposes of location in future may be examined.

Reply of Government

The recommendation of the Committee has been noted. The Regional Stationery Depot, Bombay was created to supply paper and stationery stores to the Central Government indentors in the western region. Accommodation covering an area of 56,000 sq. ft. was estimated as the minimum requirement for housing the Depot and to make it into a full fledged unit serving the indentors in that region.

The Depot has been allotted an area of 9,589 sq. ft. (7,230 sq. ft. in the new Central Government Office building and 2,359 sq. ft. in the old Central Government Office building) both for office and storage purposes. With this accommodation, the Depot is supplying the requirements of 368 indentors located in Bombay City. Efforts are being made to secure 10,000 sq. ft. of additional storage accommodation in Bombay for the Depot.

3. The depot needs to be expanded to cater for the needs of all the indentors in the western region. Provision for the construction of requisite accommodation has been proposed in the Fourth Five Year Plan. The proposal for construction will, however, materialise when funds and land become available.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 5) Para 2.24

The Committee are of the view that the considerations being followed by the Chief Controller of Printing and Stationery for scrutinising the demands of the indenting Ministries|Departments of the Government of India are subject to so many variable factors that they could hardly be called norms or standards.

Reply of Government

Please see reply to Recommendation Serial No. 6 in this Chapter. [Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 6) Para 2.25

While appreciating the scrutiny now being exercised by the Chief Controller of Printing and Stationery over demands of the non-paying indentors, which are sometimes inflated very much, the Committee are surprised to note that the quantity scales with reference to which these demands of non-paying indentors are checked by the Chief Controller of Printing and Stationery were prescribed in 1954 and have not been amended since.

Reply of Government

The Chief Controller of Printing and Stationery has been instructed to undertake a review of the quantity scales prescribed in 1954. However, as regards the existing procedure, the following explanation is given:

Annexure 'A' of the Chief Controller of Printing and Stationery Memo. No. 5|111|52-P&S, dated the 14th July, 1954 (Appendix I) lays down the quantity scales of certain stationery stores and paper items of general use which are to be supplied to every officer, clerk or Class IV employee using stationery. These scales are taken as norms or standards for the purpose of scrutinising indents of all non-paying indentors. Indentors are required to base their indents on these scales and the strength of their staff, which is indicated in their indents. All indents are scrutinised by the Stationery Office with reference to the prescribed quantity scales, and inflated demands, if any, are reduced. Supply is made on the basis of admissible quantities after applying the economy cuts, where prescribed. Therefore there is hardly any occasion to supply stores in excess of the quantity scales, even if indentors submit inflated demands.

In the case of items appearing in Annexure 'B' of the Memo. mentioned above, the fixation of quantity scales for consumption is not possible in view of the fact that the consumption of these items does not depend on the staff strength, but upon the nature and volume of the work handled by an indentor. Supplies of these items are, therefore, made on the basis of the average consumption of the preceding 3 years.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 7) Para 2.26

The Committee would recommend that urgent steps should be taken for fixation of quantity scales on a more scientific and need basis for consumption of stationery and the demands of non-paying Central Government indentors should be scrutinised with reference to scales so evolved before admitting their demands.

Reply of Government

Please see reply to Recommendation Serial No. 6 in this Chapter.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 8) Para 2.27

The Committee would recommend that, whenever cases of inflated demands for stationery from any Department|Ministry persist for two or three years, the Printing and Stationery Department should bring it to the notice of the Ministry of Health and Family Planning and Works, Housing and Urban Development who should taken up this matter with the Indenting Department|Ministry at a higher level. The Printing and Stationery Department should, however, ensure timely supply of what they consider to be admissible demands of the indentors, so that the Ministries|Departments may not be hampered in their work or tempted to pitch their demands high.

Reply of Government

The recommendation has been noted. Please also see reply to Recommendation Serial No. 6 in this Chapter.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.]

Recommendation (Serial No. 9) Para 2.35

The Committee note that there has been a steep rise in expenditure on paper and stationery stores during the period 1963-64 to 1965-66 on account of enhanced supplies to Defence indentors in the wake of national emergency. While there had been a downward trend in 1966-67, there was a further increase during 1967-68. The provision for 1968-69 has registered a further increase as compared to 1967-68. The Committee would stress the need for those responsible in the Ministries to keep a close check on the expenditure on paper and stationery stores so that such fluctuations do not occur and are stabilised at a certain level.

Reply of Government

The recommendation has been noted. The actual expenditure during 1968-69 was Rs. 5,83,33,349 against the actual expenditure of Rs. 6,16,56,944 during 1967-68.

It may not be possible to eliminate fluctuations in expenditure on paper and stationery stores altogether on account of the following factors:

- (i) variations in the price of paper, excise duty and sales tax;
- (ii) variations in prices of stationery stores; e.g. during 1967-68, for stencil paper and carbon paper, for which certain raw materials are imported, higher rates were paid due to devaluation;
- (iii) variation from year to year in the actual supply of paper by the paper mills and other stationery stores by the contractors.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.*]

Recommendation (Serial No. 10) Para 2.42

The Committee note that the Stationery Office along with other direct demanding indentors on paper mills for supply of paper and boards consume about 20 per cent of the total indigenous production of paper, but they have by themselves no direct control over fixing the prices of these commodities. On the other hand they have been experiencing some difficulty in obtaining paper and boards from the paper mills and manufacturers in time.

Reply of Government

Please see reply to Recommendation Serial No. 11 in this Chapter.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.*]

Recommendation (Serial No. 11) Para 2.43

The Committee would suggest that the government and quasi-government agencies as also the DGS&D should endeavour to work in a concerted manner so as to see that the paper mills are subjected to some control in the matter of timely delivery of paper and boards to the demanding officers, and that they do not keep backlogs in the hope that the price of paper would go up.

Reply of Government

The recommendation of the Committee has been noted. The Ministry of Foreign Trade and Supply (Department of Supply), who are responsible for the procurement of paper and boards for Government requirements, have been requested to take suitable measures for implementing the recommendation.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69-PII, dated the 22nd September, 1969*]

Recommendation (Serial No. 12) Para 2.48

The Committee appreciate the endeavours of the Controller of Printing and Stationery Department for securing prices lower than the rates prevalent in the market for stationery stores other than paper and paper boards. But the Printing and Stationery Department should not accept articles of sub-standard quality in their attempt to secure bargain prices for stationery required by the Departments|Ministries of the Government of India.

Reply of Government

A fairly large number of stationery items which were previously imported are now being procured by the Government of India Stationery Office from indigenous sources. Contracts are always concluded by the Stationery Office for the supply of stationery stores conforming to prescribed specifications. However, many suppliers are small-scale units who do not have the requisite facilities for quality control and this sometimes results in the production of slightly sub-standard articles. In urgent cases, such slightly sub-standard articles are accepted by the Stationery Office at reasonable discounts to ensure timely supply of those articles to the various indentors. But efforts will be made to improve the quality of manufacture and to reduce the acceptance of sub-standard materials.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69—PII, dated the 22nd September, 1969.*]

Recommendation (Serial No. 13) Para 2.66

The Committee note that the responsibility of procurement of printing stores was transferred to the Directorate General of Supplies and Disposals in 1962. Again within three years, in 1965 the responsibility for procurement of printing stores, like ink roller-composition, quoins, galleys, etc. was retransferred to the Government of India Stationery Office leading to some inconvenience to the Government of India Presses.

Had sufficient care and thought been given when the question of transferring the responsibility for procurement of printing stores to the Directorate General of Supplies and Disposals was considered in 1962, such a situation would not have arisen.

Further frequent transfer and retransfer of responsibilities between Government offices are likely to lead to delay and dislocation in work as well as result in infructuous expenditure which should be avoided. Moreover, a change once found necessary from all aspects and given effect to should continue for a reasonable length of time.

Reply of Government

The work of procurement of non-stationery items, including printing stores, was transferred from the Government of India Stationery Office, Calcutta to the Directorate General of Supplies and Disposals in 1962 after careful consideration in the expectation that the D.G.S.&D. as the largest central purchasing organisation of Government, would be able to give better service to indentors. But this expectation did not materialise in the case of certain items of printing stores required for the day-to-day working of Government presses. The main disadvantage, resulting from the transfer of procurement responsibility for these few items to the D.G.S.&D., was delay in supplies which could not be foreseen at the time the transfer was effected. The balance of advantage was, therefore, seen in retransferring the procurement responsibility for these items to the stationery office.

The Committee's observations have been noted for future guidance.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69-P-II, dated the 22nd September, 1969*]

Recommendation (Serial No. 15) Para 2.86

The Committee note that the Inspection Wing of the Stationery Department was transferred to DGS&D along with staff and equipment with effect from 15th November, 1966, on the ground that DGS&D already had a well established system of inspection and net work of inspecting officers all over the country. The Committee are not convinced with arguments advanced by the Ministry in support of this transfer.

Reply of Government

Please see reply to Recommendation Strial No. 18 in this Chapter.
[*Department of Works, Housing and Urban Development O.M. No. 15|2|69-P-II, dated the 22nd September, 1969*]

Recommendation (Serial No. 16) Para 2.87

In the opinion of the Committee, Inspection and Procurement Wing should be under the same organisation as is the practice in the DGS&D itself. This should have facilitated quicker procurement and inspection of stores and ensure unified control. They feel inclined to accept the view of the Ministry that the advantages claimed by the transference of the Inspection Wing to the DGS&D could also have been achieved if the Inspection Wing had remained under the Government of India Stationery Office with separate Regional Inspectorates for undertaking pre-inspection. The Committee feel that the division of procurement and inspection work and concentrating them under two separate organisations may not be conducive to the efficient working of the Department. The Committee therefore suggest that Government may examine the matter thoroughly and consider the feasibility of the inspection work resting with the Stationery Department itself.

Reply of Government

The recommendation of the Committee has been examined and the Ministry of Foreign Trade and Supply (Deptt. of Supply) have been requested to agree to its implementation.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 17) Para 2.88

The Committee suggest that the results of the working of the new system of inspection by avoiding tender samples, as far as possible, may be watched for some time and a report submitted to the Committee in due course.

Reply of Government

Noted for compliance.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 18) Para 2.103

The Committee note that the Ministries/Departments of the Govt. of India have been delegated certain powers for local purchases and they are not required to obtain non-availability certificates from the Govt. of India Stationery Office so long as the local

purchase is within their powers. They also note that even though the indenting departments are required to report to the Stationery Office the quantities of items locally purchased, only a few do so and no systematic records of the total local purchases made are maintained at one place. In the absence of such records it is difficult to measure in definite terms how far the functions of the Stationery Office as the Central agency for procurement and supply of stationery stores to all Govt. of India indentors are being fulfilled or their powers eroded. The Committee need hardly stress that the Ministry should ensure compliance by the indenting departments of the orders of the Ministry of Finance in all cases.

Reply of Government

All Ministries/Departments of the Govt. of India have been requested to follow strictly the instructions contained in the Ministry of Finance (Department of Expenditure) O.M. No. F. 12(76)-E.II (A) 60 dated 30-9-63. They have also been requested to impress upon their Attached/Subordinate offices not to exceed the limits of powers for local purchase of stationery. A copy of the CCP&S memorandum No. 12/18/69-P&S dated 25-6-69 is enclosed. (Appendix II)

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P.II, dated the 22nd September, 1969]

Recommendation (Serial No. 19) Para 2.104

The Committee feel constrained to note that even in the exercise of the power of local purchase, many Govt. departments/organisations have spent large amounts in excess of the permissible limit. Serious view should be taken of this trend which nullifies any attempt on the part of the Chief Controller of Printing and Stationery to exercise scrutiny and check over the normal indents of the Ministries with a view to achieving economy.

Reply of Government

Please see reply to Recommendation Serial No. 18 in this Chapter.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P.II, dated the 22nd September, 1969]

Recommendation (Serial No. 20) Para 2.105

The Committee recommend that a well defined system be devised by which it would be possible to measure the quantity and value of the total stationery consumed by the Ministrits/Departments of the

Government of India as against their entitlement according to the prescribed scale and then introduce curbs on wasteful expenditure.

Reply of Government

The recommendation has been noted. Please also see replies to Recommendation Serial Nos. 6 and 18 in this Chapter.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69-PII, dated the 22nd September, 1969*]

Recommendation (Serial No. 21) Para 2.113

The Committee note that on account of difficulties of getting foreign exchange in respect of certain imported items of stationery, a decision was taken to delete 145 items of imported stores from the vocabulary of the Stationery Office. They are, however unhappy to note that although a decision was taken to simultaneously explore the possibility of procuring indigenous substitutes for imported items, no concerted measures appear to have been taken by the stationery office in this direction. Even accepting that there is hardly any demand for 54 items out of the total number of 145 items deleted from the list as stated by the Ministry, the Committee fail to see why action to explore the sources of indigenous supply in respect of the remaining 91 items should not have been taken much earlier when it has been admitted by the Ministry that it is the responsibility of the stationery office to locate indigenous manufacture of the best possible quality.

Reply of Government

Please see reply to Recommendation Serial No. 22 in this Chapter.

[*Department of Works, Housing and Urban Development O.M. No. 15|2|69-PII, dated the 22nd September, 1969*]

Recommendation (Serial No. 22) Para 2.114

The Committee would recommend that the whole matter should be examined afresh and steps should be taken continuously to locate indigenous sources of supply and restore as many of the deleted items to the Stationery Office vocabulary as possible.

Reply of Government

The Controller of Stationery, Government of India Stationery Office, Calcutta has taken action to explore sources of indigenous supply in respect of 91 items (145 items of imported stores minus 54 items for which there are no demands). Of these 91 items, indigenous sources of supply are known in respect of two items, viz. JO 29 (Stap-

ling Machine) and JO 30 (Staples). Samples of these items have already been sent to the Deputy Director of Inspection (Stationery), Calcutta for drawing up necessary specifications. After this has been done these items will be restored to the vocabulary of the Govt. of India Stationery Office.

The Controller of Stationery had also invited dummy tenders in respect of the remaining 89 items from 11 firms known to be dealing in these stores. Only 3 firms responded and offered indigenous stores against 48 items. They sent samples in respect of 32 items only. These have been sent to the Geological Survey of India and Survey of India, Calcutta, for practical test and opinion as to their suitability as substitutes for the imported articles. If the samples are found acceptable, action will be taken to draw up specifications and to restore these items to the vocabulary of the Stationery Office.

Efforts continue to be made to locate indigenous substitutes for the remaining items as well.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 23) Para 2.118

The Committee are glad to note that the new system of payment would remove the major complaint of the contractors about the delay in payment of their bills.

Reply of Government

The observations of the Committee have been noted.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 24) Para 3.13

The Committee note that the Stationery Office has not experienced any difficulty in regard to maintenance of stocks to meet the requirements of indentors. The Committee also note that it is not possible to find out whether the stationery depots are holding stocks in excess of their admissible limits till the stock verification is over at the end of the year. The Committee suggest that a procedure should be devised whereby it would be possible for the Chief Controller of Printing and Stationery to ascertain at suitable intervals of time whether any stationery depot is holding stocks beyond the permissible limit and incurring additional expenditure due to its handling and issue.

Reply of Government

The recommendation has been noted. Instructions have been issued to the Regional Stationery Depots for sending quarterly statements of stocks held by them to the Controller of Stationery and the Chief Controller of Printing and Stationery (Appendix III). These statements will be scrutinised with reference to the stock limits.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-PII, dated the 22nd September, 1969]

Recommendation (Serial No. 25) Para. 3.22

The Committee note the detailed procedure that is being followed in the Central Stationery Office and the regional Stationery Depots for verification of stock. They are unhappy to note that as a result of stock verification for the year 1967, there was an excess of Rs. 57,440 and a deficit of Rs. 47,409 resulting in a net excess of Rs. 10,031. The Committee feel that there is scope for improvement in the maintenance of stock registers and related accounts of the Stationery Office so that discrepancies of this nature do not occur in future. The Committee desire that responsibility for excess or deficit detected as a result of stock verifications should be fixed in all cases before the amounts are sanctioned or written off.

Reply of Government

The excess and deficit mentioned above are for the year 1966-67 and relate to 5 stores of the Government of India Stationery Office, Calcutta and stores in each of the 3 Regional Stationery Depots. The value of paper and stationery stores and packing cases etc., handled by each store individually during that year is given below:—

Name of Stores	Receipts (including O.B. transfers from other stores).	Issues (including transfers to other stores)
	Rs.	Rs.
1. Wholesale Store	99,37,027	51,99,446
2. Retail Store	21,71,152	19,64,856
3. M. S. Store	44,36,363	30,33,822
4. P. C. W. H. Store	25,29,404	7,98,746
5. R. K. P. Store	12,82,136	9,10,644
6. R. S. Depot, New Delhi	58,59,434	34,41,597
7. R. S. Depot, Madras	8,08,752	4,00,186
8. R. S. Depot, Bombay	14,70,074	6,50,821
9. Packing Cases etc.	2,17,683	2,50,692
	2,87,12,015	1,66,50,810

The above figures show that, as compared to the total value of receipts and issues of stores amounting to Rs. 4,53,62,825.00 handled during the year, the percentage of total excesses and deficits comes to only 0.13 and 0.10 per cent respectively. Such excesses and deficits cannot be completely eliminated in a large stores handling organisation like the Government of India, Stationery Office. The Controller of Stationery has, however, been asked to look into the entire system of maintenance, handling and issue of stores in the Government of India Stationery Office, Calcutta and the Regional Stationery Depots.

2. Experience has shown that the excesses and deficits revealed during physical verification of stocks are mainly attributable to:

- (i) wrong postings, wrong issues, etc., on account of similarity in nomenclature of some items;
- (ii) shortage of storage space—stores of the same nature are kept in different places and also side by side with stores of similar nomenclature which some times results in a mix-up; and
- (iii) piece-meal issues of varieties of stores to a large number of indentors every day.

3. The question of the fixation of responsibility for excesses and deficits, detected as a result of stock verification, is always gone into when proposals for adjustment or write-off in such cases are considered. Generally, the shortage/excesses are not the result of any serious negligence on the part of any individual Government officer or officers, calling for disciplinary action. A certificate to this effect is furnished while sending proposals to Government for adjustment/write off.

[*Department of Works, Housing and Urban Development O.M. No. 15/2/69-PII, dated the 22nd September, 1969*]

Recommendation (Serial No. 26) Para 3.26

The Committee note that while in 1966-67 a sum of Rs. 148.46 only was written off by the Chief Controller of Printing and Stationery, a sum of Rs. 7,554.70 was written off by him during 1967-68. They would stress the need for minimising the losses of stores due to defective storage or the loss in transit due to inefficient handling and packing, etc.

Reply of Government

The recommendation has been noted. The Controller of Stationery, Calcutta has been advised to issue instructions to the staff concerned to ensure proper storage and handling of the stationery stores to minimise losses. For keeping a watch, he has also been asked to send to the Chief Controller of Printing and Stationery an annual statement giving details of the amounts written off on account of stores broken or damaged in storage or lost in transit.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 27) Para 3.30

The Committee feel that as and when the activities of the Stationery Depots expand with the rapid growth of governmental activities in future, the Department may have to resort to mechanical appliances for the handling of stationery stores in bulk. They hope that while planning expansion programmes of the stationery stores, the provision of mechanical handling devices should be kept in view.

Reply of Government

The recommendation has been noted.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 28) Para 4.3

The Committee are glad to note that the provision for "Paper" is for the purchase of indigenous paper and the provisions for "Other Stores" do not include any amount for imported stores. They hope that this trend will be maintained.

Reply of Government

The observations of the Committee have been noted.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 29) Para 4.12

The Committee recommend that the Government of India Stationery Office should be examined by the Staff Inspection Unit of the Ministry of Finance as early as possible in view of the fact that such inspection has not so far taken place and several changes in staff strength have taken place in 1954, 1956, 1957, 1958 and 1968.

Reply of Government

The Staff Inspection Unit of the Ministry of Finance have been asked to conduct the inspection. The Government of India Stationery Office has been included in their inspection programme for the period July-December 1969.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P11, dated the 22nd September, 1969]

Recommendation (Serial No. 30) Para 4.13

The Committee would like that the Ministry may examine the staffing pattern, grades, etc. in the Government of India Stationery Office, Calcutta and its Regional Depots.

Reply of Government

The staffing pattern and grades, etc., of the Stationery Wing have been taken up for detailed examination.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P11, dated the 22nd September, 1969]

CHAPTER III

RECOMMENDATIONS WHICH THE COMMITTEE DO NOT DESIRE TO PURSUE IN VIEW OF GOVERNMENT'S REPLY

Recommendation (Serial No. 14) Para. 2.71

The economics of the transfer of responsibility for procurement of printing paper to the Railways should be worked out for a period of three years after the transfer and the results intimated to the Committee.

Reply of Government

The matter was reviewed by the Ministry of Railways (Railway Board) in January, 1969 and the position, as intimated by the various Railways, is indicated below:

Railways 1	Expenses incurred 2	Advantages gained 3	Remarks 4
C. Railway	Rs. 5000/- (period April 1966 to September, 1968 i. e., for 30 Months.	No advantages. Controller of Stationery must do this work.	
E. Railway	Managed with present staff. Have paid honorarium of Rs. 953.80 during 1967-68.	Direct purchase is cheaper as during one year Railways had to pay Rs. 45,425/- to Govt. of India Stationery office as departmental charges.	During 1968-69 honorarium to the extent paid in 1967-68 may have to be paid.
N. Railway	No extra amount on this work has been paid.	It is advantageous as it expedites supplies.	
N. E. Railway	Do.	Do.	
N. F. Railway	Do.	No advantages.	
S. Railway	Rs. 1000/- per annum approx.	It is advantageous as Railways get stores quickly and at cheaper rates.	

1	2	3	4
S. C. Railway	Rs. 225/- per month approx.	Contract can be placed direct, loss of time is eliminated and supply is on reasonable rates and prompt.	
S. E. Railway	No extra expenditure.	Notable improvement in supply.	
W. Railway	Do.	Due to direct orders time has been saved.	
C.L.W.	Do.		
D.L.W.	Rs. 625/- approx. since declaration of Railways as D.D.O.	No advantages due to failure of R/C holding firms.	

2. The main advantage to the Railways as a result of their being declared as Direct Demanding Officers is the saving in departmental charges which they had to pay to the Government of India Stationery Office. The amount of departmental charges which the Railways would have had to pay during the preceding three years is indicated below:—

Year	Tonnage of printing paper	Value	Departmental charges that G.I.S.O. would have earned @ 4% on value
		Rs.	Rs.
1966-67	5002 Metric Tons	65,82,510	2,63,300
1967-68	7889 " "	1,04,31,390	4,17,256
1968-69	7156 " "	1,05,72,960	4,22,56
TOTAL	20047	2,75,86,860	11,03,474

During the last conference of Controllers of Stores of Indian Railways with the Directorate General of Supplies and Disposals, the former did not agree to the transfer of this work back to the Government of India Stationery Office Calcutta when a question to this effect was raised by the Controller of Stationery.

[Department of Works, Housing and Urban Development O.M. No. 15/2/69-P11, dated the 22nd September, 1969]

Recommendation Paras 2.77 & 2.78

The Committee are glad to note that during the last three years about 60 per cent of the demand for stationery stores received from the Indian Embassies and Missions abroad has been met by the Stationery Office and consumption of foreign exchange by these offices has been reduced to that extent during these years.

The Committee would recommend that the total requirement of stationery of these offices should be assessed and endeavour should be made to meet as far as possible this demand from supplies of indigenous articles through the central agency of the stationery office. The Committee would like the Government to examine the feasibility of encouraging the Indian Missions abroad to use more and more of indigenous paper and stationery articles in their official work.

Reply of Government

The matter has been examined and it has been found that out of 163 Indian Missions abroad, declared as Direct Demanding Officers, only 79 placed their annual indents on the Government of India stationery office during 1968-69 covering their entire demands. About 12 others indented for only a few items. The recommendation of the Estimates Committee has been brought to the notice of the Ministry of External Affairs for consideration and issue of suitable instructions to all the Missions abroad.

[Department of Works, Housing and Urban Development O.M. No. 15|2|69-PII, dated the 22nd September, 1969].

Comments of the Committee

The action taken by the Ministry of External Affairs in the matter may be intimated for the information of the Estimates Committee.

NEW DELHI:
December 22, 1969.
Pausa 1, 1891 (Saka)

M. THIRUMALA RAO,
Chairman,
Estimates Committee

APPENDIX I

(Vide reply to Recommendation Serial No. 6 in Chapter II)

OFFICE OF THE CONTROLLER OF PRINTING AND STATIONERY, INDIA

No. 5/111/52-P&S.

New Delhi, the 14th July 1954

SUBJECT: *Abolition of the system of monetary allotment for Stationery Stores to the various Government of India Indentors and introduction of 'Quantity Scales' instead.*

As the Ministry of Home Affairs etc. are aware, supply of Stationery Stores has in the past been made by the Government of India Stationery Office, Calcutta, on the basis of a system of monetary allotment under rules 3 and 17 of the "Rules for the Supply and Use of Stationery Stores". The whole system of supply of Stationery Stores has recently been thoroughly reviewed and it has been decided by the Government of India that the above system of monetary allotment for supply of Stationery Stores to various non-paying Central Government Departments should be abolished and replaced by a system of issues according to scales laid down for the supply of various items of Stationery Stores per officer, clerk or class IV staff using stationery or otherwise.

2. The approved scales which have been determined with the concurrence of the Government of India are shown in Appendices 'A' and 'B' enclosed. Appendix 'A' includes Paper and Stationery Items of General Office Use and shows the scales fixed for their supply to the Central Government Offices/Departments. The scales fixed hereunder supersede the quantity scales as contained in Appendix 'F' of the "Rules for the Supply and Use of Stationery Stores". Appendix 'B' indicates such items of paper and other miscellaneous Stationery Stores for which fixation of a general Scale for Consumption is not possible in view of the fact that the consumption of such stores does not depend on the staff strength but upon the nature and volume of work which the various Ministries and Offices are required to perform.

3. The Ministry of Home Affairs etc. are now requested to submit their annual indents for the stationery items indicated in Appendix 'A' on the basis of the scales shown under Col. 6 therein and for the items shown in Appendix 'B' on the basis of their average consumption for the preceding three years accompanied by a certificate duly countersigned by the Controlling Officer to that effect.

4. A scale for writing paper for Law Courts has not been laid down as the consumption of writing paper is not uniform in all the Courts. Indents for writing paper by the Courts will, therefore, be submitted by them on an 'as required basis' with a certificate duly countersigned by the Controlling Officer that the quantity of paper indented for is the absolute minimum required.

5. This revised procedure for the supply of Stationery Stores on the basis of quantity scales will take effect from 1st April 1954 and any supplies made by the Government of India Stationery Office, Calcutta to its indentors so far during the current financial year will be adjusted against the quantities admissible to them according to the revised procedure.

6. The scales are being introduced for the time being on a tentative basis and will be revised, if necessary, after a period of two years in the light of experience gained during this period.

7. All the Ministries of the Government of India are requested to bring the above instructions also to the notice of the attached and subordinate offices under their administrative control.

(Sd.) C. A. SUBRAHMANYAM

Controller of Printing & Stationery, India

- (1) All the Ministries of the Government of India.
- (2) Secretary to the President, Rashtrapati Bhawan, New Delhi.
- (3) Military Secretary to the President, Rashtrapati Bhawan, New Delhi.
- (4) Prime Minister's Secretariat.
- (5) Cabinet Secretariat.
- (6) Secretary, House of People Secretariat.
- (7) Secretary, Council of States Secretariat.
- (8) Supreme Court.
- (9) All Heads of the Presses & Branches under the C.C.P. & S. (India), New Delhi.
- (10) Comptroller & Auditor General of India, New Delhi.
- (11) Election Commission, New Delhi.

- (12) Union Public Service Commission, New Delhi.
- (13) Department of Parliamentary Affairs.
- (14) Planning Commission.

Copy also forwarded for information to all Part 'C' States.

(Sd.) C. A. SUBRAHMANYAM

Controller of Printing & Stationery, India

ANNEXURE 'A'

Sale of Paper and Stationery Articles of General, Office Use

Sl. No.	Vocabulary No.	Description of Articles	Unit	Periodicity of placing indents	Approved Scale	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	B. 020, B. 026	Writing Paper Cream Laid or Cream Wove F. Cap 13 1/2" x 17" — 10 lbs. unruled (proportionate quantity of higher sizes and poundages may be demanded).	Sheets.	Annual	100 sheets per Gazetted Officer.	
2	B. 027	Writing Paper Cream Wove ruled F. Cap 13 1/2" x 17" — 12 lbs. (for preparation of statements)	Sheets	Annual	25 per Clerk	Offices may vary the demand for a particular variety of paper by corresponding adjustment in another variety.
3	D. 050	Bleached Paper Un-ruled F. Cap 13 1/2" x 17" — 10 lbs. (for official letter head paper).	Reams	Annual	5 teams per Typist	
4	C. 013, 015-017, C. 022, C. 024, F. 021, 022, 025, 044-App.013-20, App. 058.	D. O. Note Paper and envelope to match, ordinary and Air Mail.	Sheets	Annual	200 per Gazetted Officer.	
	C. 001-007, 008-012, 014, 018 021, 023, 025 F. 023, 024, 025 043, app. 023-35, 039	Do Superior and Handmade	Sheets	Annual	500 per Gazetted Officer	Scale may be relaxed in the cases of Ministers and high personages.

[N. B.—Available in the following sizes :—

D. O. Note Paper (except Air Mail)—Large post quarto 10" x 18", small post quarto 9" x 7", small post octavo 4 1/2" x 7", Note Paper Air Mail—small post quarto 9" x 7", Envelope-bag-shaped 7" x 4", Cabinet size 8 1/2" x 5 1/2", Large post 8 vo-5 1/2" x 4", small post 8vo-4 1/2" x 3 1/2"]

5	D. 088 D. 100	Paper semi-bleached, unbleached or badami D'ble F. Cap 17' x 27"—20' lbs.	Sheets	Annual	25 sheets per Clerk.	Officers may vary the demand for a particular variety of paper by corresponding adjustment in another variety.
6	E. 075. App. 039	T.W. Paper F. Cap 3 lbs.	Reams	Annual	15 reams per machine in typing pool. 5 reams per machine with P.A.'s Steno etc.	
7	E. 002	Blotting Paper, White Demy— 38 lbs.	Sheets	Annual	12 per Gazetted Officer, 12 per Clerk.	
8	E. 039-45	Carbon Paper	Quire	Annual	1 1/2 quires per ream of T.W. Paper.	
9	F. 068	Routine note sheets, semi-bleached (100 sheets a block).	Block	Annual	6 per Gazetted Officer, 12 per Clerk (doing case work)	
10	F. 067	Azure laid (100 sheets a block) (for High Officials).	Block	Annual	3 per Gazetted Officer not below the rank of J. S.	
11	F. 020	Draft letter continuation sheets (100 sheets a block)	Block	Annual	1 per Clerk	
12	F. 066	Shorthand note book	No.	Annual	12 per Steno.	
13	I. 047-050	Pen nibs	No.	Annual	48 per Gazetted Officer. 48 per Clerk. 24 for each class IV Officer using Stationery	
14	I. 045	Penholders (Officers)	No.	Annual	2 per Gazetted Officer	
15	I. 044	Penholders (Clerical)	No.	Annual	2 per Clerk. 1 per Class IV Officer using Stationery.	

For Ministers only.

[N.B.—For higher demands showing to special activity the indents should be supported by a justification based on average of last 2 years consumption count: assigned by the Controlling Officer.]

ANNEXURE 'A'—*contd.*

(1)	(2)	(3)	(4)	(5)	(6)	(7)
16	I. 038-40	Pencils, lead (Soft, middling or hard).	No.	Annual	3 per Gazetted Officer. 4 per Clerk. 2 per Class IV Officer using Stationery.	The indent should show stock in hand of all 3 grades even if only one is required.
17	I. 036	Pencil, coloured (Red and Blue).	No.	Annual	4 per Gazetted Officer 2 per each of supervisory staff.	
18	I. 041	Pencil shorthand	No.	Annual	12 per Steno. <i>vide</i> C.P.&S. India, New Delhi, letter No. 6871-PS/49, dated 27-7-49.	(12 pencils or 6 kobinoor pencils which will be issued for special cases only).
19	I. 057-061	Rulers wooden, round.	No.	Every 6 years	1 per Gazetted Officer. 1 for each section or branch.	
20	I. 006	Eraser India Rubber pointed	piece	Annual	1 per Gazetted Officer. 1 per Clerk.	
	I. 005	Eraser Ink & Pencil				
21	I. 022	Ink powder B. B. (one pkt. to yield 24 oz. fluid ink).	Pkts.	Annual	2 per Clrkr.	
22	I. 007	Ink fluid B.B. 24 oz. a bottle	Bottle	Annual	1 per Gazetted Officer.	
23	I. 023	Ink powdered (one pkt. to yield 24 oz. fluid ink).	Pkts.,	Annual	1/2 per Gazetted Officer. 1/2 per Clerk.	
24	I. 012	Ink B.B. for fountain pen (4 oz. a phial).	Phial	Annual	4 per Gazetted Officer.	
25	I. 024	Ink glass (ordinary).	No.	Every 3 years	2 per head.	

26	I. 025-27	Ink glass (Superior)	No.	Every 10 years	2 per Gazetted Officer.
27	I. 029	Inkstand wooden, double (ordinary).	Nos.	Every 8 years	1 per clerk.
28	I. 030-31	Inkstand wooden, double (Superior).	Nos.	Every 8 years	1 per Gazetted Officer
29	I. 033	Desk Knife	Nos.	Every 4 years	1 for each section or branch.
30	J. 001	Bodkin	No.	Every 4 years	2 for each section or branch.
31	K. 010	T.W. Eraser	Nos.	Annual	2 per machine.
32	K. 018	T.W. Oil 1 oz. a phial	Phial	Annual	1 per machine.
33	I. 019	Pocket Oiler	Nos.	Every 4 years	1 per machine.
34	K. 005	Type cleaning brush	Nos.	Annual	1 per machine.
35	K. 002	Long-handled brush for T. W.	Nos.	Annual	1 per machine.
36	K. 030-46	T.W. Ribbon	Nos.	Annual	6 on an average should do.
37	M. 005	Call Bell	Nos.	Every 4 years	1 per Gazetted Officer.
38	M. 009	Envelope case or Cabinet.	Nos.	Every 10 years	1 for each Superintendent or Head Assistant of a branch. 1 per Gazetted Officer.
39	M. 036	Office paste 2½ oz. a bottle	Bottle	Annual	2 per Gazetted Officer.
40	M. 021	Gum Arabic	Pound	Annual	1 oz. per Clerk.
41	M. 022	Gum bottle with brush complete	Bottle	Annual	1 for each section or branch.
42	M. 046	Pins steel 1 oz. a pkt. containing 144 Nos.	Pkts.	Annual	2 per Gazetted Officer. 4 per Clerk (doing case work). 2 per Clerk others.

ANNEXURE 'A'—*contd.*

(1)	(2)	(3)	(4)	(5)	(6)	(7)
43	M. 056	Scissors 6" pair	Pair	Every 3 years	1 for each section or branch. 1 for Gazetted Officer.	
44	M. 086	Wooden Blotters	Nos.	Every 6 years	1 for each Superintendent or Head Assistant of a branch. 1 per Gazetted Officer.	
45	M. 078	Tag cotton 5" — 100 in a bundle	Bundle	Annual	4 bundles each Clerk. 1 bundle each Gazetted Officer.	
46	M. 044	Paper clips 144 in a box.	Box	Annual	2 per branch. 1 per Gazetted Officer.	
47	M. 045	Paper weight, glass	Nos.	Every 6 years	2 per Supervisor. 3 per Gazetted Officer.	
48	M. 047-048	Pincushions	Nos.	Every 2 years	1 per Gazetted Officer.	
49	M. 081	Thread balls 2 tollas a ball	Ball	Annual	3 for each section or branch.	
50	M. 052	Punching machine	Nos.	Every 6 years	1 for each section or branch. 1 per Gazetted Officer.	
51	M. 039	Uninked pad for rubber stamp	Nos.	Every 2 years	1 for each section or branch. 1 per Gazetted Officer.	
52	M. 026	Ink ariline violet for rubber stamp 1 oz. a phial.	Phial	Annual	3 per section. 1 per Gazetted Officer.	

53	M. 027	Thumb impression ink, Black Tube, 4 oz. a tube.	Annual	1-2 each for Cash or Establishment Branch.
54	M. 037	Thumb impressing oil (for cleaning thumbs or slats after impression).	Annual	3 each for Cash or Establishment Branch.
55	M. 068	Tin slab mounted	Every 4 years	1 each for Cash or Establishment Branch.
56	M. 053	Rubber roller for thumb impression.	Every 5 years	1 each for Cash or Establishment Branch.
57	M. 033	Letter scale with weights complete.	Every 8 years.	1 for each despatch section only.
58	M. 065	Signature pad.	Every 2 years	1 set for P.Ss. to Ministers, Deputy Ministers, Secretaries to Government for use of camp office. 1 per Gazetted Officer not below the rank of Deputy Secretary.

ANNEXURE 'B'

List of paper and other miscellaneous Stationery/Stores demands for which should be based on average consumption of the preceding three years: and should accompany a certificate to that effect duly countersigned by the Controlling Officer.

A. For Duplicating work	Vocabulary No.
(1) Duplicating paper white absorbent or semi-absorbent, F. Cap—6½ lbs.	E. 046, E. 048
(2) Do. brief size—13 lbs.	E. 047
(3) Duplicating paper unbleached soft size—5 lbs.	E. 049
(4) Dupligrph paper super calendered	
(5) Stencil paper of various kinds	K. 021-027
(6) Duplicating ink (one tube to be issued per 5 reams of Duplicating Paper)	K. 011-014
(7) Correcting Fluid	K. 006
 B. For Drawing Work	
(a) Paper :	
(1) Drawing Paper	{ A. 001-022 A. 031-033
(2) Ferroprussiate (Sensitized and unsensitized)	A. 023-028
(3) Tracing Paper	A. 051-055
(4) Tissue Paper	A. 050
(5) White Cartridge Paper (for rough drawing)	D. 055-061
(6) Section Paper (Graph Paper)	A. 036-049
(b) Miscellaneous :	
(1) Tracing cloth	H. 040-050 & 052
(2) Brushes of various kinds	H. 001-036
(3) Drawing pencils (various grades)	H. 072-083
(4) Water Colours (Assorted)	H. 104-105
(5) Rulers Flat	H. 094-95
(6) Holders for steel pen (Mapping and crowquills)	H. 085 and 0.87
(7) Steel pen, crowquill	H. 084
(8) Pens mapping steel	H. 086
(9) Drawing pins (1/2" + 3/4")	H. 091-92
(10) Cabinet nests 6 saucers	H. 096
(11) Saucers for colours	H. 097
(12) Slants (6 nests and 3 nests)	H. 098-99
(13) Sponges (Large and Small)	H. 100-103

ANNEXURE 'B'—*contd.*

(14) Water colour box empty large	. H. 056
(15) Shilling colour Box	. H. 051
(16) Drawing ink liquid (Assorted)	. H. 064
(17) Drawing ink liquid Black	. H. 065
C. For Printing and Binding Work	
(1) Printing paper, bleached	. App. 021-034, 031-051
Printing paper, unbleached	. D. 092-100
Printing paper, semi-bleached	. D. 078-091
Printing paper, coloured	. D. 062-069, App. 042-047
Printing paper, badami	. D. 018-026
Printing paper, cartridge etc.	. D. 027-030, 052-061, D. 070-077, D. 101-105
Real and Immitation Art	. D. 001-017, App. 036
(2) Binding cloth of sorts	. J. 005
(3) Art Canvas	. J. 002
(4) Cloth, (Grey, Jaconet, long & Rexine)	J. 007-009 J. 004, J. 003
(5) Leather of sorts, calf and sheep	J. 015-022
(6) Pulp boards of various sorts and sizes	E. 057-060
(7) Straw Boards of various sizes and sorts	. G. 033-053
(8) Tapes	. M. 079-080
(9) Thread	. J. 031-039
(10) Twine (hemp, jute and white)	. J. 040-042
(11) Stationery Laces	. J. 028
(12) Ruling paste	. I 053-054
(13) Needles large and small	. J. 023-025
(14) Numbering machine and ink	. M. 035. M. 028
(15) Litho ink	. K. 015
D. For Packing and Despatch Work	
(1) Wrapping paper (Brown and Kraft of various sizes and and sorts)	. E. 004-027
(2) Sealing Wax red	. M. 059
(3) Service envelopes of S.E. Series	. F. 045-053
(4) Stapling machine and staples	. J. 029-030
(5) Other miscellaneous articles	J. 026-006, 010-014, 027
E. For Permanent Record :	
(1) Parchment	. L. 001-007
(2) Paper mill-bourne handmade loan	B. 031, E. 065

ANNEXURE 'B'—*contd.*F. *For Training Schools and Units*

(1) Target paper of various sizes	E. 064-073
(2) Crayons	I. 001-004
(3) Exercise Books	F. 057-060
(4) Slate and Slate Pencils	I. 062-063
(5) Inkwell-China	I. 032

G. *For General Use*

(1) Bank books, plain and ruled	F. 001-019
(2) File books	F. 061-064
(3) Rubber Stamps		

APPENDIX II

(Vide reply to Recommendation Serial No. 18 in chapter II)

GOVERNMENT OF INDIA

OFFICE OF THE CHIEF CONTROLLER OF PRINTING AND
STATIONERY

'NIRMAN BHAVAN'

No. 12|18|69-P&S.

New Delhi, dated the 25th June, 1969.

SUBJECT:—Local purchase of stationery stores—powers of Minis-
tries|Heads of Departments|Heads of Offices.

In accordance with the instructions contained in the Ministry of Finance (Department of Expenditure) O.M. No. F. 12(76)-E-II (A)|60, dated 20-9-1963 (copy enclosed), all the indentors of this Department are required to send a quarterly return in respect of local purchase of stationery stores made by them within their financial powers to the Controller of Stationery, Calcutta and the Regional Stationery Depots concerned. The Estimates Committee of the Parliament while examining the procedure for local purchase of stationery stores have observed that most of the Central Govt. Offices do not send such returns to the Controller of Stationery and the Regional Stationery Depots concerned with the result that it is difficult to measure in definite terms how far the function of the Stationery Office as the Central Agency for procurement and supply of stationery stores are being fulfilled or their powers eroded. The Committee have, therefore, urged that all the indenting officers should scrupulously comply with the existing instructions of the Ministry of Finance mentioned above. The Ministry of Home Affairs, etc., are requested to issue instructions to their Attached and Subordinate offices to ensure that the orders of the Ministry of Finance as mentioned above are complied with.

2. The Estimates Committee have also taken a serious view of indentors making local purchase in excess of the permissible limits. Ministry of Home Affairs etc., are requested to impress upon their Attached and Subordinate Offices not to exceed the limits of powers for local purchase of stationery.

(Sd.) S. S. NARULA,

Deputy Controller, Administration, II,
for Chief Controller of Printing and Stationery.

To

1. All the Ministries & Departments of the Government (with 20 spare copies).
2. President's Secretariat, New Delhi.
3. Prime Minister's Secretariat, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Planning Commission, New Delhi.
6. Department of Parliamentary Affairs, New Delhi.
7. Comptroller & Auditor General of India, New Delhi.
8. Administrative Reforms Commission, New Delhi.
9. Registrar, Supreme Court, New Delhi.
10. Chief Election Commissioner, New Delhi.
11. Registrar General of India, New Delhi.
12. Union Public Service Commission, New Delhi.
13. Lok Sabha Secretariat, New Delhi.
14. Rajya Sabha Secretariat, New Delhi.
15. All the Heads of Presses and Branches of this Department.
16. Establishment Section, Headquarters Office.

No. F. 12(76)-E.II(A)|60

GOVERNMENT OF INDIA
MINISTRY OF FINANCE

DEPARTMENT OF EXPENDITURE

New Delhi, the 30th September, 1963.

OFFICE MEMORANDUM

SUBJECT:—*Local purchase of stationery stores—Powers of Ministries|Heads of Departments|Heads of Offices.*

The undersigned is directed to refer to this Ministry's Office Memorandum of even number dt. the 6th August, 1960, on the subject mentioned above (copy enclosed for ready reference) and to say that the addition made at the end of para 2(a) thereof under this Ministry's Office Memorandum of even number dated the 29th May, 1963 may be substituted by the following:—

“after making the local purchase, the indenter should inform the Govt. of India Stationery Office, Calcutta|Regional

Stationery Depot, New Delhi, as the case may be, in the first week of April, July, October and January, of the particulars of such purchases made during the preceding quarter, i.e. quarter ending 31st March, 30th June, 30th September and 31st December, so that the quantities to be supplied by the Govt. of India, Stationery Office are reduced to that extent; and”

Sd|- HOT CHAND,

Under Secretary to the Government of India.

To

All Ministries of the Government of India, etc. etc.

No. F. 12(76)-E.II(A)|60

Copy with 30 spare copies. forwarded to the Chief Controller of Printing and Stationery, New Delhi.

Copy with 10 spare copies forwarded to the Ministry of W.H.&R. (Department of W. & H.) with reference to their U.O. No. S&P.II-5.105|63 dated the 5th September, 1963.

3 copies to Estate Branch of the Ministry of Finance.

Sd|- HOT CHAND,

Under Secretary to the Government of India.

Copy of Office Memorandum No. F. 12(76)E.II(A)|60, dated the 6th August, 1960, from Ministry of Finance, Department of Expenditure, addressed to all Ministries of the Govt. of India, etc. etc.

SUBJECT:—*Local purchase of stationery stores—powers of Ministries|Heads of Departments|Heads of Offices.*

In partial modification of this Ministry's Office Memorandum No. 12(144)-E.II(A)|59, dt. the 26th December, 1959 on the above subject and subject to such general instructions as may be issued by the Chief Controller of Printing and Stationery, etc. from time to time in this behalf, the President is pleased to enhance *until further orders* the powers of the Ministries|Departments of the Govt. of India and other authorities subordinate to them regarding the local purchase of stationery stores as follows:—

- (i) *Ministries|Departments of the Government of India.—*
Rs. 10,000|- per annum, but full powers subject to the concurrence of the Chief Controller of Printing and Stationery.

(ii) *Heads of Departments.*—Rs. 5,000|- per annum

(iii) *Heads of Offices.*—Rs. 500|- per annum.

2. The exercise of these powers will also be subject to the following conditions: —

- (a) Local purchases should be so regulated that the overall procurement of stationery stores including those received through the Government of India Stationery Office|Regional Stationery Depot does not exceed the total requirements of the indentor calculated on the basis of the “quantity scale” prescribed by the Chief Controller of Printing and Stationery for the consumption of different items of stationery by various categories of staff; and
- (b) these delegations do not extend to the purchase of paper for printing purposes except with the prior concurrence of the Chief Controller of Printing and Stationery.

3. This issues with the concurrence of the Ministry of Works, Housing and Supply.

Sd|- C. R. KRISHNAMURTHI,

Deputy Secretary to the Government of India.

APPENDIX III

(Vide reply to Recommendation Serial No. 24 in chapter II)

GOVERNMENT OF INDIA STATIONERY OFFICE

3, CHURCH LANE

CALCUTTA-1

Office Order No. 10 of 1969-70 dated 18-9-69

File No. 519|11|69-CDN.

SUBJECT:— *Watching of stock level of paper and other stationery stores of the Regional Stationery Depots—procedure regarding.*

The Estimates Committee of 1968-69 in its 62nd report recommended *inter alia* that a procedure should be devised where by it would be possible to ascertain at intervals of time whether any Stationery Department is holding stocks beyond permissible limit and incurring additional expenditure due to its handling and issue. The recommendation has been accepted by the Chief Controller of Printing and Stationery, New Delhi.

2. With a view to impelmenting the recommendations of the Estimates Committee, the Asstt. Controllers of the three Regional Depots shall furnish a quarterly statement of stock held by them of each item in the proforma enclosed to the Chief Controller of Printing and Stationery, New Delhi as also to the Controller of Stationery. The statement should contain the position as on 1st April, 1st July, 1st October and 1st January each year and should reach Chief Controller of Printing and Stationery Office and Government of India Stationery Office, Calcutta by the 10th of the respective month.

3. On receipt of the statement in this office, Assistant Controller (Supply) should scrutinise the items of the stock in the depot with reference to the limit of maximum of stocks and suggest remedial measure against over stocking and arrange replenishment of stocks which are below the level of the limit of minimum stock. Before taking any action he will obtain the orders of Deputy Controller Stationery or Controller of Stationery as the case may be and then apprise the Chief Controller of Printing and Stationery, New Delhi

of the action taken by Govt. of India Stationery Office, Calcutta. This should be dealt with in Survey Section, now under the charge of Asstt. Controller (Supply).

Sd/- MAJOR J. K. LAHIRI,
Controller of Stationery.

To

1. All Officers of G.I.S.O., Calcutta.
2. Superintendent, Survey Section, G.I.S.O., Calcutta.
3. Shri Pran Nath, Asstt. Controller, Regional Stationery Depot, New Delhi.
4. Shri G. Vishnani, Assistant Controller, Regional Stationery Depot, Madras.
5. Shri S. D. Sharma, Asstt. Controller, Regional Stationery Depot. Bombay.
6. Esstt. Section—10 copies.
7. Shri S. S. Narula, Deputy Controller (Admn.), Office of the Chief Controller of Printing and Stationery, New Delhi.

Statement of stock held by Regional Stationery Depot..... for the quarter ending 1st April, July, October, January, 19.....

Serial No.	Vocab No.	Description of Stores	Quantity held in	Quantity required annually including the quantity for stock building	Period of stock		Quantity required for main- stock	Remarks
					Maximum prescribed	Minimum prescribed		
1	2	3	4	5	6	7	8	
				(a)	(b)	(a)	(b)	
						<u>Maximum Minimum</u>		

APPENDIX IV

(Vide Introduction to Report)

Analysis of action taken by Government on the recommendations contained in the Seventy-second Report of the Estimates Committee (Fourth Lok Sabha).

1. Total number of recommendations	31
2. Recommendations which have been accepted by Government (vide recommendations Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 including in Chapter II)	
Number	29
Percentage to total	93·5%
3. Recommendations which the Committee do not desire to pursue in view of Government's reply (vide recommendations Nos. 14 and Paras Nos. 2·77 and 2·78 included in Chapter III).	
Number	2
Percentage to total	6·5%

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